



**Cornell Cooperative Extension**  
**of**  
**Franklin County**  
**After-School Enrichment Experience**  
**Parent Handbook**

2024-2025

Grades: K-6

Ages: 5-12

## Table Contents

2024-2024 After-School Enrichment Experience Handbook Summary.....	3
Contact Information.....	4
CCE After-School Enrichment Experience Guiding Statement.....	5
Program Schedule and Hours of Operation.....	6
2024-2025 After-School Enrichment Experience Enrollment Instructions.....	7
Policies and Procedures.....	8
2024-2025 CCE After-School Enrichment Experience Fees.....	8
Payment Policy.....	8
Registration Policy.....	8
Health Care Plan.....	9
Accident/ Incident Reports.....	9
Absence.....	10
Arrival & Pick Up.....	10
Emergency Plan.....	10
Electronics Policy.....	10
Lost and found.....	11
Fire Drills.....	11
Shelter in Place Drills.....	11
Code of Conduct.....	12
Disciplinary Procedure.....	12
Child Abuse and Maltreatment.....	13
Educational Curriculum.....	14
Attachment A.....	15

## 2024-2025 After-School Enrichment Experience Handbook Summary

Cornell Cooperative Extension of Franklin County (CCE Franklin) After-School Enrichment Experience is designed to complement the daily activities of school age children. We will provide a healthy, safe, secure environment for all participants. Our After-School Enrichment Experience promotes the core values of honesty, caring, respect, and responsibility.

- **Hours of operation:** Monday – Friday from district dismissal until 5 p.m.
- **2024-2025:** \$150 per year for membership (able to attend every day on regular school days) or \$10 per day for drop in rate
- **2024-2025:** In addition to our regular After-School Enrichment Experience days, CCE will be offering the program on ½ days, superintendent days, some school vacation breaks at a fee of \$20 per day from 8am – 4pm (please see Attachment A for the days of full program).
  - Preregistration and prepayment are *required* by Thursday the week *prior* to attendance.
- All enrollment forms must be submitted using the [www.ezchildtrack.com/cce/parent](http://www.ezchildtrack.com/cce/parent) site (this is a new system for the After- School Enrichment Experience and all parents must open a new account prior to your child(ren)'s first day of attendance at the After-School Enrichment Experience).
- Payment options: Credit card/ debit card
- Late pick-up fee: \$10 for 1 to 15 minutes late and \$25 for 16-30 minutes late.
- The After-School Enrichment Experience will include a daily activity using 4-H Positive Youth Development curriculum.
- All participants must follow the Code of Conduct including a strict no electronics policy (except schoolwork and emergencies).

## **Contact Information**

### Cornell Cooperative Extension of Franklin County

355 W. Main Street

Suite 150

Malone, NY 12953

Located in the Franklin County Courthouse

Office Hours: Mon-Friday 8:00 a.m. – 4:00 p.m.

Office Number: 518-483-7403

General email: [franklinasp@cornell.edu](mailto:franklinasp@cornell.edu)

Website: <https://franklin.cce.cornell.edu/4-h-after-school-programs>

### **Key Office and After-School Enrichment Experience Staff**

Kerri Keeler – ASP Director/ BMCS

[kak333@cornell.edu](mailto:kak333@cornell.edu)

Stephanie Carlisto- ASP Director/ CCS

[slc342@cornell.edu](mailto:slc342@cornell.edu)

Scott Gordon- Executive Director

[sag293@cornell.edu](mailto:sag293@cornell.edu)

### **Our Staff**

All staff members are carefully screened and selected based on:

- Experience & Skills
- Certifications & Education
- Character
- Enthusiasm
- Love of working with children

All staff follow staffing qualification guidelines to meet both Cornell University and NYS Office of Children and Family Services standards. Extensive interviews and three personal/professional reference checks are completed for all staff. Staff are only permitted to work for our After-School Enrichment Experience after being cleared by the Central Register Clearance System and the NYS Office of Child and Family Services. All staff are required by the Office of Children and Family Services to complete thirty hours of training every licensing period.

## **CCE After-School Enrichment Experience Guiding Statement**

### 4-H Way

4-H empowers young people with the skills to lead for a lifetime.  
It is a research-based experience that includes a mentor, a hands-on project,  
and a meaningful leadership opportunity.

### Cornell Cooperative Extension of Franklin County's Commitment to Our Customers

We value our relationship with you.  
We seek to understand and meet your needs.  
We communicate clearly and thoughtfully.  
We provide quality programs and services.

### Inclusiveness Statement

Cornell Cooperative Extension of Franklin County Enrichment Experience realizes the dignity and worth of each individual and works to eliminate human barriers based on all assumptions which prejudice individuals.

### Civil Rights Law

Cornell Cooperative Extension of Franklin County After-School Enrichment Experience does not discriminate in the registering of children due to race, religion, color, creed, economic status, national origin, physical and mental handicap, or gender as per A.S. 18.80.230 and AMC 5.20.50 and Cornell Cooperative Extension of Franklin County policies.  
Cornell Cooperative Extension of Franklin County is an equal opportunity employer and provider.

**Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities**

## **Program Schedule**

### **Daily Schedule-**

**2:00 – 2:30:** Students arrive and are checked into the program and daily health checks are performed. Table tops activities with partner or in small groups.

**2:30 – 3:00:** Clean up and snack or meal. Students will be provided nutritious, abundant snacks or meals in accordance with OCFS regulation 414.12.

**3:00 – 4:00:** Tutoring and/or educational stations (if students are not participating in tutoring, they will participate in education stations led by OCFS licensed group teachers. Stations will include topics in STEM/ELA, social-emotional wellness, and life skills. Participants will rotate through stations in age-group cohorts of 15 to 30 minute intervals.

**4:00 – 4:30:** A structured, play-based physical activity will occur daily.

**4:30 – 5:00:** Project-based learning/ outside speaker.

### **After-School Enrichment Experience Regular Hours**

The hours of operation for the After-School Enrichment Experience will be Monday – Friday and begin at district dismissal until 5pm.

**If a child is not picked up by program closing, there will be a \$10 fee for 1-15 minutes late and a \$25 fee for 15- 30 minutes late.**

## 2024-2025 After-School Enrichment Experience Enrollment Instructions

1. Visit the Cornell Cooperative Extension of Franklin County After School Program website: <https://www.ezchildtrack.com/cce/parent>
2. Select the “Open Account” button.
3. Select either Drop- In rate (\$10 per day) or Membership rate (\$150 for entire year regular school day 2:00pm – 5:00pm).
4. Follow the instructions on the online registration portal.
  - If you have any questions or need assistance with registering your child(ren) please contact an After-School Enrichment Experience Director at 518-483-7403 (Kerri or Stephanie)
5. After your registration is completed, your application will be reviewed and then approved by a CCE Franklin Staff member within one (1) business day. You will receive an email confirming your child(ren)’s enrollment in the After-School Enrichment Experience.

## Policies and Procedures

Cornell Cooperative Extension of Franklin County After-School Program Enrichment Experience provides a healthy, safe, secure environment for all participants. The program is regulated under NYS Office of Child and Family Services statute 414-SACC. Our After-School Enrichment Experience promotes the core values of honesty, caring, respect, and responsibility. Children who attend our programs are expected to follow the policies and procedures below and interact appropriately in a group setting.

### **2024-25 CCE After-School Enrichment Experience Fees**

CCE After-School Enrichment Experience will be partially funded through program fees. We use program fees to cover robust, fun, enriching curriculum based on the 4-H Positive Youth Development model.

### **2024-25 Program Fees**

Type	Fee	Description
Membership Rate	\$150/year	Annual program fee for unlimited Mon-Fri 2:00-5:00 p.m. after school programming. Enrollees commit to attending at least 30 days during the 2024-25 school year.
Drop-In Rate	\$10/day	Drop-in Mon-Fri 2:00-5:00 p.m. after school care for students not enrolled in the membership rate
School Break Program	\$20/day	Half day dismissal – 5:00pm School closures (Superintendent days, vacation days) 8:00am – 4:00pm *See <b>attachment A</b> for the schedule of operating days during school closures.
Summer Enrichment Camp	\$100/week	Mon-Fri 8:00-4:00 p.m. full day programming during the summer

### **Payment Policy**

No child will be turned away from the program based on inability to pay. Please contact either Kerri or Stephanie to discuss program options.

### **Registration Policy**

Enrollment in Franklin County CCE After-School Enrichment Experience is an ongoing process, and we will accept applications throughout the school year. Care is provided on a first come, first served basis. All enrollment forms must be submitted the Thursday of the week prior to a student attending program for the first time. All forms must be submitted through the [www.ezchildtrack.com/cce/parent](http://www.ezchildtrack.com/cce/parent) website.



Detailed information on how to register participants can be found in the “2024-2025” After School Program Enrollment Instructions” section of this handbook (page 8).

Registration for each program week will close the prior Thursday at 5:00 p.m. To ensure the safety of students and adequate staffing per NYS Office of Child and Family Services regulations, *preregistration will be absolutely mandatory for the 2024-2025 school year.* Students not registered *will not* be allowed at program. *No exceptions.*

### **Health Care Plan**

CCE of Franklin County ‘s After-School Enrichment Experience has an approved health care plan per the NYS Office of Child and Family Services OCFS Regulation 414.11(c)(1). The health care plan has procedures that are followed if a child gets sick during program time. If a child becomes sick, we will call and inform the parent/guardian of the situation.

Criteria for exclusion of children who are ill (immediate pick-up will be requested if the child is at a program)

- The child is too ill to participate in program activities.
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other young people.
- An acute change in behavior – this could include a lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash.
- Fever – Temperature at or above 100° orally.
- Head lice until after the first treatment (Exclusion is not necessary before the end of the day)

For a full list, please refer to the Program Health Care Plan (the Director of the program will be able to give access to the Health Care Plan).

*Children with specific food allergies must have a physician’s written note with recommendations on file.* This will help the staff know the best methods to accommodate children with allergies.

### **Accident / Incident Reports:**

Children sometimes receive bumps and bruises as part of their daily routines. An accident report will be completed by a staff person if a child gets injured and needs to receive First Aid. The report is filed with the Program Director by the end of the program day. When an injury is caused by another child, an incident report will be completed by program staff and parents/guardians will be notified by the staff. All reports are filed in the child’s file. The staff will use basic First Aid procedures for all bumps and bruises. If more care is needed, the parent will be notified and asked to seek additional care with the child’s physician. A parent/guardian will also be contacted immediately if any injury to the head occurs at the program.

If a child requires immediate attention, 911 will be called and the parent / guardian will be contacted. The child will be transported by ambulance to the most appropriate medical facility. If the parent is unable to accompany the child to the hospital, the Director or a staff member will remain with the child until a parent/guardian arrives.

### **Absence**

If a child is absent from school due to sickness, they may not attend the After-School Enrichment Experience. If a child is scheduled to be at the program and is absent it is recommended that the parent, make the program aware of the absence either via phone or email.

### **Arrival & Pick-Up**

Upon arrival at the program, staff will take attendance and perform a Daily Health Check (as mandated by OCFS Regulation 414.11(c)(2)(i)).

A parent, guardian, or adult designated on the pick-up authorization must sign out the child at pick-up (PHOTO ID MAY BE REQUIRED). *Please submit a copy of custodial arrangement if necessary.* In the event of an emergency, please call your program's director or designated staff member with a specific description of the adult picking up the child and that person *will be required* to show photo identification at pick-up. Those without photo ID, or persons not noted on the pick-up authorization *WILL NOT* be permitted to pick-up a child under any circumstances.

If a child is not picked up by program closing, there is a \$10 fee for 1-15 minutes late and a \$25 fee for 16-30 minutes late. Every attempt will be made to contact either the child's guardian or emergency contacts. If the guardian cannot be contacted or the emergency contact numbers cannot be reached, the local authorities will be called to locate the parent or guardian after 30 minutes.

### **Emergency Plan**

We have an approved emergency plan per NYS Office of Child and Family Services regulation 414.5(b)(3). A copy of the full emergency plan is kept at each program and additional copies are available to parents upon request.

### **Electronics Policy**

Laptops or Chromebooks are permitted only to be used for homework or remote learning assignments (OCFS regulation 414.7(h)). Only programs and websites that are assigned may be accessed. If a student is found to be accessing a website or program that is not permitted, the laptop/Chromebook will be temporarily removed from student until parent arrives. When

learning assignments are completed, laptops/Chromebooks are to be put away securely in a child's backpack.

Any cell phone brought to the program must remain in the student's backpack during the entire scheduled program time unless it is being used to contact a parent or guardian in the event of an emergency. Except for emergency use, if a phone is taken out it will be removed from the student's possession until the parent/guardian arrives. A parent will have to pick the phone up from the Site Supervisor or Program Director. Repeated incidents of a child using their phone during the After-School Enrichment Experience may result in a meeting with the Program Director to review After-School Enrichment Experience policies.

### **Lost and Found**

Lost items are kept in a box in the program room. Parents are welcome to check for any missing articles. At the end of the school year, any unclaimed items will be washed and donated. *CCE Franklin is not responsible for any lost or stolen item(s).*

### **Fire Drills**

A monthly fire drill will occur on the first Wednesday of each month per OCFS regulation 414.4(b)(1).

### **Shelter in Place Drills**

A shelter in place drill will occur on Monday, October 7, 2024, and Monday, March 3, 2025, per OCFS regulation 414.5(4)(5).

## Code of Conduct

- We are all responsible for our actions.
- We respect each other and our environment.
- Honesty will be the basis for all relationships and interactions.
- We will care for ourselves and those around us.
- No use of profanity, offensive language or name-calling will not be tolerated.
- No physical aggression, e.g., hitting, kicking, pulling, fighting, spitting, etc.
- Be enthusiastic, thoughtful, open-minded, and involved.
- Treat others as you would like to be treated.
- Listening & paying attention are mandatory for a safe and fun program.
- Respect others using facilities.
- Complete respect for all equipment, facilities, and grounds is expected.

### Disciplinary Procedure

CCE's After-School Enrichment Experience seeks to provide an environment where individuals respect one another, cooperate, and work together. The word discipline means to teach and guide. Discipline is not punishment. The discipline policy therefore reflects an approach that focuses on preventing behavior problems by supporting children in learning appropriate social skills and emotional responses. It is the child's responsibility to follow the established rules. Staff will help children to understand the rules and the reasons for the rules, as well as to reinforce positive behaviors and redirect inappropriate behaviors. Positive discipline focuses on the needs of the child and contributes positively to the child's overall development. Staff members teach children conflict resolution techniques and support them as they become responsible for resolving conflicts among themselves.

To respond effectively when children display challenging behavior, staff will strive to understand typical social and emotional development and behaviors. Measures that prevent behavior problems often include developmentally appropriate environments, supervision, routines, and transitions. When a child is unreceptive to positive reinforcement, redirection, or conflict resolution a parent may need to be contacted to pick up their child.

#### *Disciplinary procedure:*

1. Staff will redirect the child to more appropriate behavior.
2. The child will be reminded of the behavior guidelines and rules, and a discussion will take place.
3. The Program Director will be notified of the problem and will meet with the child.
4. If the behavior persists, a parent will be notified of the problem.
5. If a problem persists and a child continues to disrupt the program, CCE of Franklin County reserves the right to suspend or remove the child from the program.

The following behaviors are not acceptable and may result in the immediate and indefinite suspension of a participant:

- Behaviors that endanger the health and safety of children and/or staff, volunteers, and members.
- Stealing or damaging ASP program, off-site, or private property.
- Leaving the program without permission. This includes running away from staff members.
- Continuous disruption of the program.
- Constant disrespect of staff members.
- Refusing to follow the behavior guidelines and/or rules.
- Acting in a lewd manner.

**Child Abuse and Mistreatment:**

CCE's After-School Enrichment Experience is committed to a safe, nurturing environment for children to grow and learn in a positive manner. Any abuse or maltreatment of a child is prohibited. CCE will not tolerate any form of abuse or maltreatment by a staff, volunteer, or parent. All staff members are mandated reporters in compliance with Office of Child and Family Services regulations.

## **Educational Curriculum**

CCE of Franklin County After-School Enrichment Programs are designed to complement the daily activities of the school age children. Children will engage in a variety of age-appropriate experiential learning activities designed to keep them active and engaged in the learning process. They will learn about geography and cultures, citizenship, animal science, the arts, agriculture, growing food, and healthy ecosystems, as well as the importance of good nutrition and preparing food from scratch. Rotating monthly topics will be brought to life using weekly themes based on 4-H Positive Youth Development curriculum focused on STEM/STEAM, agriculture, civic engagement, and healthy living. Daily physical or educational activities will complement weekly themes.

Our program encourages participation and input of ideas and projects from the parents and children enrolled at the After-School Enrichment Experience.

**Thank you for choosing CCE Franklin After School Programs for your child's care. We understand and appreciate that you have placed your trust in us to watch over your child. Our goal is to provide exceptional care in a comfortable, welcoming, and educational environment for children. We look forward to working together through the 2024-2025 school year.**

## Attachment A

After-School Enrichment Experience schedule outside of regular school days.

The days listed below will be a \$20 fee per child per day.

Month	Date	Year	Hours
October	31 (Th)	2024	Half Day Dismissal – 5pm
November	1 (F)	2024	8am – 4pm
November	27 (W)	2024	8am – 4pm
January	29 (W)	2025	8am- 4pm
February (winter break)	18 – 21 (T, W, Th, F)	2025	8am- 4pm
March	20 (Th)	2025	Half Day Dismissal – 5pm
March	21 (F)	2025	8am -4pm
April (Spring Break)	18-25 (F, M, T, W, Th, F)	2025	8am – 4pm
May	23 (F)	2025	8am – 4pm

\*\* Please note that during the last two weeks of school there may be some earlier dismissal times. As soon as that schedule is posted the After-School Enrichment Experience will notify parents/ guardians of this.

**\*\*\* The After-School Enrichment Experience will not operate on snow days or early dismissal days due to weather.**