



**Cornell Cooperative Extension  
Franklin County  
Afterschool Program Handbook  
2021-2022  
Grades: K-6  
Ages: 5-12**

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## CCE Franklin Staff Contact Information

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Bulldog Hour Site Supervisor

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Mikayla Foster – Afterschool Program Educator

Panther Hour Site Supervisor

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518-483-7403 ext. 7303

## 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 attend comprehensive trainings that cover all NYS Office of Children and Family Services and Afterschool Program requirements. Our staff members are looking forward to the upcoming school year!

### Where We Meet:

ASPs (Afterschool Programs) will meet at dismissal time for their district. Each school district has a designated location, please ask your school administrative team where this is. All students enrolled must be picked up by program end times to avoid any additional charges.

### Code of Conduct

It is the goal of, CCE Franklin County to provide a healthy, safe, secure environment for all participants. Our ASPs promote the core values of honesty, caring, respect, and responsibility. Children who attend are expected to follow the Code of Conduct below and to interact appropriately in a group setting.

- 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 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 Procedures:

When a participant does not follow the Code of Conduct, we may take the following steps:

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 Franklin 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 personal 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.

### ASP Hours

The hours of operation for Bulldog and Panther Hour run Monday – Friday and start at district dismissal until 5pm.

There is no ASPs on days school is dismissed early or activities are cancelled due to inclement weather.

Half day programming varies by district. Please contact the CCE office or your local district administrative team if you have questions regarding half day programming in your district.

### Arrival & Pick-Up

- 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.
- 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 \$15 fee for the first 15 minutes and \$1 for each additional minute. Every attempt will be made to contact either the guardian or the emergency numbers. 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.

## 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).**

## Daily Schedule

2:00-2:30 Check in/Hand washing  
2:30-3:10 Physical Activity  
3:20-3:25 Cleaning/Sanitizing/Hand washing  
3:25-3:45 Snack  
3:45-3:50 Cleaning/Sanitizing/Hand washing  
3:50-4:25 Steam/Steam/Craft  
4:25-4:30 Cleaning/Sanitizing/Hand washing  
4:30-4:50 Dedicated Academic time  
4:50-5:00 Free time/Pick up

## Payment Policy

CCE Franklin ASPs are participation funded programs. Program rates are as follows:

1 Child/day - \$10

\$7 per day for each additional child(ren)

District Employee Rate: \$7 per child(ren)

Payment **MUST** be received at the end of each week attended. CCE Franklin holds certifications for all ASP programs and payment assistance is available through your local DSS.

**\*\*After a balance of \$100 or more is accrued participants will be immediately dismissed from the program and will not be allowed to attend until payment is made in full or arrangements with program leaders have been made.**

Any remaining unpaid balances will result in participants to be suspended from any other CCE program participation funded programs until balance is paid in full.

## Registration Policy

Once enrolled, weekly registration for ASP will be available online at <http://franklin.cce.cornell.edu/4-h-after-school-programs> . Each week's link is available starting the Thursday prior to the start of the next school week and will close that Sunday. Student's will need to be registered with Cornell Cooperative Extension (CCE) of Franklin County Administration to be admitted into ASP the following week.

## 2021-2022 Afterschool Program Agreement

I, \_\_\_\_\_, guardian of, \_\_\_\_\_  
have read the CCE Franklin Afterschool Program Handbook. My child(ren) and I agree to abide by the rules laid out therein. I agree to follow the payment and registration policy and understand that it is my duty to be diligent of my child's program expenses.

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date