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# B.U.F.F.S.

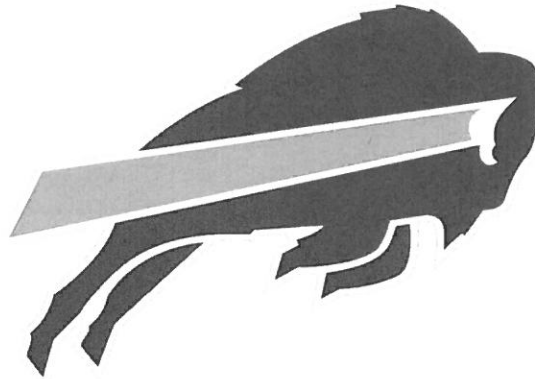
## Building Up Families, Friends, & Students

Stanley County School District #57-1  
Fort Pierre, SD

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### 2018-2019

## Parent & Student Handbook



### **Vision Statement**

The **BUFFS** Program's vision is to provide child(ren) with an active learning environment that stimulates the whole child and academic achievement.

### **Goals**

**BUFFS** will provide comprehensive programming that addresses the 'whole child', including academic growth, healthy behavior, personal growth, an awareness of lifetime sports, and exposure to a variety of recreational activities.

**BUFFS** will foster community partners and resources to enrich and sustain the program.

**BUFFS** will provide opportunities for parents to participate in learning activities with their children.

# Stanley County BUFFS Program

## REGISTRATION

Due to the South Dakota regulations the program is operated under, **ALL registration packet forms must be completed, signed by the parent or guardian and returned to the coordinator or program director before your child may attend the BUFFS Program.** Note: The BUFFS program will begin Tuesday, August 21, 2018.

## COST

The cost of the BUFFS After-School Program is \$150 per month for Monday – Friday attendance. Please see the calendar below. Monday - Thursday attendance is \$75 per month. Friday only attendance is \$100 per month. JK student price is \$175 per month. Students will be picked up from the JK classroom when they release at 2:00. When K-8 students are dismissed, they will meet at the commons area in the elementary and walked to the Youth Center.

The month of August will be prorated as follows: Monday – Friday: \$85, Monday – Thursday: \$40, Friday Only: \$50, JK Students: \$100.

Payment is due on the first of each month. Parent/Guardian will receive a notice if your payment has not been made for the upcoming month. If you are more than 30 days past due, your child will not be able to attend the program. This payment can be made in the Stanley County Schools Business Office or to the Program Director.

## HOURS OF OPERATION

The BUFFS After-School Program will begin Tuesday, August 21, 2018. The program is held Monday through Friday, when school is in session, at the Pat Duffy Community Youth Involved Center.

**After School Care:** 3:35 p.m. – 5:30 p.m.

Junior Kindergarten: 2:00 p.m.- 5:30 p.m.

**Fridays:** 7:30 a.m.– 5:30 p.m.

Enrichment Fridays: drop off for BUFFS Program will be the elementary playground.

**Early Dismissal Days (School Dismissed at 12:30 due to Holiday):** Closed

**Weather Related Closures:** Closed

## 2018-2019 BUFFS CALENDAR

Tuesday, August 21 <sup>th</sup> – First Day of BUFFS	Friday, January 4 – Regular School Day
Friday, August 24 <sup>th</sup> – Regular School Day	Friday, January 11 & 18 – BUFFS 7:30 – 5:30
Friday, August 31 <sup>st</sup> – BUFFS 7:30 – 5:30	Monday, January 21 <sup>st</sup> - <b>No School/BUFFS</b>
Monday, September 3 <sup>rd</sup> - <b>No School/BUFFS</b>	Friday, January 25 <sup>th</sup> – Regular School Day
Friday, Sept. 7 <sup>th</sup> : Enrichment Friday	Friday, Feb. 1 <sup>st</sup> – Enrichment Friday
Friday, September 14 <sup>th</sup> – BUFFS 7:30 – 5:30	Friday, February 8 & 15 – BUFFS 7:30 – 5:30
Friday, September 28 <sup>th</sup> – HOMECOMING	Monday, February 18 <sup>th</sup> - <b>No School/BUFFS</b>
Friday, Oct. 5 <sup>th</sup> - Enrichment Friday	Friday, February 22 – Regular School Day
Friday, October 12, 19 & 26 – BUFFS 7:30 – 5:30	Friday, March 1 <sup>st</sup> – Enrichment Friday
Friday, November 2 & 9 – BUFFS 7:30 – 5:30	Friday, March 8, 15, 22, & 29 BUFFS 7:30 – 5:30
Friday, Nov. 16 <sup>th</sup> – Enrichment Friday	Friday, April 5 <sup>th</sup> – Enrichment Friday
Wed., Nov. 21 <sup>st</sup> – 12:15pm Early Dismissal ( <b>No BUFFS</b> )	Friday, April 12 <sup>th</sup> – BUFFS 7:30 – 5:30
Thursday, November 22 <sup>th</sup> - <b>No School/BUFFS</b>	Friday, April 19 <sup>th</sup> – <b>No School/BUFFS</b>
Friday, November 23 <sup>th</sup> - <b>No School/BUFFS</b>	Monday, April 22 <sup>nd</sup> – <b>No School/BUFFS</b>
Friday, December 7 <sup>th</sup> – BUFFS 7:30 – 5:30	Friday, April 26 <sup>th</sup> – BUFFS 7:30 – 5:30
Friday, December 21 <sup>st</sup> – BUFFS 7:30 – 5:30	Friday, May 3 <sup>rd</sup> – BUFFS 7:30 – 5:30
December 21 <sup>st</sup> thru January 2 <sup>nd</sup> - <b>No School/BUFFS</b>	Friday, May 10 <sup>th</sup> – Enrichment Friday
Thursday, January 3 <sup>rd</sup> – School/BUFFS resumes	Friday, May 17 <sup>th</sup> – BUFFS 7:30 – 5:30
	Thursday, May 23 <sup>th</sup> – Last Day of School/NO BUFFS

## COMMUNICATION

If you need to contact the BUFFS staff, please call 280-6219 or 295-1188.

Weekly emails will be sent out with reminders and notices.

## CHECK IN & CHECK OUT POLICIES

After school, all BUFFS program students will be signed in by staff and will gather in the commons area.

Students will be required to be signed out. If parents are going to pick up their students, they will be required to sign them out. Otherwise if students have written permission to walk, ride their bike, or ride the bus home they will sign themselves out.

The BUFFS program will not be responsible for children before they sign in and after they sign out and leave Stanley County Schools. Children WILL NOT be released to persons not listed on the registration forms without written and/or verbal authorization from the parent/guardian. All verbal authorization must be spoken directly to BUFFS program staff.

## LATE PICK-UP POLICY

It is the parent/guardian's responsibility to have children picked up by 5:30 pm at the LATEST. There is a "3 strikes" policy for children not picked-up by 5:30 pm. If you receive a late strike, you will be notified and receive a copy of the written documentation. After the third strike your child(ren) will no longer be allowed to participate in the after-school program.

## BASIC PROGRAM ELEMENTS

**Activities:** Each week the BUFFS Program staff will be using many varieties of hands on activities throughout the school year to help enrich the students academically. Academic areas that will be addressed are science, nature, history, art/music, literacy, community, and many more. Educational field trips and guest speakers/presenters may occur periodically.

**Reading:** Every day students will have time to read silently. Books will be provided, but students can bring their own books. Younger grades will have books read to them. This will also be a time for students to catch up on homework with assistance from staff.

**Homework Help:** Each day right after school a supervised, quiet, homework help session is scheduled. Each child is responsible for keeping track of his/her own homework assignments. The staff can provide assistance with homework, but only if the student is clear about the assignment and is staying on task. Parents will still need to check homework nightly and sign anything that needs a parent signature.

## LUNCH/SNACK

A snack will be provided to students after school and on Friday afternoons at no charge. Lunch will be provided on Fridays through the Community and Youth Involved Center. A menu will be posted at the center. If your child has special dietary needs or chooses to not eat the meal, you will need to provide a healthy sack lunch for them. Meal alternatives will not be provided.

## PERSONAL ITEMS

Personal items, such as cell phones, toys, etc. are the responsibility of the student and we recommend they be left home. Lost or broken items are not the program's responsibility.

**Cell phones:** We have a program phone for parents to contact their children or vice versa at (605) 280-6219 or 295-1188. However, children can have cell phones for communication with parents only. If a student continues to use his or her cell phone, other than calling parents, staff will remove his/her phone and it can be picked up at the end of the program when the child is signed out.

**Lost & Found:** The BUFFS program staff will put lost & found items in the box at the Youth Center. Please check the lost and found frequently!

## MEDICINE DISTRIBUTION

If any medications need to be distributed to students during the BUFFS hours of operations, parents/guardians will need to follow the steps laid out by the Stanley County School District. The required documentation will be provided upon request.

## ILLNESS/EMERGENCY POLICY

1. When a child becomes ill at the BUFFS program site, parents/guardians will be notified and asked to make arrangements to pick up their child immediately.
2. In case of emergency, as determined by program staff, every effort will be made to contact the parents/guardians. If parents/guardians are unavailable, emergency personnel will be contacted.
3. In the event of a minor accident, as determined by program staff, a written accident report will be completed by staff and sent home with the child.
4. Parents/Guardians are responsible for any and all medical costs incurred by their child in the event of an accident/injury. The Program is not responsible for any medical expenses.

## DISCIPLINE POLICY

Children will have a clear understanding of the BUFFS program rules and expectations as they will be discussed with the children. The rules are established with an emphasis on each child's responsibility to the other children, staff, Stanley County Schools, and the field trip environment(s). We will do our best to redirect your child and work with them to stay an active part of the BUFFS program. The following outlines the discipline steps that we will take if necessary:

1. Redirect the child.
2. Give the child time away from the group.
3. Phone call to child's parents/guardians and document of a strike if incident occurs more than once during the day.
4. If behavior continues to be a disruption to the program or unsafe for other children, parents/guardians will be notified and expected to pick up their child early from the program or field trip for the day.

**In the event of a fight, the child will need to be removed at once from the program for the day. If behavior on field trips is continually unacceptable, field trip privileges will be withdrawn and parents/guardians will need to provide alternate care for their child during these events.**

The BUFFS Program uses a modified "3 strikes" policy. If behavior is unacceptable, your child will receive a strike and you will be required to pick your child up immediately. After the THIRD strike, your child will have an automatic one week suspension from the BUFFS Program. If another incident should arise after the week suspension, your child will no longer be allowed at the after-school program.

## **STUDENT ADMISSION POLICIES**

1. Students currently enrolled in Stanley County School District #57-1 in grades JK-8 are eligible to participate in the BUFFS after-school program.
2. **Registration forms must be completed and handed in BEFORE your child can attend the after-school program.** These forms include the BUFFS After School Registration Form and Release Form. Unless notified, the BUFFS Program will obtain copies of the Transportation Form, Media Release Form, Internet Usage Form, and Medical Information from the Stanley County School District.
3. Please read this Parent handbook carefully as you are responsible for the information contained in it. Please contact the program director with any questions.
4. The BUFFS after-school program will follow the Stanley County School District rules, dress code, media release forms, and internet use policies. Children should be dressed appropriately for inside and outside activities. If possible, label outerwear clothing to help avoid mix-ups.
5. If a student is absent from school, they will not be able to attend the BUFFS Program on that same day.
6. The after-school program ends and 5:30 p.m. and if the children have not had written permission from a parent/guardian to walk, ride their bike, or take the bus home, they need to be picked up by that time.
7. The BUFFS program will only be in session when school is open. On snow days, the program will be closed. If school is let out early due to weather, the program will not be open after school. The after-school program will not be open on the early dismissal days: Thursday, November 26<sup>th</sup> and .
8. Students will be expected to treat staff and each other with respect at all times.
9. We ask that students do not bring extra spending money on field trips, unless it is specified.
10. It is the responsibility of the parents/guardians to keep the Program Director up-to-date on all information pertaining to the child. Such information includes changes in telephone numbers, health information, emergency contacts, schedule changes, etc.
11. It is the parent's/guardian's responsibility to contact BUFFS Program staff if their child will NOT be attending as scheduled. If the child does not attend school, the parent/guardian does not need to contact the Director. It is important that the BUFFS Program staff always have an up to date contact person and telephone number. Our concern is for the safety and welfare of your child.
12. It is the responsibility of the parent/guardian to inform the BUFFS Program staff of any individual(s) who is not to have contact with his/her child.
13. It is the responsibility of the parent/guardian to disclose any medication, medical condition, or medical concern on the Registration Form.

## **PROGRAM RESPONSIBILITIES**

1. It is the responsibility of the BUFFS Program to notify the parent/guardian when there is a significant change in the BUFFS Program's services or policies.
2. The BUFFS Program welcomes parent and guardian involvement in program development. Parents and guardians are also encouraged to share any concerns they may have regarding their child's health, development or behavior.

**Please read and discuss the Guidelines for Participation with your son/daughter.**

## **TERMINATION OF SERVICES**

Participants in the BUFFS After School Program may voluntarily terminate services by submitting written documentation to the BUFFS Program Coordinator or Director. The BUFFS Program reserves the right to terminate services because of misbehavior. The BUFFS Program reserves the right to exclude or terminate services, without warning, from a child(ren) of the BUFFS Program if the staff deems it necessary for the best interest of other participants.

# BUFFS: Building Up Families, Friends, & Students

## 2018 – 2019 After-School Registration Form

### STUDENT INFORMATION

1<sup>st</sup> Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Any personal/educational/health information about student that BUFFS needs to be aware of:

2<sup>nd</sup> Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Any personal/educational/health information about student that BUFFS needs to be aware of:

3<sup>rd</sup> Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Any personal/educational/health information about student that BUFFS needs to be aware of:

### FAMILY INFORMATION

Mother/Guardian's Name: \_\_\_\_\_ Home Number: \_\_\_\_\_

Mother Mailing Address: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Mother's Place of Work: \_\_\_\_\_ Work Number: \_\_\_\_\_

Mother's Email Address: \_\_\_\_\_

Father/Guardian's Name: \_\_\_\_\_ Home Number: \_\_\_\_\_

Father Mailing Address: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Father's Place of Work: \_\_\_\_\_ Work Number: \_\_\_\_\_

Father's Email Address: \_\_\_\_\_

List below persons besides the parents/guardians above that are authorized to take your child from the facility and their phone numbers. (Children will not be allowed to leave with any other person.)

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### EMERGENCY CONTACT

These two people will be contacted in case of an emergency if the parents/guardians cannot be reached. You are **REQUIRED** to list at least one person other than the mother or father as an emergency contact.

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### EMERGENCY MEDICAL RELEASE

In the event of an emergency, as determined by program staff, every effort will be made to contact the parents/guardians. If parents/guardians are unavailable, I hereby give my permission for emergency medical treatment for my child, if requested by the BUFFS Program staff.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTENDANCE**

Check days attending: \_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday

**AFTER SCHOOL PROGRAM - DEPARTURE**

1. I will be picking my child(ren) up from the BUFFS Program: \_\_\_ Yes \_\_\_ No  
If yes, please indicate an approximate time in which you will be picking your child up from the BUFFS Program.  
\_\_\_\_\_.

or

2. My child(ren) will walk or ride his/her bike home from BUFFS Program: \_\_\_ Yes \_\_\_ No  
If yes, please indicate what time your child has your permission to leave the BUFFS Program: \_\_\_\_\_

or

3. My child(ren) will be using the bussing service at my own cost at approximately 5:15 pm after the BUFFS after school program: \_\_\_ Yes \_\_\_ No  
Drop off location: \_\_\_\_\_

I acknowledge that my child(ren) will be automatically be signed in by BUFFS staff once they enter the Stanley County Elementary commons area for the after school program. I understand that it is my responsibility as parent/guardian to contact BUFFS staff if my child(ren) will not be attending as regularly scheduled. Because of this, I also understand that the BUFFS staff will not be responsible for my child(ren) before they get signed in or after they get signed out.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RELEASE FORM**

Name of Child: \_\_\_\_\_

I am the parent/guardian of and do hereby give consent to his/her participation in the BUFFS After-School Program and do further waive any claim for liability or damages against the BUFFS Program/Stanley County School District, or any of their employees, or any persons assisting in said activity, transportation to and from a field trip, on a field trip, etc. for any damage or injury which may be sustained by my child during such activity. In consideration of the participation of the above-named minor, in programs and activities sponsored, coordinated, and/or conducted by the BUFFS Program or any of its affiliates/program partners the undersigned parent or guardian represents, agrees and releases as follows:

1. I am the natural parent, or guardian, of the minor named above who will be participating in an event or activity sponsored in whole or part by the BUFFS Program.
2. The minor participating in the activity does so at my request with my/our approval and express permission.
3. I understand that any such activity gives rise to certain risks of personal injury and/or damage, and that such risks are an inherent part of this participation and cannot be totally avoided.

I waive any claim and release from liability, the officer, director, employees, or agents to BUFFS Program/Stanley County School District for any loss or damage that may arise during my child's participation in activities or events sponsored or conducted by the BUFFS Program. I agree to indemnify and hold harmless BUFFS Program/Stanley County School District from any claims or liabilities that may be brought against BUFFS Program/Stanley County School District because of the actions of my child while participating in the activity or event causing injury or damage.

I have read and discussed the BUFFS Parent & Student Handbook with my child(ren). I understand the information provided and that the BUFFS staff is not responsible for my child(ren) before they are signed in and after they are signed out. I understand that if my child's behavior is consistently disruptive, he/she may be dismissed from the program and I will have to find other after school arrangements.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_