

LINKS for Learning

Parent Handbook

2017-2018



A 21st Century Learning Center
315 North 8th Street
Livingston, Mt
406-223-5288
<http://www.livingston.k12.mt.us>

Parents and Care-givers: Please read and become familiar with the procedures outlined in this handbook.

LINKS for Learning Mission

Providing afterschool and summer enrichment activities for Livingston's children and youth designed to encourage success in school, a lifelong interest in learning, and a commitment to community involvement.

Goals

- *Provide affordable, high quality afterschool and summer enrichment experiences.
- *Support academic success and commitment to school.
- *Build and strengthen connections between children, families, school and community.

Program Overview

LINKS for Learning is funded largely through a 21st Century Community Learning Centers' grant. The LINKS program provides comprehensive after-school and summer programs that provide high quality and engaging activities. The program offers a variety of activities – enrichment, recreation and games, arts and crafts, academic support in math and reading, homework assistance and a healthy snack in a safe, friendly environment.

Hours and Locations

LINKS for Learning programs are located in Washington, Winans and East Side Schools. LINKS programs operate Monday through Thursday from school release times to 5:30 p.m. on regular school days. Registration for Fridays and late pick up (6:00 p.m.) programs are available for additional fees.

Example Program Schedule

- *Nutritious Snack
- *Homework Support
- *Physical Activity
- *Enrichment Activities (ex. Robotics, Arts & Crafts, Science, Music, etc.)

Program Phone Numbers

Washington School LINKS	223-4862 or 212-4435
Washington School Office	222-1231
Winans School LINKS	224-0782 or 224-3810
Winans School Office	222-0192
East Side School LINKS	(650)868-9471
East Side School Office	222-1773
LINKS for Learning Office	223-5288

Cost for Students/Families

LINKS for Learning is offered to all students Kindergarten through 5th grade. Fees are per Session as follows:

Monday-Thursday	\$120	Fridays	\$30	Late Pick Up	\$30
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Children qualifying for Reduced Lunch:

Monday-Thursday	\$50	Fridays	\$30	Late Pick Up	\$30
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Children qualifying for Free Lunch:

Monday-Thursday	Free	Fridays	\$30	Late Pick Up	\$30
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Multiple Children: After the 1st child, each child is half price.

Payments

Payments need to either be made in full or a payment plan set up at the beginning of each session. Payments must be made to LINKS for Learning by either check or cash. A receipt will be provided. Scholarships are available for those with a financial need.

Registration

Children may NOT attend the program until all registration materials are received. Registration forms are required at the beginning of each school year and in May for the summer program. It is important to complete the form fully and include any information that may help us meet your child's needs. The data on the form is treated confidentially and is only reported to the Office of Public Instruction.

Sessions

Session 1:	September 5 th -October 27 th
Session 2:	October 30 th -December 20 th
Session 3:	January 3 rd -February 16 th
Session 4:	February 19 th -April 13 th
Session 5:	April 16 th -May 31 st

Holidays and other Non-School Days There will be NO programming on days that school is not in session (holidays, PIR days). Program activities during breaks will be announced in advance if scheduled and will require a special sign up as well as a separate fee. Registration for summer will be open before the end of the school year.

Student Snacks

An afterschool snack is provided to all registered participants free of charge. The snack is in accordance with USDA guidelines.

LINKS for Learning Staff

All LINKS staff are carefully screened by the Livingston School District and fingerprinted for clearance by the State Department of Justice and the Federal Bureau of Investigation (FBI). Persons are hired based on combined education and experience that demonstrates strong understanding and sensitivity to the educational and social needs of school aged children. Staff members are responsible for creating and implementing age-appropriate activities for the children in their class. Staff members are CPR/First Aid certified.

Attendance Policy

Attendance is taken daily of all children attending LINKS. Parents are responsible for notifying LINKS staff when their child will be absent from LINKS. Notification can take place in the form of an email or phone call to the appropriate site. Phone numbers are list in a previous section. Consistent and regular attendance is an important part of LINKS programming. **Children enrolled in LINKS will be required to attend

the program a minimum of one hour each day at least three days per week on a regular basis. After three weeks of sporadic attendance, children may be removed from the LINKS roster. Parents will be notified by phone or email.

Transportation

Transportation is the responsibility of the parents/guardians. In a continual effort to keep students safe, it is necessary to have direct communication between parent/guardian and LINKS' staff before a student may be released to walk or bike home from the site. This may occur by written note, an email or phone call to the LINKS' staff. LINKS' staff may only transport a student in a case of a life threatening emergency. An example of this would be on summer field trips that are out of town (Pine Creek, etc.) and no bus is at the site. Transportation of this sort is only applicable in extreme situations!

Emergency Protocol

School protocol will be followed if there is ever an emergency. In the case of an evacuation, Activity Coordinators will contact parents as soon as the students are safe and secure. If a medical emergency occurs while on a field trip, 911 will be called immediately! Then the parent/guardian will be called as well as the Program Director. Students will be loaded on the bus to meet the ambulance in route. LINKS' staff will perform any necessary first aid/CPR until a medical professional is able to take over. The parent is responsible for payment of all emergency medical treatment.

General Rules for Participants

- All school rules, as defined by the Student School Handbook, will be enforced.
- Respect all staff, other participants, and property.
- No inappropriate language, fighting, or stealing.
- Follow all directions first time given.
- Children must be toilet trained and able to clean up bathroom accidents themselves. LINKS staff is unable to toilet children on a regular basis.
- Participants must always be signed out upon leaving at the end of the day to ensure their safety.

*Any student who is struggling to be successful during the school day will need the approval of administration and Julie Hancock before they are enrolled in the LINKS program.

**If a student is unable to respond to redirection on a continual basis or their behavior is disruptive to the point they are unable to successfully join the rest of the class, an incident report will be filled out and parents will be immediately contacted as well as the Program Director. After the third incident, the student will be asked to leave the program. The student will have a chance to re-enter the program ONLY after demonstrating significant improvement to the School Principal and the Program Director.

Late Pick Up Policy

We understand that a delay may be unavoidable, but we ask that you do your best to arrive no later than 5:30 p.m. to pick up your child unless your child is signed up for the late room. If you know that you will be late (ex. emergency, inclement weather), contact the staff as soon as possible. An option of a late room is available. This requires sign-up and an additional fee of \$30 per session. Pick up from the late room is required by 6:00 p.m. If a parent is late in picking up their child, the parent will first be called. If contact cannot be made with the parent, authorized persons will be called. Finally if no contact can be made with either the parent or authorized persons, the police will be contacted. The second time a child is picked up late a \$5.00 fee will be charged. Children always remain properly supervised until they are picked up by you or an authorized person.

Sign Out Policy

Parents or other authorized persons must sign their child out of the program each day. This is to ensure children's safety. Sign-out sheets will be located by the door of each classroom. Authorized persons are specified by the parent/guardian and are the only people allowed to pick up. Staff members may ask for proper identification until they become familiar with persons authorized to pick up your child. Please update emergency and contact information regularly so staff is always able to make contact with the appropriate person in case of an emergency.

Field Trips

LINKS for Learning believes it is important to provide opportunities for children to visit various locations and participate in enriching activities throughout the area. Transportation is provided in district vehicles or if the site is within walking distance, we will walk as a group. Parents are informed in advance of all field trips. Parents sign a universal field trip form at the beginning of the year; however Activity Coordinators provide reminders to parents of the planned trips as well as post reminders on or near the classroom door. A child's behavior in the program and on field trips determines their ability to attend future trips. Emergency forms and daily attendance books accompany the group on all field trips.

Illness and Injuries

The staff is certified in CPR/First Aid. If a child experiences a minor, non-emergency injury, a staff member will inform the parent at pick-up time. Depending upon the severity and circumstances of the injury, an incident/accident report may need to be filled out. In case of serious injury or illness, emergency procedures will be followed. Appropriate staff will administer basic first aid. If necessary, 911 will be called and an ambulance will be sent for. Parents/legal guardian and/or emergency contacts will be called. LINKS staff will accompany the child to the emergency facility in the ambulance. Parents will be called if a child becomes ill (nausea, fever, etc.) and parents will be asked to pick up the child as soon as possible.

Personal Possessions

LINKS for Learning is not responsible for lost or stolen property. Children are responsible for their own personal belongings. Items not allowed during the instructional day are also not allowed at LINKS.

Child Abuse Reporting and Confidentiality

The staff, in compliance with the policies and procedures of the Livingston School District, is required by law to report known or suspected instances of child abuse to the Child Protective Services Agency. The staff

handbook outlines specific procedures and is available for review upon request. Information shared with the staff by a child or a parent remains confidential and is disclosed only for purposes legally permissible or directly related to the administration of LINKS for Learning. Information for any other reason is released only with written permission from the parents.

Communication

There will be times in which the LINKS' staff will need to communicate upcoming events and changes. We will continue to send fliers home with children and post notices by the sign-out sheets. We will also communicate with you through either email or text messaging, whichever you prefer. Another way you can keep up on events and activities is to "like" us on Facebook.

**Please fill out the following information and return to the
LINKS for Learning office.**

I have received and understand the policies listed in the LINKS for Learning Parent Handbook. I understand that I am responsible for inquiring about any questions I may have concerning LINKS for Learning policies and/or invoicing. I understand questions can be addressed to the Activity Coordinators or to the Program Director, at 223-5288.

Parent Name: _____

Child Name: _____

Parent Signature: _____

I would prefer to be contacted by:

Email, my email is _____

Text messaging, my phone number is _____

Both so I will be sure to get the message!

I give my permission to use my child's photo on the LINKS' Facebook page. My child's name is: _____