

**COMMUNITIES IN SCHOOLS OF NORTHWEST MICHIGAN  
OUT-OF-SCHOOL-TIME PROGRAMS  
HANDBOOK  
2016/2017**

**Table of Contents**

Welcome.....	1
Calendar.....	2
Program Description/Daily Schedule.....	3
Section A: Registration & Enrollment.....	6
Section B: Fee Schedule .....	6
Section C: Scheduled & Unscheduled Days off.....	6
Section D: School Bus Rules Transportation & Pick-Up Procedures.....	7
Section E: Attendance Procedures & Absences.....	10
Section F: Discipline & Discharge.....	11
Section G: Meals & Snacks.....	13
Section H: Health & Medical.....	13
Section I: Withdrawal Procedure.....	13
Section J: Children's Personal Property.....	14
Section K: Field Trips.....	14
Section L: Internet/Network Acceptable Use.....	14
Section M: Staff Screening Process.....	15
Section N: Parent Notification of Licensing Notebook..	15
Handbook Acknowledgement Form .....	16



Communities  
In Schools

Northwest Michigan

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Dear Families,

Welcome to *Communities In Schools* of Northwest Michigan! We are grateful for the opportunity to bring another year of programs to our Ironmen students and community. The 21<sup>st</sup> Century Community Learning Centers grant provides funding for teaching staff and busing and allows us to bring extended day learning opportunities to Mancelona students. This handbook is a comprehensive guide to understanding our program policies and procedures.

For more information about our events and programs, and to see how you can support *Communities In Schools* of Northwest Michigan, visit our website: [www.cisnwmi.org](http://www.cisnwmi.org) or Facebook page: [www.facebook.com/cisnwmi](https://www.facebook.com/cisnwmi).



## 2015-2016 Communities In Schools of Mancelona After-School Program Calendar

July 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2016						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2016						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2016						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Summer Activities

Fall 1 Activities


Fall 2 Activities

Winter 1 Activities

Winter 2 Activities

Spring Activities

No Programs


 These materials were developed under a  
 21st Century Community Learning Centers Grant  
 awarded by the Michigan Department of Education.

## WHAT IS THE CIS AFTER-SCHOOL PROGRAM?

The CIS After-School Program is a 21st Century Community Learning Centers (21st CCLC) grant program provided by Communities In Schools of Northwest Michigan in partnership with Mancelona Public Schools. The CIS After-School Program provides out-of-school time activities for K-12 students in the Mancelona Public School District. The goal is to expand academic enrichment and youth development opportunities for students attending by offering a broad array of services.

### PROGRAM COMPONENTS

#### ACADEMIC

- Tutoring
- Homework Help
- Reading & Math enrichment

#### ENRICHMENT

- Arts & Music
- Recreation
- Science, Math, Engineering and Technology (STEM) enrichment

#### YOUTH DEVELOPMENT

- Character Development
- Mentoring/Peer Mentoring
- Family Engagement Activities: Passport Party, Lights On After School, Big Box of Books

### TYPICAL DAILY SCHEDULE

#### Elementary School (K-4):

3:05-3:25	Supper
3:30-4:00	Session #1
4:05-4:35	Session #2
4:40-5:10	Session #3
5:15-5:30	Snack/Wrap-up

#### Middle School (5-8):

3:15-3:30	Supper
3:35-4:05	Session #1
4:10-4:40	Session #2
4:45-5:15	Session #3
5:20-5:30	Snack/Wrap-up

## PROGRAM EXPECTATIONS

*Student's Rights* - Each child attending Communities In Schools of Northwest Michigan programs is entitled to the following rights and or privileges:

- To be placed in a safe and healthy environment with all necessities of care.
- To be treated with respect by all staff and or other persons.
- To be free from an environment with corporal punishment, bullying, intimidation, ridicule, threats, humiliation, physical restraint or mental abuse.

*Communities In Schools of Northwest Michigan Staff Members' Rights* - Each staff member of Communities In Schools is entitled to the following rights and or privileges:

- To be treated as a professional caregiver by all parents, students, school staff members, and visitors.
- To provide care in a safe and healthy environment.
- To be free from an environment with threats, intimidation, ridicule or mental abuse.

In order to protect the rights of all staff employed with the Communities In Schools of Northwest Michigan programs, infringement upon these rights may result in the suspension or disenrollment of a student or family.

## RELATIONSHIP WITH PARENTS

Parents are always welcome to visit our program to observe and participate in activities and events. Staff members will update all family members about a child's day as long as it does not interrupt supervision of other children. Staff will handle all problems or concerns with parents in a courteous and professional manner.

Daily contact with parents is an important part of our program. By sharing information concerning a student's activities and welfare, we can work together to better meet the student's needs. It is extremely important that any change in contact information be kept current.

### COMMUNICATION

Elementary School	Angela Jensen	231-587-8661 ext 303
Project Director/Middle School	Lori Harvey	231-587-9869 ext 207
High School	Amy Derrer	231-587-8551 ext 411
Executive Director	Amy Burk	231-356-4385
CIS Main Office	Emily Packer	231-587-5044

**SECTION A:  
REGISTRATION AND ENROLLMENT**

1. Help us keep current! Parents must provide updated information such as emergency contact persons; employers phone numbers, arrival/departure changes and newly authorized persons to pick up child.
2. Complete the registration packet completely during the enrollment period. When the program has openings, they will be filled on a first-come, first-served basis. Forms include:
  - Handbook Acknowledgement Form
  - CIS After-School Program Registration form
  - Child Information Card
  - USDA Food Program Application (if not already on file)
  - A copy of your child's shot record is mandatory and immunizations must be up to date to enroll

**SECTION B:  
FEE SCHEDULE**

<b>Free/Reduced Lunch</b>	<b>Academic Referrals</b>	<b>Open Enrollment</b>
Full Scholarship	Full Scholarship	\$25.00/week (4 days) or \$7.00/day

\*Fee Schedule may be adjusted for special circumstances.

**SECTION C:  
SCHEDULED AND UNSCHEDULED SCHOOL DELAYS AND CLOSINGS**

1. **Scheduled or Unscheduled No School Days** - There will be no Communities In Schools of Northwest Michigan programs on days when school is cancelled
2. **Scheduled or Unscheduled Early Dismissal Days** - There will be no Communities In Schools of Northwest Michigan programs on days when school is dismissed early (i.e. half days)
3. **Non-CIS After-School Program Days** - There will be days when Communities In Schools of Northwest Michigan after-school programs are closed due to staff trainings. Parents/guardians and the school will be notified in advance of any such days.
4. **Summer Enrichment** - A summer calendar will be published and distributed annually.

## SECTION D: TRANSPORTATION

1. Parents/guardians must complete the pick-up and child release portion of the registration form. This is required for students who are authorized to walk home and for students who will be picked up.
2. Parents/guardians must pick up their child(ren) at the designated time.

## SCHOOL BUS RULES

1. Students should observe classroom conduct while riding the bus (except for ordinary conversations).
2. Students must keep head, arms, and hands inside the bus at all times.
3. Students will be returned to their assigned stop every day. Arrangements for baby-sitters, visits, etc. must be made from the stop. Written permission for a parent or guardian, signed by the office, will be required before a student may get off at a location other than the assigned stop.
4. Students must avoid unnecessary disturbing noises. The driver must not be distracted while the bus is in motion.
5. Fighting, pushing, shoving, foul language, disrespect for the bus driver, or other rowdyism will not be tolerated and will result in a ticket being issued.
6. Each bus driver may make reasonable rules governing the conduct of students.
7. A student will be issued a ticket for a first violation and the parent/guardian will be contacted by the building principal. This ticket must be signed by a parent/guardian and returned to the driver before the student is allowed to ride again. Beginning with the second offense, the student will be referred to a committee from the building the student attends consisting of the site coordinator, the principal, the bus driver, the head bus driver, and others as deemed necessary. The student and parent/guardian must appear before the committee for a hearing. If it is deemed by the committee that the student is in violation of rules for the second ticket a one week suspension from bus riding privileges will be imposed. Beginning with the third ticket, the student and parent/guardian must appear before a committee consisting of the Director of Transportation, the head bus driver, and the bus driver. If a student is deemed to be in violation of rules, a buss suspension ranging from 20 to 90 days will be imposed.
8. For a violation deemed flagrant, including those listed in 5 the student may be referred to either of the above mentioned committees on a first offense.



## **TRANSPORTATION AND STUDENT PICK-UP PROCEDURE**

Children must be signed out by parent or authorized person. For the protection of your child, adults will be asked to provide their driver's license for proof of identification. We will then check the child information card before we release your child. If a parent wants their child released to an older sibling or another minor, we need a signed note on file from the parent in addition to their name listed on the child information card. If a parent wants their child released to walk home, we need a signed note on file from the parent.

### **LATE PICKUP PROCEDURES AFTER CLOSING HOURS**

When afterschool programs are over - 5:30 pm - and a child has not been picked up, the following procedure will be implemented by Communities In Schools personnel:

1. Staff will begin to call family's home, parent's work, and then the adult emergency contact person listed by parents on the child emergency card.
2. If there is no response or a refusal to pick up the child, messages will be left at all emergency contact numbers and by 6:00 pm, the police and possibly Protective Services will be called and notified of the situation. All of this will be done as discreetly as possible so that the children are not made to worry.
3. As the police arrive or call for more information, our staff will cooperate with the requests of the Police Officer and/or the Protective Service Worker while reassuring the child that things will be okay. The staff will keep normalcy for the child.
4. Depending on the contact or lack thereof with the parent, the police officer may take the child into their custody and continue with the contacting procedure.

**It is the responsibility of the child's parents to notify the Site Coordinator if their child is absent for the day. Communities In Schools of Northwest Michigan is not responsible for any child until they sign in.**

## LATE PICK-UP CHARGE

Parents are encouraged to call the Site Coordinator if they are going to be late due to an emergency. If after 5:30 pm the child has not been picked up, the staff will contact the person(s) designated on the emergency card to arrange for pick-up. If a child is not picked up from Communities In Schools of Northwest Michigan After-School programs by 5:45 pm there will be a late pick-up fee per child. Our budget does not include overtime pay for our employees; therefore, these fees will compensate for their overtime:

Late Pick-Up	Late Fees
5:45 - 6:00 pm	\$10.00
6:01 - 6:15 pm	\$20.00
6:15 - 6:30 pm	\$25.00

### Consequence of Late Pick-Up:

1<sup>st</sup> Offense: Verbal warning and late charge

2<sup>nd</sup> Offense: Written warning and late charge

3<sup>rd</sup> Offense: Possible exclusion and late charge

## **SECTION E: ATTENDANCE PROCEDURES**

Any day that a child does not attend school, he/she cannot attend Communities In Schools of Northwest Michigan out-of-school-time programs. Students are not allowed to leave any program site unless picked up by an authorized adult with identification or a walk waiver has been signed, allowing the child to sign out or walk home. Students will be enrolled as walk OR pick-up **only**; Changes for each occurrence will require a note signed by an authorized parent or guardian. An authorized adult is **ONLY** someone whose name has been listed on the Communities In Schools of Northwest Michigan registration form. The parent(s) or legal guardian are the only persons who can authorize program staff to release a child to another individual, in which case, a written note must be given.

### **ABSENCES**

Parents/guardians of a child who will attend school, but will be absent from out-of-school-time programs should notify the Site Coordinator by note or telephone call. Absentees without prior notification may be mistaken for a missing child and cause unnecessary concern.

Parents/guardians of children who are present in school but absent from out-of-school-time programs without prior notice will be notified by telephone of their child's absence.

Parents/guardians of a child with a scheduled excused absence may notify out-of-school-time staff in advance.

## SECTION F: DISCIPLINE AND DISCHARGE

Students are expected to comply with all regular school rules and regulations. A written Incident Report will be completed and discussed with a child's parents or legal guardian whenever the child behaves disrespectfully or improperly, destroys property, injures another person, uses improper language, or in any way disrupts the CIS After-School program.

Communities In Schools on Northwest Michigan students are expected to cooperate with, and respect the rights and property of other students and adults. Communities In Schools of Northwest Michigan students must stay in the designated activity areas. We believe that this discipline plan will help each child to be responsible for his or her actions in a positive manner. Discipline is a means to help children display appropriate behavior. The ultimate goal of these behavior guidelines is to ensure a positive and safe learning environment for all children while helping them to develop self-control and inner discipline.

Students are expected to abide by the following rules:

1. Respect yourself and others.
2. Bad attitudes, cursing, violence, and stealing will not be tolerated.
3. Respect other people's property. If you would like to use something that is not yours, ask first.
4. If your activity center happens to be in a classroom that you are assigned to for school, do not use any supplies, even if they are yours during the school day.
5. Afterschool programs begin as soon as the school day ends. You must report to your designated area with all of your homework, supplies, coats, hats, etc. You will not be allowed back into your classrooms to retrieve items.
6. Communities In Schools of Northwest Michigan programs/events/activities are tobacco and substance-free. Tobacco or other substance use is strictly prohibited
7. Leaving out-of-school-time programs for any reason without a written permission note from parents/guardians or a Communities In Schools of Northwest Michigan staff member will result in disciplinary action as described in this handbook.
8. Attendance is taken daily at each Communities In Schools of Northwest Michigan activity.

Students unable to follow the rules will face these actions:

1. Will be asked to stop the action;
2. Will be asked to stop the action and be removed from the situation.
3. Site Coordinator or Assistant will remove the child from the activity and accompany the child to call home to explain the difficulty to parents/guardians.
4. A note will be sent home with the student explaining the difficulty. The participant will not be allowed to return the following day without the note in return, signed by parents/guardians.

If the above steps fail to resolve the behavior difficulty, the following consequences will occur:

1. A conference with the Site Coordinator and parent/guardian.
2. Possible loss of Communities In Schools privileges.

Continued behavior difficulties or seriously inappropriate behavior as listed below will incur suspension or exit from out-of-school-time programs:

1. If a participant willfully harms another child or staff.
2. If a participant willfully destroys property.
3. If a participant knowingly takes another person's property without permission.
4. If a participant has exhausted all other, discipline measures and has proved to require constant supervision and discipline.

**SECTION G:  
BREAKFAST, SUPPER AND SNACKS**

During the school year, breakfast will be available to all students through the school's food service program for **FREE**. Throughout the school year, a nutritious snack and supper will be offered to your child each afternoon, these are provided at no additional charge.

**SECTION H:  
HEALTH AND MEDICAL**

**EMERGENCY MEDICAL CARE**

By state law, we must obtain written permission to seek emergency medical care unless the parent objects on the basis of religious grounds. There is a section on both the child information card and the registration form for parental signature.

**IMMUNIZATION STATUS**

By state law, we are required to obtain and keep on file at the time of registration, or not later than the first day of initial attendance, a certificate of immunization. The State now requires that all children attending childcare centers must be immunized with the Hepatitis B and Varicella vaccines.

**SECTION I:  
WITHDRAWAL PROCEDURE**

Your child may be withdrawn from the program by notifying the Site Coordinator.

## **SECTION J: CHILDREN'S PERSONAL PROPERTY**

Children's personal property, coats, clothing, school bags, etc. must be cleared from the out-of-school-time area after each activity. Any personal property that remains after the session will be taken to lost and found. Although Communities In Schools of Northwest Michigan attempts to help children stay organized, the program is not responsible for lost or stolen property.

Children should not bring money (field trip days are the exception), candy, portable stereos, hand-held games, or other personal toys to out-of-school-time programs. These items will be confiscated and returned at the end of the day.

## **SECTION K: FIELD TRIPS**

There are plans to leave the school several times during the year. Good behavior and positive participation is mandatory. Participants on field trips are representing the Communities In Schools of Northwest Michigan, Mancelona Public Schools, and their families.

Poor behavior on field trips may result in these actions:

1. Parents/guardians may be called to come and remove a child from the field trip.
2. May not be allowed to attend future field trips.

## **SECTION L: INTERNET/NETWORK ACCEPTABLE USE POLICY**

The following terms and conditions must be read by students, parents and teachers responsible for setting up and using an internet account through the Mancelona Public Schools. After having read the conditions and terms set forth in both policies, and signing an agreement to the conditions and terms set forth in both policies, you may begin using the Internet under supervised conditions.

**Violation of the agreement may result in any or all of the penalties listed:**

1. Loss of computer privileges, suspension, or expulsion from Communities In Schools out-of-school-time programs and or school.

2. Paying the damages, in replacement dollars, including servicing of equipment for damage by misuse and violation of this agreement.

### **SECTION M: STAFF SCREENING PROCESS**

All staff, substitutes, and volunteers are required to complete an application for employment and obtain a criminal history record check from both ICHAT and DHS. They must provide a statement of health signed by a licensed physician and test negative of communicable tuberculosis.

### **SECTION N: PARENT NOTIFICATION OF THE LICENSING NOTEBOOK**

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issues and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).





Communities In Schools of Northwest Michigan

HANDBOOK ACKNOWLEDGEMENT FORM

We acknowledge that we have received a copy of the Communities In Schools of Northwest Michigan Handbook. We have read it and are willing to abide by the rules/policies set forth therein. We have talked about the information in this Handbook.

Handbook Includes:

- CIS After-School Program Calendar
- Program Components
- Program Expectations
- Daily Schedule
- Relationship with Parents
- Communication
- Registration and Enrollment
- Fee Schedule
- Scheduled and Unscheduled School Delays and Closings
- Transportation
- School Bus Rules
- Transportation and Student Pick-Up Procedure
- Late Pickup Procedures After Closing Hours
- Late Pickup Charge
- Attendance Procedures
- Absences
- Discipline and Discharge
- Breakfast, Dinner and Snacks
- Health and Medical/Emergency Medical Care/Immunizations
- Withdrawal Procedure
- Children's Personal Property
- Field Trips
- Internet/Network Acceptable Use Policy
- Staff Screening Process
- Parent Notification of the Licensing Notebook

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_