



RESOURCES • OPPORTUNITIES • ACHIEVEMENT • READINESS

Before and After School Program

Parent/Student Handbook

Welcome!

This booklet has been prepared for your convenience to inform you of our policies, procedures, and goals and to answer many of the questions you might have about the ROAR program. Parents are responsible for reading and understanding the information in this handbook. Please keep the policies for your records and if you have any questions, concerns or comments, please call or email Kalin Wilburn, 419-774-5520, ext. 2180 or email: wilburn.kalin@moesc.net.

Mid Ohio ESC Board Approved: October 19, 2022

Non-Discrimination Policy

The program affirms that no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. Inquiries concerning the application of this policy may be referred to Kalin Wilburn, Program Manager. This policy shall prevail in all policies concerning employees and students.

Program Philosophy, Policies and Procedures

Program Goals and Philosophy

The primary goal of the program is to help students graduate by equipping them with the necessary skills in a safe, supportive environment. This will be accomplished through small group and individual tutoring by licensed teachers or qualified adults. We aim to provide a broad range of activities including academic, youth development and enrichment opportunities.

A. Registration, Fees and Payment

An Enrollment Form, Emergency Medical Form, Parent Authorization Form and Parent Agreement Form must be completed prior to your child's attending the program.

Galion City Schools ROAR Program will begin on Monday, October 16, 2022 (all buildings) and conclude on April 12, 2024 (all buildings).

Program Hours vary by school, as follows:

Galion High School	Mornings M-F, 6:15 - 7:15 am and Afternoons M-Th, 2:30 - 4:30 pm;
<i>Site Coordinator:</i>	<i>Isaac Keinath</i>
Galion Middle School	Mornings M-F, 6:15 - 7:15 am and Afternoons M-Th, 2:30 - 4:30 pm;
<i>Site Coordinators:</i>	<i>Rachel Gangwer and Elizabeth Miller-Burkhart</i>
Galion Intermediate School	Mornings M-F, 6:55 - 7:55 am and Afternoons M-Th, 2:40 - 5:10 pm;
<i>Site Coordinators:</i>	<i>Kim Garver</i>
Galion Primary School	Mornings M-F, 7:00 - 8:45 am and Afternoons M-Th, 3:50 - 5:35 pm;
<i>Site Coordinators:</i>	<i>Mindy Sinclair and Jennifer Tanner</i>

Fees and Payment

There is no fee to attend the program. All materials and supplies will be provided to the students.

B. Attendance

Attendance will be taken each day for safety and security.

If your child leaves school early and is not returning and will not be at the program or if you will be picking up your child early, it is your responsibility to call the school and leave a message for the Site Coordinator BY 1:00 p.m..

We appreciate advance notification when possible.

C. Attendance Follow-up Procedure

When a child does not show up for the program on any given day and we have not received a note or phone call telling of his/her absence, the following steps will be taken to locate the child:

1. Staff will check the absence list to find out if the child was absent from or signed out of school that day.
2. If your child was in school, then the staff will check the Site Coordinator's voicemail to see if the parent called in the absence.
3. If there is no message, the staff will contact the parent to confirm the child's absence from the program.

Students are expected to attend programming during hours of operation.

Students make the most academic gains when attendance is consistent.

D. Dismissal:

Our ROAR students are dismissed at the end of each daily session. If a child is not picked up within 15 minutes of the program closing time, and we have been unable to reach a parent, the staff will notify the local Police Department. In the event of multiple late pick-ups, a child may be dismissed from the program.

E. Sign Out

Children will NOT be allowed to exit the program with a person NOT authorized on the emergency form.

The program staff must be notified in writing if there is a specific person who should not pick up your child.

Authorized Pick Up: Who is allowed to pick your child up from our programs?

On the enrollment form, we asked you to list the names, relationship, and phone numbers of anyone who could possibly pick your child up from our program. This information is important because we will not release your child to anyone not on this list. If we do not recognize a person we will ask for a photo I.D. to compare it to the names on the list on file. If the person is not on the list, you are contacted for verbal permission to release your child to this person. Due to custody situations we will not accept phone calls allowing a person not listed on the Authorized Pick Up list. If you have a different person arriving than who is on our list you may:

- Write a name with the date, phone number, name of person, and statement that you are granting permission for this person to pick your child up from our program. This note is good through the end of the school year.
*Your child is **not** released to:*
- Anyone under the age of 16
- People we do not recognize who are not on the list, do not have a valid photo I.D. to match the name on the list, and/or people who refuse to show a valid photo I.D.

A child may not sign him/herself out unless the parent or guardian has provided the program with permission in writing for their child to walk home alone.

Custody Arrangements

We have an open door policy in the ROAR Program. You may come and visit at any time and/or participate in any activities with your child during scheduled programming hours, including family events. If there is a shared custody/visitation arrangement through the court system we must have a copy of that document on file. We are not allowed to limit contact or prevent the other listed parent/guardian from picking up if this order is not on file.

F. Early Dismissal and Snow Days

The program operates only on the days school is in session.

The program will **NOT** be held on scheduled holidays.

On the days school is closed for **ANY** reason, the program is also closed.

The program will NOT be held on snow days.

The morning program will be canceled on days school has a two-hour delay for any reason.

The program will NOT be held if schools are closed prior to their regular dismissal time because of an emergency situation. If school is dismissed early in the day because of incoming severe weather, or for any other type of emergency, the program will be closed and the TCA Emergency Alert Message System. You should have arrangements made for your child.

G. MEANS OF TRAINING STAFF

ROAR After School staff are trained in Child Abuse Recognition and Prevention, Communicable Diseases Recognition & Prevention, CPR, and First Aid. All staff members are mandatory reporters: if they suspect child abuse, they must report this to the proper authorities. All training is performed by certified trainers in compliance with ODE licensing rules (3301-32-08).

F. SUPERVISION

Children in our program must be seen and heard by all child care staff at all times. Children are not left unattended or alone at any time. Teachers take attendance daily and count the number of children in their assigned group before leaving the classroom, during the transition, and when reaching the destination. Attendance sheets and emergency contact lists are carried when leaving the classroom. Children are not permitted to leave the program without being signed out on the daily attendance sheet or with a person not permitted to leave with your child.

The following safety guidelines shall be administered during the hours/days of the ROAR Program:

1. No child shall ever be left alone or unsupervised.
2. Noble After School observes a staff/child ratio of 1:18, with the group not exceeding 36 children (3301-32-10).
3. You or the person who brings/picks up your child is required to sign your child in/out each day AND to let the staff person know your child has arrived/is leaving.
4. A daily attendance record is kept on each child.
5. A telephone is located in all rooms. All staff carry a working cell phone when leading the group away from School.
6. A fire, emergency, and weather alert plan information sheet is posted in the classroom and other rooms used by the program. These plans are discussed with the children.
7. A fire drill, severe weather & lock down drill is held each quarter.
8. A First Aid Box is located in the gym and at the end of each hallway exit door.
9. An incident report is completed when an incident or injury occurs.
10. In case of severe injury, Child Care Staff determine the type and extent of the injury. First aid is applied, parents are contacted, and a call placed to EMS is made if necessary. If we cannot reach you, the Coordinator calls the emergency contacts on your child's enrollment papers.
11. Water Safety: A certified lifeguard and Child Care Staff members are always present when the children are Swimming. Swimming permission slips will be sent home if a swimming field trip is scheduled.
12. **Only emergency medication will be administered to a child.** Medication is kept in the office during the school day. Students needing medications will report to the Main Office to receive any necessary medications. Only emergency medications will be administered during the hours of the ROAR Program.
13. No spray aerosols shall be used when children are present.
14. No guns, violent toys, or violent books are allowed in the program.

Incident REPORTS

An incident report is filled out if:

- Illness, injury, or accident requires first aid, including a bandage.
- There is a bump or a blow to your child's head.
- Illness or incident requires emergency transportation.
- There is an unusual or unexpected incident that jeopardizes the safety of the children and/or staff.

A copy of the incident report is sent home with your child the same day as the incident. Please note: Galion ROAR is not liable for injuries/incidents due to undisclosed illnesses and/or health conditions and/or behavior conditions. All serious injuries/incidents that require emergency transportation or notification of emergency services personnel (fire/police) are reported to our licensing agency within 24 hours.

Supervision during an Emergency Situation

Staff and the Coordinators determine type and extent of emergency: Staff remain with the children at all times. If we must evacuate the school, all attendance records & enrollment information, and first Aid Kit are gathered. We escort the children to the playground. In case of emergency or incident, parents/guardians are notified. If you cannot be reached, staff will call the emergency contacts listed on the enrollment forms. All emergency contacts must live in the state of Ohio, and live/work within at least 15 minutes but no more than 30 minutes from the school. If a serious injury has occurred, Galion EMS is called immediately. Staff will not transport children in personal vehicles for any reason.

If you choose not to sign the permission to transport form (EMS transportation and emergency medical intervention by emergency services personnel), we are not able to accept your child into our program. We cannot risk the safety of your child, our staff, or other children by not allowing emergency medical intervention.

All children will be under constant, active supervision of staff members within sight and hearing distance. Supervision by the staff includes providing daily activities, being physically present with the group of children, being near enough to intervene if necessary, having knowledge of each child's needs and being held accountable for his or her care, and being responsible for the children under their supervision..

MEDICAL AND DENTAL EMERGENCY PLAN

In case of dental or medical emergency, we follow the posted emergency plans located on the Parent Information Board. For dental emergencies, we contact you for early dismissal and treat this as a medical emergency. For all medical emergencies one teacher remains with the ill or injured child while the other teacher gathers the group and contacts a Coordinator. The teacher with the group brings the children to the School Age Child Care classroom for quiet activities. The Coordinator contacts parents/guardians of the ill/injured child by referring to the Enrollment/Health Information sheet carried with the group when leaving the classroom. We determine if we need to contact emergency services. The Coordinator also helps the Tutor complete the Incident/Accident Form. A copy of the incident form is made on the day of incident for your records. If we need to contact emergency services, a copy of the Enrollment/Medical History form is sent with emergency services.

SERIOUS/UNUSUAL INCIDENT PLAN

A Serious or Unusual Incident is defined as a death of a child at the center, a bump or blow to your child's head that requires first aid or medical attention, or any incident, injury, or illness that requires your child to be dismissed early to your care or taken from the center by emergency services for further medical care. It is also any incident that jeopardizes the safety of a child or child care staff member.

- If your child is transported by emergency services, your child's Health & Enrollment forms are given to emergency personnel.
- A staff member stays with your child until you arrive.
- The Child Care Director completes the Serious Incident Report Form and contacts the licensing agency within 24-hours of the incident.
- All families receive a copy the incident report.

G. Emergency Procedures

The program has several procedures to follow in the event that an emergency would occur while a child is attending the program. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children arrive at the designated "safe spot". In order to prepare children for the rare need to evacuate, the program conducts monthly fire drills, and periodic tornado drills.

a. Tornado Drills

In case a tornado alarm sounds, students will go immediately to the assigned places. Students should keep calm and quiet while making every effort to stay in line. Windows and doors are to be left open. Roll will be taken once the class has reached the shelter area. Students should squat with hands locked at the back of the neck.

b. Fire Drills

In case a fire alarm sounds, students are to stop working and leave the program in a rapid and orderly manner from the building. The first two students to reach an exit door are to open it and hold it open until all have exited the building. The last student out of the program is asked to close the door. Upon leaving the building, students are to move far enough away to allow all to get out without crowding at the outside door. Attendance will be checked when the outside position is reached. Students should remain quiet until the signal to return to the building is given.

c. Evacuation Drills

Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the program, our emergency destination is Galion High School. A sign will be posted indicating that we have been evacuated and the location where you can pick up your child. Parents/guardians will be contacted as soon as possible to pick up their child. If a parent/guardian cannot be reached, we will contact the emergency contacts as listed on your child's registration information.

H. Parent Participation

Parents are encouraged to be actively involved in their child's program experiences by participating in Advisory Council Meetings. **Please contact the program site coordinator if you are interested.**

I. Snacks

All children enrolled in the afternoon ROAR program will be provided with a daily snack. Snacks will be nutritious such as celery sticks, peanut butter crackers, or fruit and are provided by the TCS Food Service Department. All snacks are from the 2 basic food groups. Please let us know **in writing with a doctor's slip** if your child has any dietary restrictions.

J. Clothing and Personal Belongings

Send your child dressed appropriately and comfortably. If your child brings personal belongings to the program, he/she will be responsible for those items. We will not be responsible for any damaged or lost items. Personal electronic devices, including but not limited to smart phones, tablets, headphones or gaming devices, may not be utilized during the program. All personal electronic devices must be put away when students arrive at the program. **WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS – INCLUDING ELECTRONIC DEVICES.** Upon arriving in the gym, students are to place all belongings in the designated spot in the gym.

K. Medication Administration

Only emergency medication will be administered during the ROAR Program. If necessary, children should report to the school office prior to the regular daily dismissal to receive any necessary medications.

L. Walking Field Trips and Emergency Medical forms

On occasion, the children may take a short walk in neighborhoods. You will be advised of the trip ahead of time. The Walking Permission Slip and the Emergency Medical Form must be on file with the program administrator.

M. Discipline Policy

The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows: (1) There shall be no cruel, harsh, or corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting. (2) Discipline shall not be delegated to a child. (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so that the child may regain control. (4) No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle. (5) No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse. (6) Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents. (7) Techniques of discipline shall not be intended to humiliate, shame, or frighten a child. (8) Discipline shall not include the withholding of food, rest, or toilet use. (9) Separation shall be brief in duration, and age and developmentally-appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.

The program's discipline policy is an extension of the Galion City Schools - each School's Student & Parent Handbook (August 2020) established school rules and regulations. Our guiding philosophy is that children need clear limits set in ways that do not negatively influence their self-esteem. In the after school program, these expectations are specifically outlined in a Children's Rights and Responsibility code. Limits are set to protect each child from hurting him/herself and others. The goal is for each child to become a problem solver and conflict resolver. Constructive, developmentally-appropriate child guidance and management techniques will be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

Children's Rights and Responsibilities (see below) have been established and are posted at each site. Discipline problems will be handled through redirection, conflict resolution or other non-threatening manners. On those rare occasions when further discipline is necessary, the following steps will be taken:

- a. Parents will be asked to discuss Children's Rights and Responsibilities with their child
- b. Site-Coordinator/Child conference
- c. Site-Coordinator/Parent/Child Conference
- d. Site-Coordinator/Program Manager/Parent/Child Conference

A child at step "d" will be considered on warning. A child on warning may lose privileges or have appropriate consequences implemented.

A child at step "d" may be suspended for one day or removed from the program. Dismissal from the program may also occur in some cases of extreme behavior. Students with issued in-school or out-of-school suspensions will not be permitted to attend before and/or after school programs on days suspensions are in effect.

Children's Rights:

Every child in the program has the RIGHT:

- To be happy and treated with kindness
- To be treated fairly
- To be safe
- To hear and be heard and have their opinions and desires considered
- To participate in all activities

Children's Responsibilities:

- To honor others and their feelings. This means they will not laugh at or ignore the other people in the program.
- To treat others fairly. They will treat other people like they expect to be treated.
- To keep others safe. This means that they will not hit, kick, push, pinch or shove anyone.
- To listen when others are speaking and speak respectfully to others.
- To participate in activities and encourage others to participate with them.

Complaints: The resolution of a complaint through free and informal communications as close as possible to the point of origin is encouraged. A student/parent with a complaint shall first take it to the immediate staff member or site coordinator depending on the point of origin. In the event the complaint cannot be resolved through free and informal communication at this level, the student/parent with the complaint shall contact the building principal.

N. Special Needs Policy

The program will enroll any child regardless of race, disability, religion, sex or ethnic background. We strive to provide quality services to all children and youth. To better care for a child, we need all pertinent information regarding special needs. This could include information regarding physical, emotional or behavioral needs, medications, allergies, or any other special circumstances.

The Site Coordinator will request a "team" meeting before the first day of enrollment and as needed during the program. The "team" will include the student's parents, case workers, counselors, social workers, probation officers, or any other persons who deal directly with the child/youth. The purpose of these meetings would be to share information about the student including behavioral problems, past problems, what can be expected and discuss any means of interaction or discipline which should and/or could be used. All information shared with program staff or contained in program files will remain confidential.

All efforts and reasonable program modifications will be made to meet the special needs of the children enrolled in the program. However, a child requiring individual aid is beyond the scope of our resources. All children must follow the program rules and adhere to the Discipline Policy.

P. Limits of Jurisdiction

The ROAR Program currently does not provide transportation to and from a student's home. Responsibility for students begins when the student reaches the program and ends when the child leaves the program following dismissal. Should a student arrive at the program prior to the scheduled starting time, or remain at the program after they are signed out of the program, the program assumes no responsibility for supervision unless special arrangements have been made. In most cases the program will attempt to assist in dealing with problems that occur outside our jurisdiction, but such assistance shall not be a statement of responsibility.

Q. Outdoor Play Policy

Research has shown that children stay healthier when they have daily outdoor play. Based on this information, we include outdoor play in our programs as weather permits. The amount of time outside will be limited when the temperature is extreme. Programs adhere to the school's temperature policy. Time outdoors will also be adjusted due to rain, lightning, threatening weather, ozone warnings, etc. On days that outdoor play is not provided, time will be included for indoor large motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside.

R. Technology

We have many wonderful items in our program that allow students the opportunity to expand their knowledge base: computers, printers, televisions, digital cameras, scanners, and numerous other small technology items. Although it is wonderful to have all of these items, we must make certain that the equipment is being used properly and with caution. The Internet is available and we have software in place to block inappropriate sites. Staff will screen web sites before students visit them and closely monitor student usage. Students are to use these items only with teacher permission and supervision. Any student who abuses equipment or uses it for illicit purposes will be denied further usage. **Parents will be held liable for damage caused by their child to any of the above-mentioned technological items.** See Computer/Internet Acceptable Use Policy.

S. Hazing

It is the policy of the program that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No students shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental harm to any person. Permission, consent, or assumption of risk by any individual subjected to hazing does NOT lessen the prohibition contained in this policy. Subjects who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

T. Acts of Disrespect/Insubordination

No student shall be disrespectful or insubordinate to any program staff, volunteer or authorized personnel on or off program grounds. Staff is acting "in loco parentis," which means that the staff are allowed, by law, to direct a student as a parent would. This applies to all staff. Disrespect/insubordination - shall be defined as being abusive, obscene, profane, or using offensive language, gestures, or signs toward a staff member or unwilling to comply or cooperate with a reasonable request or directive by a staff member or program volunteer. Students exhibiting disrespectful behavior and/or insubordination are subject to suspension or expulsion from the program.

U. Harassment and Abuse

The Ohio Revised Code 3313.666 defines "harassment, intimidation or bullying" as "any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both: Causes mental or physical harm to the other student; Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student."

The administration of the program believes that every individual deserves to be able to come to the program without fear of demeaning remarks or actions. The harassment of other students or members of the school and staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

1. Fighting and Physical-Abuse of another student while on at the program or at any program function (home or away) will not be tolerated. A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonably be anticipated to cause physical injury to another student may be suspended from the program indefinitely. Instigating a fight through action or words may also result in disciplinary action.
2. Verbal Harassment- No student shall direct to another student words or phrases which are considered to be slanderous, degrading in nature, obscene, or profane as defined by the majority of our society.
3. Physical Harassment - No student shall physically harass another student. Actions such as pushing, shoving, unwanted touching or any kind of physical intimidation shall be construed as physical harassment.
4. Cyber-Bullying - Cyber-bullying is using the Internet or other mobile devices to send or post harmful or cruel text or images to bully others. Cyber-bullying can occur on program premises or can take place off of program premises. Cyber-bullying will be dealt with according to the situation and circumstances in which they may occur.
 - A. During the program: If cyber-bullying is found to originate during the program the situation will be investigated and treated accordingly.
 - B. Outside the program: If cyber-bullying is reported to be occurring outside the program the following guidelines will be followed:
 - a. Parents of the victims and cyber-bullies will be notified with the information that has been presented or discovered.
 - b. If the cyber-bullying involves threats or other inappropriate behavior the parents will be encouraged to notify the police.
 - c. If the threat indicates an action relating to school grounds, the threat will be treated according to the student code of conduct.
 - d. Police will be notified if there is a threat of violence, extortion, obscene messages, stalking, hate crimes or child pornography.

V. Searches

General searches of students and personal items such as briefcases, purses, bookbags, pockets and any electronic equipment:

Students have a right to be secure in their persons and possessions from unlawful searches and seizures. However, program staff have the right to search a student or any student's possessions if such official has reasonable suspicion that such a search will find any object or thing which violates the law or school regulations. If a student is asked to voluntarily acknowledge the item or thing or to cooperate with the search and refuses, the student may be detained by program staff and appropriate law enforcement officials contacted. Such refusal to cooperate with the search may also subject the student to program disciplinary procedures for insubordination.

W. Field Trips:

We **may** be going on a field trip at least once during the school year. This trip may also require us to transport each child by bus. Parents will be asked to sign a separate consent form for each trip.

X. Student Injury Procedures

Anytime a student is injured at school or in a school sponsored activity, an Incident Form will be completed by a staff member involved or witnessing the accident as soon as possible. This form will be sent home with the injured student.

Y. Staff to Student Ratios

The following staff-to-child ratios shall be observed:

- For school children ages five through 14---at least one staff member for every 18 children

Please keep the program policies for your records! Complete the attached forms and return to a site coordinator as soon as possible!

COMMUNITY AND FAMILY RESOURCES

Resource	Contact Information	Details
Crawford County WIC Program	https://www.wicprograms.org/li/galion_wic_program_44833 Phone: 419.462.1197	Provide assistance to women who are pregnant, breastfeeding or had a baby in the past six months; infants and children up to the age of five including foster children.
Ohio Heartland Community Action of Galion	http://www.ohcac.org/ Phone: 419.468.5121	Provide assistance for the following services: clothing, food, utilities, and prescription assistance.
Unemployment	https://unemploymenthelp.ohio.gov/	Information on

Benefits Assistance through CCJFS		unemployment.
Free Internet Service Through Spectrum	https://www.spectrum.com/internet/spectrum-internet-assist Phone: 877.463.0677	Information about internet services.
Crawford County Jobs & Family Services	https://www.crawfordcountyjfs.org Phone: 419.562.0015	Provide food assistance, Medicaid and financial assistance, children services and child care, employment and education assistance, and assistance relating to unemployment benefits.
CCSG @ First Presbyterian Church 240 S. Market St. Galion	419.462.9305 Messages only. Messages retrieved Tues. and Thurs.	For help with utilities bring ID, proof of income, shut off notice, other promised help from other services such as Salvation Army or Community Action.
Crawford County Council on Aging	https://crawfordcountyaging.com/ Phone: 419.562.3050	Provide assistance with nutrition, in-home care, and transportation to citizens sixty and older.
Community Counseling Services	https://myccsi.squarespace.com/ Phone: 419.562.2000	Provide mental health and substance abuse treatment services to children, teens, adults, and families in Crawford County.
Family Life Counseling	https://www.flcps.com/ Phone: 419.774.9969	Provide mental health counseling to children, young adults, adults, and senior citizens.
Catalyst Life Services	https://catalystlifeservices.org/	Non-Profit organization

	Phone: 419.342.2449 (Shelby Office) 419.756.1717 (Mansfield Office)	offering mental health and crisis services for families living in Richland County.
ADAMH	http://www.mcadamh.com/ Phone: 419.562.9010 419.468.9081	Crawford-Marion Board of Alcohol, Drug Addiction, and Mental Health Services.
Ohio Department of Mental Health and Addiction Services Helpline	Phone: 1.877.275.6364	Call to get resources in your area.
Ohio Crisis Text Line	Text "4HOPE" to 741741	Connect with a trained counselor 24/7 when in crisis.

Parent Authorization Form

Grade _____

School _____

Print Student Name: _____

Sharing of Information

We want to provide the best academic improvement program it can, continuously improving to meet student needs. I grant permission for the program to gather participation and school information regarding my child for evaluation purposes and to communicate with school staff, public, and nonprofit entities with which we may cooperate for programming. Information will be confidentially processed for program evaluation solely by the project coordinators.

Parent Initials _____

Photo/Tape/Audio Records

The program has my permission to photograph or to audio/video tape activities that include my child for purposes of program promotion.

Parent Initials _____

Walking Permission Slip

The program has my permission to take my child/children on a short walk in neighborhoods surrounding the schools.

Parent Initials _____

Parent Handbook

I, _____, have received and reviewed the Parent Handbook
please print parent's name

with my child/children. By signing below, we (parent and child) agree to abide by the rules and regulations of the program.

 Parent Signature

 Date

 Child's Signature

 Date

***Please turn over and complete the back form as well.**

PARENT AGREEMENT

By voluntarily enrolling my child in the program I understand that:

1. My child will be required to participate in 60 minutes a day of tutoring in reading and math with a qualified teacher.
2. My child will participate in a variety of planned enriched academic activities including focused instruction support, cultural education activities, character education programs, recreational activities and special community events.
3. My child will be provided a nutritious snack.
4. I will be asked to attend a conference with the staff in the event of a serious discipline problem with my child
5. I may be asked to provide input, in person or in writing, which will help the staff know and serve my child better.
6. Photographs of the children participating in the program may be taken periodically and may appear in the newspaper or other publications unless I inform the program Coordinator of my/our objections in writing.

I agree to:

1. Complete all forms necessary before my child can attend the program.
2. Give advance notice in writing, in the event I chose to withdraw my child from the program. The program reserves the right to remove my child from the program if my child is/are absent for three or more consecutive days.
3. Sign my child out for the afternoon program on the daily attendance sheet or **provide the program with permission in writing to allow my child to walk home on his/her own.**
4. Agree to pick up my/our child at the program site at the conclusion of the program at 5:15 p.m. In the event of late pick-ups, my child may be dismissed from the program.
5. Inform the staff, in writing, in person, or by phone of the days my child may not be in attendance.
6. Notify the school office of any changes in my registration information (e.g. address, phone numbers, place of employment, etc.).
7. If my child is riding a Galion City School Bus, I agree to the rules as outlined in the bus transportation form.

A Parent Handbook, which contains information on policies and procedures, has been given to me. I have read the Parent Handbook and also agree to abide by the policies and procedures set forth in the Parent Handbook.

By my signature below, I agree that the above information is true and complete to the best of my knowledge.

Signature of Parent: _____ Date: ____/____/____

Signature of Student: _____ Date: ____/____/____