



RESOURCES • OPPORTUNITIES • ACHIEVEMENT • READINESS

Before and After School Program

Family & Student Handbook

◆ High School

Updated: September 2025

Mid Ohio ESC Board Approved: TBD

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Welcome!

This booklet has been prepared for your convenience to inform you of our policies, procedures, and goals and answer many questions 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 at 419-774-5520, ext. 2180, or wilburn.kalin@moesc.net.

Non-Discrimination Policy

The program affirms that no person shall, based on 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 applying 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 Vision

- Fill in gaps, enrich when needed, and explore career options.

Program Goals and Philosophy

The program aims to help students graduate by equipping them with the necessary skills in a safe, supportive environment. Licensed teachers or qualified adults will accomplish this through small group and individual tutoring. We aim to provide various activities, including academic, social-emotional, youth development, and enrichment opportunities.

Registration, Fees, and Payment

Enrollment, Emergency Medical, Parent Authorization, and Parent Agreement forms must be completed before your child attends the program.

Dates Of Operation

October 6, 2025 - April 10, 2026

Hours of Operation

Galion High School
Mornings - Monday - Friday 6:15 - 7:15 am
Afternoons - Monday - Thursday 2:30 - 4:30 pm
Site Coordinator: Isaac Keinath

Fees and Payment

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

Attendance

Attendance will be taken each day for safety and security. If your child leaves school early, does not return, and will not be at the program, or if you pick 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.

Attendance incentives will be part of the program. Various incentives will include special events, certificates, and rewards. Parents will be informed of the details (when and what for each incentive).

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 determine if the child was absent from or signed out of school that day.
2. If your child were in school, the staff would check the Site Coordinator's voicemail to see if the parent called in the absence.
3. If no message is received, 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. Consistent attendance leads to the most academic gains.

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. If a child experiences multiple late pick-ups, they may be dismissed from the program. The program will follow GCSD end of day dismissal procedures as outlined by the district for each building.

Sign Out

Children can NOT exit the program with someone NOT authorized on the emergency form. If a specific person should not pick up your child, the program staff must be notified in writing.

Authorized Pick Up: Who can pick your child up from our programs?

On the enrollment form, we asked you to list the names, relationships, and phone numbers of anyone who could pick your child up from our program. This information is essential because we will not release your child to anyone who is not on this list. If we do not recognize a person, we will ask for a photo ID 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 from someone not listed on the Authorized Pick-Up list. If you have a different person arriving than who is on our list, you may:

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

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

In line with the district's custody policy, parents are to inform ROAR staff of any custody arrangements at the time of enrollment. ROAR staff must see and keep a copy of the custody documentation. Parents must also notify ROAR staff any time a child's custody changes.

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 before 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 you will be alerted. You should have transportation arrangements made for your child.

Staff Training

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

Supervision & Safety

Per Rule 5180-32-03 staff/child ratios shall be at least one staff member caring for every twenty school children who are eleven years old, but less than fifteen years old.

Student supervision follows the standard protocols utilized by staff during the school day. 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 out when leaving the classroom.

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. After School observes a staff/child ratio 1:20, with the group not exceeding 40 children (5180-32-03).
3. A daily attendance record is kept on each child.
4. A telephone is located in all rooms. All staff carry a working cell phone when leading the group away from school.
5. A fire, emergency, and weather alert plan information sheet is posted in the classroom and other rooms used by the program. The children discuss these plans.
6. The ROAR staff have access to first aid supplies, AED, etc.
7. An incident report is completed when an incident or injury occurs.
8. In case of severe injury, staff will determine the type and extent of the injury. First aid is applied, parents are contacted, and EMS is called if necessary. If we cannot reach you, the Coordinator calls the emergency contacts on your child's enrollment papers.
9. Water Safety: A certified lifeguard and staff member are always present when the children are swimming. Swimming permission slips will be sent home if a swimming field trip is scheduled.

10. **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, such as diabetes medication and epipens, will be administered during the hours of the ROAR Program.
11. No spray aerosols shall be used when children are present.
12. 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.
- An unusual or unexpected incident 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 Emergencies

Staff and the coordinators determine the 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 away from the threat.
- In case of emergency or incident, parents/guardians are notified.
- If you cannot be reached, staff will call the emergency contacts on the school forms.
- All emergency contacts must live in Ohio and live/work within 15 minutes but at most 30 minutes of 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 cannot 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.
- Staff supervision includes providing daily activities, being physically present with the group of children, being near enough to intervene if necessary, knowing 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 Emergencies

In a dental or medical emergency, we follow the posted emergency plans. For dental emergencies, we contact you for early dismissal and treat this as a medical emergency. One teacher remains with the ill or injured child for all medical emergencies while the other 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 the 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 Incidents

A Serious or Unusual Incident is defined as the 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 an incident that jeopardizes the safety of a child or childcare staff member.

- If emergency services transport your child, 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 of the incident report.

Emergency Procedures

The program has several procedures to follow if an emergency occurs while a child attends 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 ensure that children arrive at the designated "safe spot."

GCSD uses the Centegix Crisis Alert Program, which allows staff to call for help immediately in an emergency. Parents will only sometimes be alerted when using this system, but they must know that ROAR staff have this capability.

Students and staff should follow the posted tornado, fire, and evacuation drill signs posted in each building.

Parent Participation

Parents are encouraged to actively participate in their child's program experiences including planning activities and volunteering throughout the program. Please share your insights by completing any parent/family survey shared with you, communicating with Site Coordinators if you have concerns, and participating in family engagement activities when possible.

Snacks

All children enrolled in the afternoon ROAR program will have a daily snack. The GCSD Food Service Department provides nutritious snacks such as celery sticks, peanut butter crackers, or fruit. Please let us know **in writing with a doctor's slip** if your child has any dietary restrictions.

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 smartphones, 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 at the gym, students must place all their belongings in the designated spot.

Medication Administration

Only emergency medication will be administered during the ROAR Program. Children should report to the school office before the regular daily dismissal to receive any necessary medications.

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 Site Coordinator.

Code of Conduct

This program follows Policy 5500, Student Code of Conduct. The program's discipline policy extends the Galion City Schools Student Code of Conduct (Policy 5500). Our guiding philosophy is that children need clear limits set in ways that do not negatively influence their self-esteem. The after-school program outlines these expectations 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 problem solvers and conflict resolvers.

Constructive, developmentally appropriate child guidance and management techniques will be used at all times and shall include measures such 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:

1. Parents will be asked to discuss Children's Rights and Responsibilities with their child
2. Site-Coordinator/Child conference
3. Site-Coordinator/Parent/Child Conference
4. Site-Coordinator/Program Manager/Parent/Child Conference

The ROAR Site Coordinator can initiate investigations and issue consequences when violating the Student Code of Conduct. These consequences can include:

1. Time outs
2. Removal from events
3. Removal from the program for a short or extended period of time
4. Complete removal from the program

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. For example, they will not laugh at or ignore the other people in the program.
- To treat others fairly and they will treat other people like they expect to be treated.
- To keep others safe, 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.

Investigations

The Site Coordinator is responsible for investigating allegations of Student Code of Conduct violation. For access to building cameras, Site Coordinators can request footage from building principals that may assist in investigations.

Title IX allegations will follow the published investigation process listed in Board policy.

Complaints

Complaints shall be resolved at the lowest level possible. Parents should contact the Site Coordinators with concerns or complaints.

Resolution of a complaint through free and informal communication as close as possible to the point of origin is encouraged. Depending on the point of origin, a student or parent with a complaint shall first take it to the immediate staff member or site coordinator. If the complaint cannot be resolved through free and informal communication at this level, the student or parent with the complaint shall contact the building principal.

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 other persons dealing directly with the child/youth. These meetings would aim to share information about the student, including behavioral problems, past problems, and what can be expected, and discuss any means of interaction or discipline that should and 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. 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.

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 before the scheduled starting time or remain after being signed out, the program assumes no responsibility for supervision unless special arrangements have been made. In most cases, the program will attempt to deal with problems outside our jurisdiction, but such assistance is not a statement of responsibility.

Outdoor Play

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.

Technology

Our program has many wonderful items that allow students to expand their knowledge base: computers, printers, televisions, digital cameras, scanners, and numerous other small technology items. Although all these items are excellent, we must ensure the equipment is used correctly and cautiously. The Internet is available, and we have software to block inappropriate sites. Staff will screen websites before students visit them and closely monitor student usage. Students are to use these items only with the teacher's permission and supervision. Any student who abuses or uses equipment for illicit purposes will be denied further use.

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.

Hazing

The program's policy is 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 liable for civil and criminal penalties under Ohio law.

Searches

General searches of students and personal items such as briefcases, purses, bookbags, pockets, and electronic equipment. Students have a right to be secure in their persons and possessions from unlawful searches and seizures. However, site coordinators have the right to search a student or any student's possessions if an official reasonably suspects that such a search will find any object or thing violating the law or school regulations. If a student is asked to acknowledge the item or thing voluntarily 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.

Field Trips

We may go 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.

Please keep the program policies for your records. Complete the attached forms and return them to a site coordinator immediately.

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	Assist 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	Assist with the following services: clothing, food, utilities, and prescription assistance.

Unemployment Benefits Assistance through CCJFS	https://unemploymenthelp.ohio.gov/	Information on 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, and other promised help from services such as Salvation Army or Community Action.
Crawford County Council on Aging	https://crawfordcountyaging.com/ Phone: 419.562.3050	Assist 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 seniors.
Catalyst Life Services	https://catalystlifeservices.org/ Phone: 419.342.2449 (Shelby Office) 419.756.1717 (Mansfield Office)	Non-profit organization 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, the 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 audio/video tape activities that involve my child for 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 _____

(Please check the box(es) if applicable.)

- The child has a medical need and may require medication administration in an emergency.
- The child has a custody agreement.

Parent Handbook Acknowledgement

I, _____ (printed parent name), have received and reviewed the Parent Handbook with my child/children. By signing below, we (parent and child) agree to abide by the program's rules and regulations.

Parent Signature

Date

Child's Signature

Date

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 various planned enriched academic activities, including focused instruction support, cultural education, character education programs, recreational activities, and special community events.
3. My child will be provided with a nutritious snack.
4. If my child has a serious discipline problem, I will be asked to attend a conference with the staff.
5. I may be asked to provide input, in person or in writing, to help the staff better understand and serve my child.
6. Photographs of the children participating in the program may be taken periodically. They 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. I will give advance notice in writing if I withdraw my child from the program. The program reserves the right to remove my child if my child is absent for three or more consecutive days.
3. I understand that transportation to and from the program is not provided and that my child, should they participate in the program, will have reliable transportation.
4. I must inform the staff in writing, in person, or by phone of the days my child may not attend.
5. Please notify the school office of any changes in my registration information (e.g., address, phone numbers, place of employment, etc.).
6. If my child is riding a Galion City School Bus, I agree to the rules as outlined in the bus transportation form.

I have been given a parent handbook containing information on policies and procedures. I have read it and agree to abide by its policies and procedures.

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

Signature of Parent: _____

Date: __/__/__

Signature of Student: _____

Date: __/__/__