

**CROP**  
**Parent Handbook**  
**“Creating Rural Opportunities Partnership”**  
**Summer and After-School Program**



*In Partnership with:*

*Andes Central School*  
*Charlotte Valley Central School*  
*Gilboa-Conesville Central School*  
*Hunter-Tannersville Central School*  
*Jefferson Central School*  
*Margaretville Central School*  
*Roxbury Central School*  
*South Kortright Central School*  
*Stamford Central School*  
*Windham-Ashland-Jewett Central School*

*The Farmers' Museum ~ Hanford Mills Museum*  
*Alcohol and Drug Abuse Council of Delaware County*  
*Schoharie County Council on Alcohol and Substance Abuse*  
*Hawk Circle Wilderness Education ~ Roxbury Arts Group*  
*Learning for Life ~ Girls on the Run*  
*GRLIC and Delaware Co. CCE*

## The Parent Handbook

The information in this handbook applies to the *Creating Rural Opportunities Partnership* (CROP) After- School and Summer Program. You will need to read it and keep it handy.

CROP is funded through the No Child Left Behind Act and is a 21<sup>st</sup> Century Community Learning Center Project, administered by the New York State Department of Education

Providing a CROP Program in your community is one way in which the New York State Department of Education can act on its commitment to provide children the opportunity to take part in a variety of academic, enrichment and recreational activities, as well as bring schools and communities together.

### **CROP Mission Statement**

CROP's mission is to provide an afterschool environment that is safe and supportive, promotes student achievement through academic improvement and enrichment opportunities, fosters learning through personal, social, and positive youth development opportunities; and engages parents and guardians with their children in experiences that foster a greater connection with their school and community.

### **Parental Involvement**

The staff of the CROP program encourages parent involvement and we look forward to seeing you at any time while your child is enrolled in the program. **All** parents and guardians are required to attend an annual orientation for the program. If you cannot attend the general orientation meeting, staff will arrange to meet with you individually. Parents are welcome to participate as activity volunteers and/or organize a community service project for children. WE WELCOME YOUR INVOLVEMENT.

## **The CROP Schedule**

The CROP Program will normally be held from 2:45p.m. to 5:00p.m. Monday thru Friday during the school year, (times vary at each site). The program will not normally operate on half-days, vacation days, snow days, and emergency school closings. The CROP Program through the school district will provide a daily snack, and transportation to those who need it. A four week summer program will be scheduled at most sites.

## **Enrichment Activities**

CROP will provide numerous educational, enrichment and recreational opportunities that strongly link to the school day and blend skill acquisition, relationship-building and fun to foster academic and social-emotional growth. Children will have opportunities to choose from a variety of activities and projects both indoors and outdoors including reading groups, math and science clubs and computer lab, etc. All children will also have the opportunity to participate in community service projects throughout the year. CROP's partnerships with The Farmers' Museum and Hanford Mills Museum will provide an array of distance learning sessions, on-site workshops and field trips. CROP will provide materials for all academic and enrichment activities.

## **Homework Time**

The CROP Program will provide a quiet space and time for children to work on their homework each day. Staff will be available to help if your child has questions or needs help. We will do our best to ensure that children spend time on their homework, but we do not guarantee that all homework assignments will be completed during program hours. Younger children who may not have homework will spend time each day being involved in academic activities.

## **Visual and Performing Arts**

The Roxbury Arts Group will provide local artists who will offer enrichment activities during CROP Program hours. Children will have the opportunity to participate in dramatic arts, drawing, painting, dance, music and many other wonderful visual and performing art activities.

## **Youth Development, Health and Wellness**

Educators from the Alcohol and Drug Abuse Council of Delaware County (ADAC), Schoharie County Council on Alcoholism and Substance Abuse, Learning for Life, Hawk Circle, and Otsego County Girls on the Run will engage students in prevention sessions, character education lessons, self-esteem building activities and life skills activities that promote positive youth development. Younger children may take part in activities to promote life skills such as decision making, coping, where to go for help, etc. Older children will participate in Life Skills activities, which involve key decision making and social skills, as well as building a foundation for children to resist all forms of tobacco, drugs and alcohol.

## **Adult Education**

Parent education is a requirement of the CROP grant. CROP will schedule a minimum of two parent education workshops throughout the year, as well as two family literacy events at each site.

## **Rules of Conduct**

Every child is expected to learn and follow CROP Program rules, which are in accordance with the school's general rules of conduct. The methods used in dealing with chronic inappropriate behavior include parent conferences, probation, suspension of bus riding

privileges, program suspension, and releasing a child from the program.

A suspension will mean a child cannot participate for a specified period of time.

Releasing a child from the program will mean that the child is no longer able to participate in the program.

*Procedures for Suspension & Release of a Child from the Program*

1. *First Offense – Verbal warning to child and parent.*
2. *Second Offense – Conference with site coordinator and parent.*
3. *Third Offense – Suspension or release child from program.*

## **Parent Conferences**

Exchange of important information between parents and the CROP staff provides valuable insights to both parties. Conferences may be scheduled at the request of the staff or parents.

It is also helpful if you keep us informed about the significant changes happening to your child. Moving, hospitalization of parent or sibling, divorce or separation or other events can have a profound impact on your child's behavior. If we know what a child is facing we can be aware of changes in behavior or personality, even physical health.

Information shared with staff members will be kept confidential.

## **Attendance Policy**

Daily attendance is taken when your child comes to the CROP Program. Your child must be responsible for coming straight to the program after school is dismissed. If your child is involved in after school activities (scouts, sports, etc) and will be arriving late to the program, you must let the Site Coordinator know. Parents need to

help their children keep track of the days they are scheduled to come to the CROP Program. Students are expected to attend CROP at least three days per week.

### **Sign-Out Policy**

When your child is picked up, they must be signed out for the day. Only authorized individuals will be able to sign out your child, and they will be required to show identification.

Only persons designated in writing at the time a child is enrolled in the CROP Program will be permitted to sign a child out. This is for the child's protection and we will enforce this rule. The staff will question people we do not know and will check their authorization/identification to pick up your child. **If someone whose name is not on your authorization sheet will be picking up your child, we must have your written permission to release your child from the program.** We may choose to confirm this with a phone call to you at home or work. It is vital that emergency information is kept current. Your child's safety is our primary concern.

### **Missing Child Policy**

Sometimes a parent may forget to remind the Site Coordinator of changes in the child's schedule, or a child genuinely forgets what to do after school that day. If your child is scheduled to come to the CROP Program, but does not arrive, we will look for him/her.

*If we 1) Cannot find your child, 2) cannot reach you or your child at home, 3) cannot contact those persons listed in the emergency information you provided, we will report your child as missing to the New York State Police.* This is the only way we can be sure your child is safe. Please be sure to let the Site Coordinator know if there will be changes to your child's routine or days scheduled.

## **Transportation**

If you would like your child bused home, please request this service in the registration packet. Buses will typically depart from school at 4:00p.m. each day. Please make sure someone is home to meet your child at the bus, as it will be late in the day and may be dark. For the safety of all children during transportation, the same rules of conduct apply to riding the bus. Violations of these rules may result in suspending your child's bus riding privileges.

## **Illness**

If a child has any of the following signs or symptoms of illness, he/she will be sent home from the CROP Program:

- Diarrhea
- Difficulty breathing
- Fever
- Head Lice (including any visible nits, even if hair has been treated)
- Severe coughing
- Untreated Skin infection
- Vomiting

The Site Coordinator should be informed of any illness, especially where there is a chance that other children and adults in the program may be exposed.

## **Medications**

CROP will follow the school's policy regarding medication administration. Please check with your Site Coordinator or school nurse for details.

Form. Additional forms may be obtained from the Site Coordinator. There will be no exceptions to this rule.

Parents must remember to ask for medications when they sign out their child out of the program each day. Medications will be locked up while children are in the CROP Program.

### **First Aid/Accidents**

If a child is slightly injured while attending the CROP Program, first aid will be administered and an Incident Report will be filed. Each site has at least 2 staff members who are trained in First Aid.

### **Serious Injury**

If a child is seriously injured or has a medical emergency while attending the CROP Program, emergency services will be called and the child will be transported to the hospital. Every effort will be made to contact the parent/guardian or emergency contact person listed on the child's registration form. The emergency information you have provided will be taken to the hospital. *It is vital that the emergency information regarding your child be kept current.*

### **Cancellation Due To Weather**

When schools close early due to inclement weather, the CROP Program will not be held. There may be times when the weather deteriorates toward the end of the school day, and it is up to each school's Transportation Supervisor and administration to decide whether or not to cancel the program. If CROP is in question of being cancelled, parents and guardians should listen to their local radio station or the school's emergency notification system for confirmation. Staff will try to contact as many parents as possible. Parents should discuss early dismissal plans with their children to insure their safety.

## **Photographs**

There may be times when photographs are taken of the children participating in the CROP Program. The photographic material, whole, in part, or composite may be used as the program sees fit in publication of educational material, promotional articles, and/or for any other lawful purpose. Parents will be asked on the Application and Contract Form to give consent for their child's picture to be taken. If you do not wish to have your child appear in photos, be sure to indicate that on the form.

## **Data Collection**

Because the CROP After School Program is fully funded by the federal No Child Left Behind Act through NYS Education Department, we must complete an annual report which includes information regarding changes in student academic performance, participation and attendance. Children's names WILL NOT be used in reporting. You may choose whether or not to allow your child's school records to be included on the Application and Consent Form.

## **Mandated Reporting of Child Abuse and Neglect**

All childcare providers are mandated reporters of suspected child abuse and neglect in New York State. The CROP Program will report any reasonable suspicion of abuse or neglect of a child participating in our program. Concerns will be phoned in to the State Central Register of Child Abuse and Maltreatment. Parents will not necessarily be told that a report has been filed. The CROP Staff must cooperate fully with Child Protective Services representatives when a report is made.

***Creating Rural Opportunities Partnership***  
**21<sup>st</sup> Century Community Learning Center**  
**Program**  
**Contact Numbers**

<b>Andes Central School</b>	<b>845-676-3166/4806</b>
<b>Charlotte Valley Central School</b>	<b>607-278-5511</b>
<b>Gilboa-Conesville Central School</b>	<b>607-588-7541</b>
<b>Hunter-Tannersville Central School</b>	<b>518-589-5400</b>
<b>Jefferson Central School</b>	<b>607-652-7821</b>
<b>Margaretville Central School</b>	<b>845-586-2647</b>
<b>Roxbury Central School</b>	<b>607-326-4151</b>
<b>South Kortright Central School</b>	<b>607-538-9111</b>
<b>Stamford Central School</b>	<b>607-652-7301</b>
<b>Windham-Ashland-Jewett Central School</b>	<b>518-734-3400</b>

**General Information** **607-436-3247**

*If you have any questions, comments, or would like to volunteer  
in the CROP Program, please feel free to contact your child's  
CROP Site Coordinator or call the number above.*

***Vision Statement***

**CROP's vision is to achieve excellence in the after  
school program so that all students can learn, achieve  
and have the confidence to succeed in our ever  
changing world.**