



Youth Enrichment Afterschool Program

PROGRAM HANDBOOK

MISSION STATEMENT

The mission of the City of Hialeah Education and Community Services (ECS) Department is to promote lifelong learning, an informed citizenry, literacy, enhanced quality of life, and broadened horizons for all residents of Hialeah through the City's cultural and special events as well as its libraries, adult centers, afterschool programs, summer and holiday camps, and special population program.

PROGRAM INFORMATION

The STEP Ahead program services are offered year-round through a school-year afterschool program and summer internships. STEP Ahead is a supervised out-of-school program staffed by trained professionals, tutors, and certified teachers. On average, the ratio of children to staff is 1:6 during afterschool programming and 1:8 during summer.

The afterschool program is open for adolescents ages 14 - 22 with mild to moderate intellectual disabilities as well as youth with autism in preparation for the transition from high school to the adult world and includes

- Academic enrichment activities
- Financial literacy skills
- Employment skills
- Life/ social skills enrichment activities
- Fitness (Zumba, Martial Arts, yoga and meditation)
- Arts and Culture
- Civic Engagement

			Afterschool Program	Summer Camp
			Monday- Friday	Monday- Thursday
			2:30 pm-5:30 pm	8:00 am -2:00 pm
Education and Community Services	7400 W 24 Ave (2 nd floor)	305-818-9143		

Days & Times

The afterschool program follows the Miami-Dade County Public Schools school-year calendar. Program hours are 2:30 p.m. – 5:30 p.m. at Education and Community Services - 7400 W 24 Ave (2nd Floor), Monday through Friday.

Program hours for Summer are 8:00 am – 2:00 pm, Monday through Thursday.

POLICIES & PROCEDURES

Payments

We accept cash or money order made payable to the City of Hialeah. We accept credit card payments only in the Education Community Services office.

After-School Program Payment

\$50 non-refundable registration fee

There is a \$5.00 late pick-up fee at 6:01 pm per family. For each additional 15 minutes late, the fee is charged again. The City of Hialeah Police Department may be contacted if a child is not picked up by 6:30 pm.

Summer Program Payment

\$50 non-refundable registration fee

There is a \$5.00 late pick-up fee at 2:01 pm per family. For each additional 15 minutes late, the fee is charged again. The City of Hialeah Police Department may be contacted if a child is not picked up by 3:00 pm.

Transportation to the After School

Transportation to the after-school program will be arranged by the following participating Miami Dade County Public Schools:

- Hialeah Senior High School
- Hialeah-Miami Lakes Senior High School
- Barbara Goleman Senior High School
- Hialeah Gardens Senior High School

*If your child attends American Senior High you **DO NOT** need to submit this form to the school, we will arrange transportation to the afterschool.

It is the responsibility of the parent/guardian to complete the **REQUEST FOR ALTERNATE TRANSPORTATION STOP FOR SPECIAL EDUCATION STUDENTS** and submit it to the student's school.

Transportation Home

Free transportation will be provided for students who live in Hialeah, Hialeah Gardens, Miami Lakes, and Miami Gardens. If you would like for the student to use the transportation home please indicate it on the registration packet.

If you **do not** wish to use the free transportation please indicate how the student will be going home on the registration packet.

Attendance Policy

Attendance is mandatory. Parents/Guardians are required to notify the Program Manager prior to the child's absence. All absences and calls are documented. This attendance policy is provided to each parent upon registration.

The parent will be notified and a child may be dropped from the program in any of the following cases:

Afterschool Program -

- After 4-consecutive missed days without documentation
- After 10 absences
- If a pattern of missed days is determined.

Summer –

- After 4-consecutive missed days without documentation
- After 5 absences
- If a pattern of missed days is determined.

The following will be taken under consideration and/or approved by the Program Director. Parents must provide a doctor's note or documentation to record an excused absence.

- Vacation (prior notice must be submitted)
- Sick/family emergency (with documentation)
- Other circumstances.

Withdrawal Policy

If you wish to withdraw your child from the program, please notify the Program Manager or Program Director.

Disciplinary Policy

Children in the *STEP Ahead* program will behave accordingly to the ***Child's Code of Conduct***. In the event of unacceptable behavior, the ECS program exercises a standard and uniform policy when disciplining children. Our goal is to support and reinforce the child's behavior in a positive and constructive way. The ECS Department reserves the right to remove a child from the program at any time if that child's behavior is found to be a safety concern to themselves, another child or to a staff person; or if negative or unruly behavior is persistent and remains uncorrected. Each negative behavior incident will be taken into consideration on a case-by-case basis.

The staff will address and approach children in a positive manner and not embarrass or make fun of a child, degrade or humiliate a child, or put their hands on a child.

The staff will use the **ABC Data Sheet** and the **Behavior Plan Report** to properly document a child's behavior and measures taken. With this information, we are able to monitor a child's behavior pattern, implement an improvement plan, and assess the child's progress.

The **ABC Data Sheet** is used to keep an account of a child's behavior and what measures were taken to aid and/or support a child. The data sheet contains three columns that must be completed.

- Antecedent (event leading up to child's action)
- Behavior (action identified)
- Consequence (action taken to correct child's action)

The **Behavior Plan Report** will be used in situations depending on the severity of the child's behavior and actions. This form documents the child's behavior that calls for further action. The report documents:

- Behavior Problem / Measures Taken
- Notification of Parent / Program Supervisor
- Conference / Recommended Action

Procedures:

The staff will take the following measures when a behavior or disciplinary problem occurs. Depending on the behavior, the staff may proceed to the necessary step.

Step 1: Discuss behavior with the child away from the group.

Step 2: Allow the child to return to the activity and advise them that if the behavior is not corrected they will be removed from the activity.

If the child's behavior continues:

Step 3: Remove the child from the activity and explain to the child the reason why he/she is being removed from the activity.

Step 4: Record on ABC Data Sheet. Advise parent of behavior. The parent will initial.

For Repeated or Serious Behavior:

After three ABC referrals, the staff will follow up with the Behavior Plan Report. If a child's behavior is severe, the staff may issue a Behavior Plan Report immediately. In both circumstances, the Program Manager will submit the report to a supervisor; the case will be reviewed and a parent conference will be scheduled.

The intent of this plan is to give general guidelines for the implementation of a child behavior plan. The ECS Department reserves the right to use administrative flexibility in responding to a special or severe disciplinary issue.

Cell Phones

Children may bring cell phones but they must remain stored in a purse or book bag. Phones may only be used with staff permission and supervision to call parents or authorized adults. Staff is NOT responsible for any lost or stolen items.

Toy Policy

Personal toys from home are **not permitted** in the afterschool program. No Gameboys, iPods, Nintendos, or PSPs are allowed. Camp Staff is NOT responsible for any lost or stolen items.

Child's Sign In/Out Policy

The child must sign in on the Sign In/Out Sheet every day upon arrival. Any person other than a parent picking up a child must be named on the authorized pick-up list and is required to show identification. Unless the child is registered at a site that offers transportation, it is the responsibility of the parent/guardian to ensure the child's transportation to/from the program. In the case of private buses, parents must arrange with the bus driver to drop children off within the park property and not on the street. Parents/Guardians and siblings are asked to wait in the areas designated for signing in/out and refrain from entering areas where the children are participating in scheduled programs.

Medical Policy

City of Hialeah staff is not allowed to keep or administer medication of any kind to children. NO EXCEPTIONS. If a child is on medication, he/she must self-administer the medication. If a child is not able to self-administer, then an authorized person must come to the site to administer the medication at the designated times. Additionally, if a child has a medical condition that requires regular monitoring, he/she must self-monitor and notify staff of measurements. If a child is not able to self-monitor, then an authorized person must come to the site to monitor his/her condition at the designated times. Parents of children with medical conditions which require monitoring must provide appropriate documentation, with measurement thresholds, to staff for use in case of an emergency. Parents are required to schedule a meeting with the Program Director so that all parties may determine together the best methods of accommodating a child with a medical condition.

Sick Child:

We are bound by health regulations to remove children who are, or appear to be sick. Signs of illness include but are not limited to: green mucous, fever, pink eye, diarrhea, and vomiting. Parents will be called to pick up sick children. In the case of an emergency, at least one parent, guardian or designated emergency contact needs to be available to respond to the site within 15 minutes. The responding party should be authorized to make medical decisions on behalf of the child. The ECS Department reserves the right to require a Doctor's note upon the child's return. The ECS Department will make every effort to notify parents on a site when contagious illnesses are reported; notifications will be "fact sheets" in English and Spanish from reputable medical sources for information purposes only. Parents should seek medical advice from a doctor regarding their own child.

Head Lice:

If head lice are found on a child, he or she will not be able to return to the program until the child is lice-free. The ECS Department will make every effort to notify parents of a site if lice are reported; notifications will be "fact sheets" in English and Spanish from reputable medical sources for information purposes only.

Confidentially Statement

The City of Hialeah, the STEP Ahead program, follows all state and federal laws and regulations relating to the confidentiality of records and social security numbers. We maintain high standards in the safekeeping and use of our participants' information and therefore are only to be released to authorized personnel and to The Children's Trust for identification purposes. Some confidential/protected information may be released by the City to the Children's Trust in order to secure appropriate resources for services. In order to provide necessary medical treatment to a child, there may be an exchange or disclosure of confidential/protected health information between the City of Hialeah and medical providers. The City of Hialeah and the Children's Trust shall protect each child's confidential/protected health information and comply with all applicable federal and state laws by not disclosing such information to any third party who does not have a need to know such information.

REGISTRATION INFORMATION

Required Documentation

The following documents must be submitted to the ECS Department in order to complete your child's registration process: **registration forms, IEP (Individualized Educational Plan), current photo of the child, the last (current) report card, copy of the child's birth certificate or passport, and proof of residency.** Registration for the school year includes the afterschool program and summer. It is the parent/guardian's responsibility to notify staff in writing of any change in the registration information. ECS reserves the right to ask for information and related documentation on both parents, regardless of marital status, for pick-up authorization and emergency contact purposes.

The ECS Department reserves the right to allow registration priority (early enrollment, etc.) for families who are enrolled at a site prior to a new session beginning, or to after-school participants at a site for Summer Camps. Registration will be held at the ECS Department office. Program and registration dates will be advertised at all ECS sites.



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