



THE SOURCE PARENT HANDBOOK

2019-2020

Welcome!

We are excited that you are choosing to check out The Source. We look forward to getting to know both the students in our program and their families.

Mission Statement

The Source is committed to providing a safe, fun place for students to be themselves, spend time with friends, try new things and sometimes just hang out. We teach life-long learning skills to all children and youth during out of school time as a division of the Robbinsdale Area Schools Community Education department.

The Source will:

- Treat everyone with respect.
- Listen to and incorporate student input. This is YOUR program, you have a say in what happens here.
- Offer choices. Lots of choices.
- Provide resources about what else is going on in the community/school.
- Get involved in the world. Give back. Pay it forward.

Program Description

The Source Provides:

- Opportunities for student voice.
- Recreational and enriching activities including, art, science, music, cooking, drama, indoor/outdoor play, field trips and special events.
- Opportunities for growth and social skills development.
- Community involvement opportunities and resources on what's happening.
- Group and individual activities.

Program and Hours of Operation

The Source runs after school on school days Monday-Friday. **Registration will begin in April for the following school year. Online registration can be completed at:** <https://rdale.ce.eleyo.com/child-care/6/the-source-6-8>. You must first create an account and then register for The Source.

In 2019-20 we meet at Robbinsdale Middle School, Plymouth Middle School, and Sandburg Middle School. Shuttle buses will transport students from FAIR Crystal to RMS this school year.

Program hours are from school dismissal time until **5:00 p.m.***

Signing your child in and out

- Students will sign-in with staff when they arrive after school and sign out each day when they leave.
 - With parent permission, students may ride the Activities Bus home.
 - With parent permission, students may walk home from The Source. **All students must be picked up no later than 5:00.**
 - You will be charged a \$1/minute Late Pickup Fee after 5:00.
 - We have the right to terminate your contract if you are late more than three times and have been given a verbal warning from the site supervisor.
- Our program legally must release children to either parent unless we have a copy of a court order prohibiting one of the parents from having custody of the child.
- If your child legally may not be released into the custody of a parent, please provide a copy of the court order to staff before your child begins The Source.

Communication/Parent Involvement

- We feel it is very important to keep the lines of communication open between the parents and The Source staff. Please keep your email and phone numbers updated.
- We appreciate any feedback you can offer to provide for the best possible experience for your family.
- Parents are always welcome to visit the site, or watch and participate in The Source.

Absences

- It is the responsibility of the parent and the child to communicate daily attendance.
- If your child will not attend The Source on a scheduled day, please call or email us so we know not to expect your child.

Curriculum/Activity Plans

- Homework time will be available as a choice for all students each day. Staff may assist students with homework as needed.
- Students will have access to school resources such as the gym, computer lab and outdoor areas.

- Our programs are choice based, which means each student has the ability to select his or her activities from a variety of offerings each day.
- Students will help design the program and will have input into what activities are offered and when.

Staff Supervision

- The Source is designed for students in middle school. At times, students will have the opportunity to be outside of the direct supervision of adults with clear expectations about appropriate boundaries and rules.
- Students are expected to be able to participate appropriately within a 1:20 staff to student ratio.
- Abuse of rules, check-in times, and set parameters will result in the loss of privileges. Attention will be given to the needs of young teens and pre-teens and, at times, different age groups may have different boundaries in terms of supervision. We encourage students to be independent while providing support for safety and learning.

Enrollment Options

- When you register you can pick and choose exactly the days you want to attend The Source. Please pick only what you will actually attend.
- If you would like to add a day you did not pick when you first registered, you can request a Drop-In Day. Simply go online and request the day, or call the site.

Tuition and Fees

- The Source is free to all RAS middle school students. At this time, we use other youth funds to offset the costs of running this program. We do offer an opportunity to donate to our program to offset costs.
- **All families are required to have a credit card or ACH on file.** Your card will only be charged when you incur Late Pickup Fees (please see the Late Pickup Fee section of this handbook for more information).

Expectations of Staff, Parents, and Children

- To ensure a successful experience for each child, the program has established expectations for staff, parents and children.

➤ **Staff**

- Provide a positive environment and act as good role models for students.
- Communicate effectively and respectfully with all students, families and school staff.
- Engage with students.
- Listen to students and incorporate their ideas into programming.

➤ **Students**

- Treat each other and all staff with respect.
- Stay within program boundaries.
- Give input and feedback about programming.

➤ **Parents**

- Read information the program sends out.
- Return information by the date it is needed.
- Ask questions when unclear.
- Share information that helps staff understand/support student's needs.
- Treat all staff, students and other parents with respect.

Unacceptable Behaviors

- Physical encounters where others are harmed.
- Inappropriate language, songs or jokes, including swearing, teasing, references to drugs, alcohol, abuse, racism, gender, etc.
- Leaving the program area or group without permission.
- Vandalism to school or personal property.
- Invading, using, or taking other people's property without permission.

Behavior Guidance

We recognize that all students have different competence levels with relationships and conflict resolution. Staff will work in cooperation with other school professionals to help students grow these skills.

Behavior Guidance Plan:

- Encourage appropriate behavior. Staff will recognize and reward students for making good, safe choices.

- Redirect negative behaviors and provide students with acceptable alternatives.
- Explain and enforce natural consequences.

Parent Notification

- Should your child be part of a serious incident involving inappropriate behavior, you will receive an Incident Report. The report will detail what happened and what staff did to resolve the situation, including, if necessary, suspension from the program. The Source staff always welcome the advice and insight of parents.
 - Suspension from The Source: Suspensions can last up to one full week of the program depending on the severity of the incident. Staff work closely with parents, students, and the school to ensure that students understand that they are unable to attend until their full suspension is up. If students have more than three suspensions in one school year, they will be unable to continue with the program.
- Behaviors requiring immediate intervention may result in a phone call to parents or guardians, and you may be asked to pick-up your child.
- If a child is unable to participate in The Source without jeopardizing the safety and well-being of other students or staff, suspension or termination from the program may occur.

School Suspension

If a student is suspended from school, the child will not be able to attend The Source on those days. This also includes in-school suspension.

Inclusion and Access

- The Source welcomes individuals of all abilities. The program will provide reasonable accommodations, if needed, to make physical and social integration successful.
- In order to attend The Source students must be able to be successful with a 1:20 staff to student ratio with minimal support.
- Your start date may be dependent on the implementation of accommodations.

School Release Days

School release days are offered through The Basement, a fee-based program.

- The Basement will be housed at Sandburg Middle School.

- The fee for The Basement on school release days is \$36.50 per day. Eligible students may use CCAP funds towards The Basement school release day fees.
- Basement School Release Day hours are 8am-5pm.
- A minimum of 20 students must be registered by the registration deadline (two weeks before each School Release Day) in order for The Basement program to run.
- All Source policies apply to The Basement on school release days.
- For the 2019/2020 school year The Basement will be offering the following school release days:

Friday, October 11	Friday, December 27	Monday, March 23
Thursday, October 17	Monday, December 30	Tuesday, March 24
Friday, October 18	Tuesday, December 31	Wednesday, March 25
Tuesday, November 5	Thursday, January 2	Thursday, March 26
Wednesday, November 27	Friday, January 3	Friday, March 27
Monday, December 23	Tuesday, January 21	Monday, April 6
Thursday, December 26	Tuesday, March 3	

You can sign up for The Basement school release days at:

<https://rdale.ce.eleyo.com/child-care/4/the-basement-6-9/nsd/59/basement-non-school-days>

Meals and Snacks

After school snacks are provided daily. Check with your specific site for monthly menus.

Late Pick-Up

- Parents/Guardian are expected to have children picked up by **5:00 pm**.
- After 5:00pm you will be charged a **\$1/minute Late Pick-up Fee**. You must have a credit card/ACH on file for this reason.
- At 5:15, if a parent/guardian has not been reached, staff will contact the child's emergency contacts to pick up the child.
- We have the right to terminate your contract if you are late more than three times and been given a verbal warning from the site supervisor.
- If you are running late, please call the site cell phone to notify staff.
 - SMS cell: 612-232-1304

- o RMS cell: 612-290-1647
- o PMS cell: 612-205-6604

District Policies

- The Source follows District 281 policies: Data Privacy, Harassment, Drugs & Alcohol, Firearms, Discipline, Transportation, and Students Rights & Responsibilities, etc.
- These policies are available on the District website: <http://www.rdale.org/pages/rdale>.

Child Protection

- All Robbinsdale Area School staff are mandated reporters and are legally required to report any suspected abuse or neglect of children or vulnerable adults.
- For more information or resources on child abuse visit Prevent Child Abuse Minnesota at: <http://www.pcamn.org/>

School Closing due to Weather or Unforeseen Circumstances

- The Source will be closed anytime school is canceled for the entire day. In case of an emergency school closing of any nature, information may be found at the district website (www.rdale.org), WCCO 830 AM radio, and other metro television channels.
- If after-school activities are canceled, only students pre-authorized parent pick-up can stay after school. The Source will notify you via email and text if after-school activities have been canceled.

Medication

- The Source follows the health policies of District 281.
- Information on your student's health can be shared at the time of registration. Please list any special needs your child might have that require special attention and alert staff if your student has an allergy.
- We may administer medication only with a parent's/guardian's and doctor's signature on a District 281 permission slip. Medication must be in the original bottle and any pills that require cutting must be cut by the parent or guardian.
- Staff are trained in medication administration and will document all doses of medicine administered. Medication is stored in a locked location. Refrigeration may not be available.

- If your child has a medical accommodation plan we ask that you provide us with a copy so we can best meet the needs of your child.

Allergies/Chronic Health Conditions

- Please make sure all allergies and chronic health conditions are listed when your registration is completed so staff can accommodate all children.
- Epi Pens, inhalers, and other medication will be available to students at all times with staff supervision.

First Aid and Emergency Procedures

- All staff are certified in First Aid and CPR.
- In the case of injury, basic first aid will be administered.
- If serious injury occurs that requires advanced medical attention, 911 will be called immediately. Children will be taken to the nearest hospital if deemed necessary by Emergency Medical Technicians, and parents will be notified as soon as possible.
- Expenses incurred will be the parent's responsibility

Volunteers and Community Partners

- Parents and community volunteers may be used in our program.
- The Source may partner with other community organizations for special events, support, education, or activities.
- The Source is committed to engaging in the community. Each year The Source will have the opportunity to participate in a variety of service projects.

We are so happy to have your family with us! If you have further questions, please don't hesitate to contact us!

RMS Site Supervisor: Courtney Oase, 763-504-4914, courtney_oase@rdale.org

PMS Site Supervisor: Cameron Goude, 763-504-4918, Cameron_goude@rdale.org

SMS Site Supervisor: Raquel Patterson, 763-504-8237, Raquel_Patterson@rdale.org