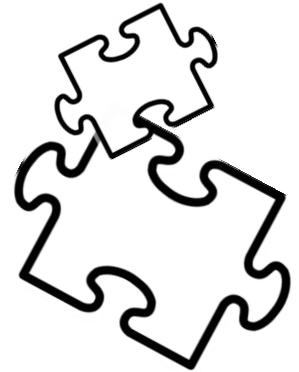
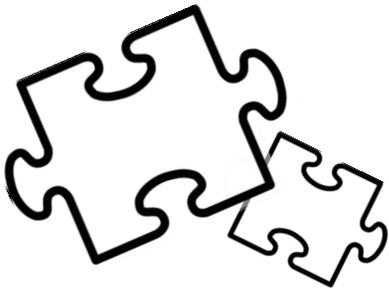


# Project CONNECT



## Parent/Guardian Handbook

**2017-2018**





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## **Introduction/Program Overview**

Project CONNECT welcomes you and your child(ren) to the Project CONNECT after school program, a unique partnership between the SUNY Plattsburgh Teacher Education Unit and the Plattsburgh City School District. This Parent/Guardian Handbook was designed for you, as a parent/guardian of a child participating in Project CONNECT. It includes information about the program, expectations for participating families, and important policies and procedures.

Please note that the Program Directors and/or the Advisory Board of Project CONNECT reserve the right at any time to change this handbook. If any changes are made, you will be given a new copy of this handbook for your review and records.

All Parents/Guardians who receive a copy of this handbook are expected to sign and submit the acknowledgement form located at the end of this handbook. If at any time you have questions about the policies herein, or feel that certain matters are not included that should be, please bring your concern to the Program Director.

### ***Goal of Project CONNECT***

Project CONNECT provides an enriching, inquiry-based program that provides a stimulating, welcoming, and supportive environment for participants and their families. Project CONNECT uses a unique staffing structure that strives to meet the community's needs using faculty, site directors, group teachers and teacher education students. The program includes: tutoring assistance, art, music, recreation, and inquiry-driven educational opportunities that builds literacy and other academic skills.

### ***Dates/Hours of Operation***

Project CONNECT's calendar mirrors that of the Plattsburgh City School District. The program is only in session when the school is in session. In addition, we provide early release day care for interested parents at an additional cost. Project CONNECT's programming operates from dismissal until 5:30 pm. **In the event of an emergency closing or an early closing, Project CONNECT will be closed as well.**

### ***Staffing/SUNY Plattsburgh Teacher Candidates***

Project CONNECT is staffed with a qualified Site Director and group teachers, and SUNY Plattsburgh Teacher Candidates. The Teacher Candidates plan and implement a wide variety of programming under the supervision of the SUNY Plattsburgh faculty and the Site Directors. All Teacher Candidates work independently with participating children are subject to background check and fingerprinting in compliance with Project CONNECT's licensing agency, the New York State Office of Children and Family Services (OCFS). Each participating Teacher Candidate is assigned one site and one or more days per week to work. If you ever have any questions or concerns about anything regarding Teacher Candidates please bring them to the Site Director, visiting SUNY Plattsburgh faculty, or the Program Directors.

***Daily Schedule (may vary slightly by site)***

Check-in, recreation, and snack time (rotating groups)

Homework/Tutoring

Project-based activities correlating to a monthly theme

Recreation/Free Choice Centers

***Project CONNECT Discipline Plan Overview***

Participants are expected to follow the rules as outlined in the student handbook and other site-specific rules at all times. In order to maintain a safe and secure environment, staff and Teacher Candidates work closely with participants and parents to ensure proper behavior, utilizing the Plattsburgh City School District Positive Behavioral Interventions and Supports (PBIS) model. Teacher Candidates working with Project CONNECT learn about various aspects of student development and student management during Project CONNECT under the guidance of the Site Director and SUNY Plattsburgh faculty.

In the event of a disciplinary problem that cannot be addressed immediately, a behavior referral form (see appendix) will be completed by the Site Director, which the parent/guardian must sign. Consequences for behavior referral are shown below.

- First Offense – Parent Contact
- Second Offense – Parent Meeting for Behavior Plan and Pick up from Program
- Third Offense – Parent Contact, Pick up from Program, and Suspension (# of Days \_\_\_\_\_)
- Fourth Offense – Removal from Program

***Please note that physical aggression against another participant or staff, running away, or any other act that may endanger themselves or anyone else may result in immediate action/removal.***

***Parent/Guardian and Family Involvement***

We encourage parents/guardians and family members to become involved in Project CONNECT. This will occur inherently through information sharing about your child’s welfare and participation in activities. Weekly behavior feedback forms will be sent home with Project CONNECT participants. In addition, monthly newsletters will keep parents/guardians informed about events, programs, and activities. Parents/Guardians can also become involved through volunteering with the program, program open house events, and conferences.

## Registration and Tuition

### ***Enrollment/Registration***

To apply for enrollment, parents/guardians must complete a registration form, provide immunization records for each child, and submit a \$20.00 (**per family**) nonrefundable deposit. The parent/guardian must return the completed packet to the Program Director. There are a limited number of students the program can serve. As a result, priority will be given in the following order: Prior enrollment history, teacher/school recommendation, and program needs.

### ***Tuition***

The tuition schedule for the 2017-2018 program remains the same as the previous year:

<b>Child Breakdown</b>	<b>Per Month Payment</b>
Single Child	\$190
Two Enrolled Children	\$290
Maximum Family Charge	\$350
Reduced Lunch*	50% of Monthly Payment
Free Lunch*	No Charge

\*A limited number of scholarships will be available on a first-come, first-serve basis. (in compliance with Federal Income Eligibility Guidelines)

### ***Tuition Payments***

Payments for tuition are required to be paid by the **1st of each month**. Payments are accepted by check, money order, or credit card. Payments can be made via mail or in person to SUNY Plattsburgh (address below). Payments will not be accepted on site under any circumstances. In August you will receive a payment page for the first five required payments. (September –January). In January you will receive another payment page for the remaining five required payments (February-June). In addition, email reminders will be sent each month. When making a payment it is important to include the monthly remittance slip, with your specific account number, so the payment can be applied to your account correctly.

SUNY Plattsburgh - Student Accounts  
101 Kehoe Administration Building  
101 Broad Street  
Plattsburgh, NY 12901  
518-564-3120

Credit card payments can be made over the phone or in person at Student Accounts. **You must know your banner account number before making a payment at Student Accounts; they do not have a way to search for your account number in their system.** The Site Director and Program Director will be able to provide you with your account number if needed.

Please note that tuition costs are billed as a monthly amount only and are spread evenly across for the entire 10 months of programming each year. They are not based on the number of days Project CONNECT operates each month. Operational days for Project CONNECT vary each month based on many factors, such as the school calendar and/or holidays. There will be no reduced payments for months with fewer operational days than others. Additionally, payments will not be reduced based on the number of days that your child attends each month.

### ***Late Payments***

Parents/Guardians are expected to make payments on time. In the event that a payment is **more than a week late**, you will receive an email or a phone call reminding you to make a monthly payment. **In the event that a payment is not received by the 10th day of the month, your child(ren)'s participation in Project CONNECT will be suspended until payment is made. During the final month of Project CONNECT, suspensions will be made if the bill is unpaid after one week overdue.** That being said, extraordinary circumstances do arise; we will try to do our best to work with you on a payment plan.

### ***Refunds***

In the event that you withdraw your child from Project CONNECT or your child is dismissed from Project CONNECT, refunds for partial months will not be given. However, any full unused month that was paid in advance will be completely refunded.

### ***Scholarships***

A limited number of scholarships are available at each site for those families in need of financial assistance according to Federal Income Eligibility guidelines. Information regarding income status will be required at the start of each year to determine eligibility. Scholarships available are granted on a first come, first served basis. If a full scholarship is not available upon enrollment, you may choose to have your child's name placed on a waiting list, and you will be notified if space becomes available. If your child qualifies for full tuition and there are not currently any full scholarships available, you will be offered the opportunity to participate at the half scholarship rate. Parents/Guardians will be notified, via mail, if your child has been granted a scholarship prior to the start of each program year.

### ***Provided Snacks***

A healthy snack will be provided each day free of charge. A snack calendar will be provided monthly with the newsletter from Site Directors. Please alert the Site Director if your child is allergic to any planned snack and an alternative snack will be offered. If you choose, you may send in an alternative healthy snack for your child. However, no refund in tuition will be issued.

### ***Current SUNY Plattsburgh Students***

Please note that if the person responsible for paying the Project CONNECT tuition is currently a student at SUNY Plattsburgh, student loan money may be applied automatically to your child's tuition. For more information about this process, please contact Student Accounts directly.

## **Policies and Procedures**

### ***Roles and Responsibilities of Parents/Guardians***

Parents and guardians are responsible for:

- Making payments on time
- Picking up your child(ren) by the close of the program.
- Notifying Project CONNECT if:
  - Any information on the registration form changes (telephone numbers, addresses, pick up information, etc.)
  - Your child attended school, but will not be attending Project CONNECT on any given day or period of time.
  - There is a change in the daily departure routine of the person picking up your child(ren) – completed in writing and in advance.
  - Your child is being withdrawn from Project CONNECT.
  - Your child’s participation in program activities is limited due to health or other concerns.
  - Your child has any allergies and/or requires a medication waiver to be completed.

A child may be dismissed from the program if a parent/guardian does not meet the above responsibilities.

### ***Roles and Responsibilities of Participants***

Participants in Project CONNECT are expected to always conduct themselves in accordance with the already established policies and procedures of their school. The staff of Project CONNECT aims to continue and support any school wide mandates regarding expectations for student behavior. Please refer to your child’s student handbook for any questions regarding the student code of conduct.

Participants should also be aware that while participating in Project CONNECT programming they are to be respectful of school faculty, staff, and property. Any vandalism or destruction of school property will be communicated to school administration. Parents/Guardians may be liable for any property damage and your child may be dismissed from Project CONNECT for any destruction of property.

### ***Dress Code***

Participants in Project CONNECT are expected to follow the dress code set forth by their particular school’s student handbook. Due to the nature of the Project CONNECT programming it is recommended that each child wear (or have access to) tennis shoes daily.

### ***Tobacco Use***

While on site at Project CONNECT and on the property of the Plattsburgh City School District parents and/or authorized pick up persons are asked to not use any tobacco products (cigarettes, chewing tobacco, etc).

### ***Personal Belongings***

Participants should keep all personal belongings in their backpack. Any personal items (coats, bags, lunch boxes, etc.) should be labeled with your child's name. **Any toys or electronics should be left at home.** Parents/Guardians will be notified in the event that participants are asked to bring any personal item from home for an activity during Project CONNECT hours. Weapons (guns, knives, etc.) or any toy that resembles a weapon are never permitted to be used at Project CONNECT and should be left at home. Project CONNECT assumes no liability for lost or damaged items.

### ***Personal Cell Phone Use***

Personal cell phone usage (either sending or receiving calls, texting, or web browsing) during program hours from students enrolled in Project CONNECT is strictly prohibited. There are **NO** exceptions. All phones should be turned off throughout the day, and should not be seen at any time. If a participant needs to call a parent/guardian for an emergency, the Site Director will allow them to use a phone on site, or call for them.

### ***Homework/Tutoring***

Project CONNECT's daily schedule will allow for homework assistance and/or tutoring daily for approximately 30 minutes daily. Parents/Guardians should be aware that while participants will have an opportunity to work on their homework, it may not be fully completed on site. Parents/Guardians should check to ensure that all homework is completed every night. Parents/Guardians are welcome to speak with the Site Director about your child's specific needs when helping with homework. The Site Director will make every effort to accommodate, but due to the number of participants it may be difficult for each child to receive individual tutoring/assistance daily. Teacher Candidates and staff working with participants during Homework/Tutoring time will always encourage participants to work on their homework during that time, however sometimes participants report they do not have homework, fail to use their time effectively, or refuse to do their work. If this happens, Project CONNECT will make reasonable efforts to make sure that parents/guardians are informed.

### ***Photo Consent/Release***

As parents/guardians of a participant of Project CONNECT you are given the option to sign a release to allow your child's photo to be taken during program hours and possibly published (newsletters, webpage, local media outlets, etc.). The Site Director will have the list of children who are not to have their photo taken. Photographs taken on site will be used for program purposes and photographs for personal use will not be permitted.

### ***Extracurricular Activities***

All participants attending school clubs/sports practice/tutoring during after school hours must first check in with their Site Director prior to attending the club/practice/tutoring. Each parent/guardian must also provide Project CONNECT with written permission for their child to attend any other after school programming.

### ***Early Release Days***

On early release days Project CONNECT offers programming to a limited number of participants. The number of participants Project CONNECT can accommodate is based on the number of staff that is available to work extra hours on those days. Typically, Project CONNECT will conduct a field trip on these days, and there will be an extra cost associated with participation (which covers transportation, admission costs, and extra staff wages). Since availability is limited, early release day openings will be first come first served. Pick up times on early release days may be adjusted due to the field trip, and parents/guardians will be notified of the complete itinerary before expressing interest.

### ***Off-Site Activities***

Walking field trips for inquiry based learning will be scheduled throughout the year. Permission is given by parents/guardians on the participant's registration form. Parents/Guardians will be notified well in advance of any planned field trip.

### ***Grievance Procedures***

Project CONNECT takes seriously all concerns expressed by parents/guardians and participants. Should you have a grievance, the following procedure should be followed:

- Any concerns regarding your child's after school care should first be brought to the attention of the Site Director.
- If, after discussing the matter with the Site Director, you are not satisfied with how the matter was handled, please contact the Program Director.

Please be aware that while Project CONNECT operates in a Plattsburgh City School District building, all concerns about Project CONNECT should be brought to the attention of Project CONNECT staff. Plattsburgh City School District employees cannot make decisions concerning Project CONNECT.

### **Attendance/Sign Out/Record Keeping**

Project CONNECT is committed to ensuring that your child is safe and properly monitored at all times, and thus will be keeping accurate attendance records and adhering to our established dismissal policies. The following policies are intended to keep your child safe and to ensure that they are released daily to authorized persons only.

#### ***Attendance***

At the start of each day (within the first 15 minutes of program operation), the Site Director will take attendance for all Project CONNECT participants. If a child is not present they will check their absentee list against that of the school's absence/early release list. In the event that a child is not absent during the school day a building search will be done. If after the search the child cannot be located, the parent/guardian(s) will be notified. If your child(ren) will not be attending Project CONNECT it is your responsibility to share that information with Project CONNECT. You may call or email to alert the Site

Director or Program Director that your child will not be attending. Information about absences can also be shared with the Site Director in person or in writing in advance. Whenever a student is absent, it will be noted on the sign-out sheet as well as the attendance record. Site Directors will notify the Program Director of frequent absences, as this may result in a participant being removed from the program. Parents/Guardians should make every effort to have your student attend Project CONNECT each day he/she is in school and arrange to pick up the student up no earlier than 4:30 pm.

### ***Student Pick Up Procedure/Sign Out***

Each day when students are released from Project CONNECT, the following procedures should be implemented:

- Parent/Guardian/Authorized Person must come inside the school to sign his/her complete legal name (initials are not permitted) and the accurate time of pick up on the Project CONNECT Sign Out sheet. The parent/guardian(s) must designate, on the registration form, persons authorized to pick up their child from Project CONNECT. **Only** authorized persons can pick up the child. It is your responsibility to update this information routinely with the Site Director for your child's file.
- Parents/Guardians should be aware that each site's exterior doors may be locked during Project CONNECT's hours of operation. If available, please ring the doorbell located beside the front door. If a doorbell is not available or a staff member is not nearby to open the door, parents/guardians should call the onsite cell phone of the Site Director to let them know they are waiting.
- Authorized persons must have photo identification to show the Site Director to release a student.
- If there are custody issues involving one or more persons, Project CONNECT must have copies of the court orders on file for your child.
- Project CONNECT will not allow parents/guardians to have their students meet them outside the school if they are running late for pick up.
- Students may not sign themselves out of Project CONNECT.
- For the security of our staff and students, any one picking up participants must stay at sign out area during pick up.

### ***Late Pick Up***

Parents/Guardians are expected to pick up their child from Project CONNECT at or before 5:30 pm daily. It is extremely important that your child is picked up from Project CONNECT on time, as the Site Directors and other staff have responsibilities after the children leave to ensure that spaces are properly cleared for the start of school the next day. The school custodial staff also requires that we are out of the building on time each night as they have to clean areas used by Project CONNECT. Project CONNECT understands that sometimes unforeseen circumstances prevent you from being able to pick up your child(ren) on time, however you are expected to call the Site Director to let them know if you are going to be late and when you expect to arrive. The Site Director or Assistant will begin calling all phone

numbers listed if they have not heard from you or you have not arrived by 5:35 pm. If you are continually late picking up your child(ren) from Project CONNECT, the Program Director will contact you and the participating student may be suspended/dismissed from the program.

### ***Participant Personal Files***

Each participant will have a confidential personal file that will include: his/her application, permission slips, medical records (including allergies), medication waivers, and other relevant documents (incident/accident reports, conduct reports, etc.).

## **Health and Safety**

The safety and well-being of all participants of Project CONNECT is of the utmost importance. Everyone working with your children (Site Directors, Teacher Candidates, etc.) has the welfare of all participants in mind to maintain a safe and welcoming space.

### ***Reporting Accidents/Injuries***

If there is an accident on site at Project CONNECT, in which a child receives a bump, bruise, or other visible mark, a written Accident/Incident Report will be completed and given to the family on the day of the accident or the next day. Accident/Incident Reports will also be completed whenever a child is ill during program hours. Based on the severity of the injury/illness a parent/guardian will be notified by the Site Director, but parents/guardians will not be called for minor injuries unless the child is in a state of extreme distress. Parents/Guardians will be called whenever an injury to the head occurs, or anything possibly requiring a physician's attention. Regardless of severity, anytime an Accident/Incident Report is completed the Site Director will review the situation with parents/guardians at pick up.

### ***Administering First Aid to Children***

The Site Director at each location is trained in CPR and First Aid procedures. Several Teacher Candidates and SUNY Plattsburgh faculty may also be trained in CPR and First Aid, and a copy of their certification card will be on site. Only those who have been certified to administer CPR and First Aid will do so for participating children. Site Directors may ask Teacher Candidates or other staff for assistance with First Aid procedures and will supervise them during the duration of the First Aid administration. The name(s) of anyone administering CPR and/or First Aid will be included on the Accident/Incident Report.

### ***Medication Waiver***

Project CONNECT staff is not trained/authorized to dispense medication of any kind. However, if your child requires the use of an epinephrine auto injector, asthma inhaler, nebulizer, or a dose of diphenhydramine (Benadryl) in combination with the auto injector you may request a medication waiver packet. Once the completed packet is returned with your child's treating physician signature, the auto injector/inhaler/nebulizer and/or Benadryl may be housed at your child's Project CONNECT site. All medical devices and medicines will be locked on site and only accessed by the Site Director. All medical

devices and/or medicines will be returned to the parent/guardian upon termination of child's participation or at the end of each program year.

### ***Serious Injury Procedures***

In the event of a very serious injury, the Site Director will immediately contact EMS (911). The Site Director will then contact the families and make any necessary arrangements for care of the child such as contacting a doctor. If a child needs to go to the hospital, a representative from Project CONNECT will accompany the family and child. All serious injuries and EMS calls will be reported on the Accident/Incident Report.

### ***Illness***

Your child may **not** attend Project CONNECT, and will be sent home early, if he/she has any of the following conditions:

- Conjunctivitis: itchy, watery eyes also known as "pink eye"
- Diarrhea
- Chicken Pox
- Head Lice
- Constant and Bad Cough or severe cold symptoms
- Fever over 100°F
- Vomiting

Children who have been out with the following illnesses may return following these guidelines:

- Cold/Fever: 24 hours after fever is gone
- Conjunctivitis: properly dated medication must have administered for 24 hours
- Chicken Pox: when the last sore is scabbed over and there is no oozing
- Head Lice: after prescription treatment is administered and all eggs are removed
- Impetigo: 48 hours after medication has begun
- Measles: 5 days after swelling starts and a note from a physician
- Scabies: 24 hours after treatment has begun
- Strep Throat: 24 hours after medication has begun (4 doses)
- Vomiting: 24 hours after stopped and able to tolerate food

If your child becomes ill while on site at Project CONNECT an accident/incident report will be completed and the parent/guardian will be notified immediately.

Anytime that a child that participates in Project CONNECT contracts an infectious disease/condition (head lice, strep throat, chicken pox, etc.) all participant's families will be notified in an effort to limit the spread of the disease/condition. Any information shared about infectious disease/conditions will not include the sick child's name or any identifying information.

### ***Fire and/or Other Evacuations***

The Site Director will explain each specific site's fire and evacuation procedure with all participants. Fire drills will also be completed monthly to ensure that all participants of Project CONNECT are aware of the procedures. In the event of a fire/evacuation all participants will meet outside the building at pre-designated "meeting" place. The Site Director will establish this space and will be there, with the first aid kit, emergency contact information, and attendance records. Parents/Guardians will be notified immediately about any fire/evacuation with information concerning a change of pick up location.

### ***Lock Down Procedure***

Project CONNECT will follow the lock down procedure established for each host school by the Plattsburgh City School District. This specific information is on file with the office of each site.

### ***Mandatory Reporting***

All Project CONNECT staff members (including Teacher Candidates) are mandatory reporters in cases of suspected child abuse and/or neglect.

### ***Cold Weather Policy***

Project CONNECT encourages outdoor play/recreation daily, however when the weather is extremely cold participants may not be able to play outdoors. If the temperature is below 20°F, then Project CONNECT will not allow outdoor play/recreation. Site Directors will check the outdoor temperature daily to ensure that all participants are safe and healthy. In the event that outdoor play/recreation is not available due to cold weather conditions, then indoor recreation in the gym will be provided (when available).

During the winter months, when snow is on the ground and the temperature is above 20°F, Project CONNECT will still plan on going outdoors. Please ensure that your child has proper clothes for outdoor activities, such as a warm coat, hat, gloves, scarf, snow pants, and boots. Any child, who is not properly dressed for large amounts of snow, will not be allowed to go outdoors and will be provided with an alternative activity.

## **Project CONNECT Contact Information**

Below is the contact information for the Project CONNECT staff. Please note that the Site Directors are only required to turn on their work cell phones during the hours of 2:00 pm – 6:00 pm. Please feel free to leave them detailed messages on their voicemail, and they will return your call during that time. Project CONNECT staff will also check their email daily and will respond to your emails as quickly as possible, please note that during program hours (2:30 pm – 5:30 pm) Site Directors will not have regular access to their email.

### **Bailey Ave. Elementary School**

Office: Sibley Hall 305A

Site Director Cell Phone: 518-569-7503

Site Director Email:

[baileyprojectconnect@gmail.com](mailto:baileyprojectconnect@gmail.com)

### **Oak St. Elementary School**

Office: Sibley Hall 305A

Site Director Cell Phone: 518-569-7833

Site Director Email:

[oakprojectconnect@gmail.com](mailto:oakprojectconnect@gmail.com)

### **Momot Elementary School**

Office: Sibley Hall 305A

Site Director Cell Phone: 518-569-7854

Site Director Email:

[momotprojectconnect@gmail.com](mailto:momotprojectconnect@gmail.com)

### **Stafford Middle School**

Office: Sibley Hall 305A

Site Director Cell Phone: 518-569-2443

Site Director Email:

[staffordprojectconnect@gmail.com](mailto:staffordprojectconnect@gmail.com)

### **Project CONNECT Program Director, Janis Krug**

Office: Sibley Hall 305B

Office Phone: 518-564-5140

Email: [nobl1537@plattsburgh.edu](mailto:nobl1537@plattsburgh.edu)

### **Project CONNECT secretary, Angeline Dickerson**

Office: Sibley Hall 302

Office Phone: 518-564-2128

Email: [adick005@plattsburgh.edu](mailto:adick005@plattsburgh.edu)

# Appendix

Related Documents





# Plattsburgh City School District 2017-2018 School Calendar

Dates underlined students in attendance.  
 Dates circled teacher only school days.  
 Dates blocked school is in recess.

Dates Shaded K-12 Early Release  
 Opening day for staff is Sept. 5  
 Opening day for students is Sept. 6

SEPTEMBER 2017							OCTOBER 2017							NOVEMBER 2017							DECEMBER 2017						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					<u>1</u>	2	1	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	7				<u>1</u>	<u>2</u>	<u>3</u>	4						<u>1</u>	2
3	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	9	8	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	14	5	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	11	3	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	9
10	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	16	15	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	21	12	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	18	10	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	16
17	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	23	22	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	28	19	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	25	17	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	23
24	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	30	29	<u>30</u>	<u>31</u>					26	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>			24	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	30
																											31

JANUARY 2018							FEBRUARY 2018							MARCH 2018							APRIL 2018						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	6					<u>1</u>	<u>2</u>	3					<u>1</u>	<u>2</u>	3	1	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	7
7	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	13	4	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	10	4	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	10	8	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	14
14	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	20	11	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	17	11	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	17	15	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	21
21	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	27	18	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	24	18	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	24	22	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	28
28	<u>29</u>	<u>30</u>	<u>31</u>				25	<u>26</u>	<u>27</u>	<u>28</u>				25	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	31	29	<u>30</u>					

MAY 2018							JUNE 2018							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	5						<u>1</u>	2
6	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	12	3	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	9	
13	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	19	10	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	16	
20	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	26	17	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	23	
27	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>			24	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	30	

### SUMMARY OF SCHOOL DAYS

Sept.	19	Feb.	15
Oct.	21	Mar.	22
Nov.	18	Apr.	16
Dec.	16	May	22
Jan.	21	June	16
186			

### Holidays - Not in Session

Labor Day	Sept. 4	Indigenous Peoples' Day	Oct. 9
Veterans' Day	Nov. 11	Thanksgiving Day	Nov. 23
Christmas Day	Dec. 25	New Year's Day	Jan. 1
Martin Luther King Day	Jan. 15	Memorial Day	May 28

**FINAL APPROVAL**  
3-9-17

### PLEASE NOTE

*All calendar days including recesses are subject to change due to emergency days (calendar includes 4 emergency days). Recess travel plans must be arranged to accommodate these changes.*

1. If only 3 emergency days are used, May 25th will be rescheduled as recess with all schools closed.
2. If only 2 emergency days are used, May 24th and May 25th will be rescheduled as recess with all schools closed.
3. If only 1 emergency day is used, May 29th, May 24th, and May 25th will be rescheduled as recess with all schools closed.
4. If no emergency days are used, April 27th, May 29th, May 24th & May 25th will be rescheduled as recess with all schools closed.

Student \_\_\_\_\_

Grade \_\_\_\_\_

Site Director \_\_\_\_\_

Date \_\_\_\_\_

**Project CONNECT Behavior Referral (EXAMPLE)**

**Location**

\_\_\_ Classroom    \_\_\_ Cafeteria    \_\_\_ Gym    \_\_\_ Bathroom    \_\_\_ Library    \_\_\_ Hallway  
\_\_\_ Playground    \_\_\_ Other: \_\_\_\_\_

**Problem Behavior(s)**

\_\_\_ Abusive/Profane Language    \_\_\_ Physical Aggression/Fighting    \_\_\_ Disrespectful/Insubordinate  
\_\_\_ Vandalism    \_\_\_ Harassment/Bullying    \_\_\_ Property Damage/Vandalism  
\_\_\_ Fleeing from Staff    \_\_\_ Other: \_\_\_\_\_

**Others Involved**

\_\_\_ None    \_\_\_ Peers    \_\_\_ Staff    \_\_\_ Unknown    \_\_\_ Other: \_\_\_\_\_

**Possible Motivation**

\_\_\_ Obtain Peer Attention    \_\_\_ Obtain Adult Attention    \_\_\_ Obtain Items/Activities    \_\_\_ Avoid Peer(s)  
\_\_\_ Avoid Adult(s)    \_\_\_ Avoid Task/Activities    \_\_\_ Reduce Anxiety    \_\_\_ Unknown  
\_\_\_ Other: \_\_\_\_\_

**Description of Event**

Precipitating Behavior/Triggers: \_\_\_\_\_  
\_\_\_\_\_

Actual Problem/Incident: \_\_\_\_\_  
\_\_\_\_\_

**Consequence/Administrative Decision**

\_\_\_ First Offense – Parent Contact  
\_\_\_ Second Offense – Parent Meeting for Behavior Plan and Pick up from Program  
\_\_\_ Third Offense – Parent Contact, Pick up from Program, and Suspension (# of Days \_\_\_\_\_)  
\_\_\_ Fourth Offense – Removal from Program

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**Project CONNECT Accident/Incident Report (EXAMPLE)**

Student's Name \_\_\_\_\_

Date and Time \_\_\_\_\_

**Illness**

- |  |  |                                      |  |
|--|--|--------------------------------------|--|
| <input type="checkbox"/> Breathing Problem (Asthma)    | <input type="checkbox"/> Earache             | <input type="checkbox"/> Head Lice   | <input type="checkbox"/> Stomach Pain/Nausea   |
| <input type="checkbox"/> Congestion/Cold               | <input type="checkbox"/> Eye Pain            | <input type="checkbox"/> Insect Bite | <input type="checkbox"/> Tooth/Mouth Pain      |
| <input type="checkbox"/> Cough                         | <input type="checkbox"/> Fever (Temp: _____) | <input type="checkbox"/> Rash        | <input type="checkbox"/> Vomiting              |
| <input type="checkbox"/> Dizzy/Light Headed/Weak/Tired | <input type="checkbox"/> Headache            | <input type="checkbox"/> Sore Throat | <input type="checkbox"/> Other (Explain Below) |

Explanation of Illness/Treatment \_\_\_\_\_

**Injury**

**Body Part Injured:**

- |              |                                  |                                 |                                      |                                |                                   |                                    |
|--------------|----------------------------------|---------------------------------|--------------------------------------|--------------------------------|-----------------------------------|------------------------------------|
| Head:        | <input type="checkbox"/> Ear(s)  | <input type="checkbox"/> Eye(s) | <input type="checkbox"/> Face        | <input type="checkbox"/> Head  | <input type="checkbox"/> Neck     | <input type="checkbox"/> Scalp     |
| Trunk:       | <input type="checkbox"/> Abdomen | <input type="checkbox"/> Back   | <input type="checkbox"/> Chest       | <input type="checkbox"/> Groin | <input type="checkbox"/> Shoulder | <input type="checkbox"/> Trunk     |
| Extremities: | <input type="checkbox"/> Ankle   | <input type="checkbox"/> Foot   | <input type="checkbox"/> Toe(s)      | <input type="checkbox"/> Hand  | <input type="checkbox"/> Wrist    | <input type="checkbox"/> Finger(s) |
|              | <input type="checkbox"/> Arm     | <input type="checkbox"/> Leg    | <input type="checkbox"/> Other _____ |                                |                                   |                                    |

**Type of Injury:**

**Explanation of Accident**

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Abrasion/Laceration | <input type="checkbox"/> Surface Cut/Scratch   | <input type="checkbox"/> Collision with Person | <input type="checkbox"/> Collision with Object |
| <input type="checkbox"/> Bruise/Bump         | <input type="checkbox"/> Other _____           | <input type="checkbox"/> Hit with Object       | <input type="checkbox"/> Injury to Self        |
| <input type="checkbox"/> Minor (No Call)     | <input type="checkbox"/> Moderate/Major (Call) | <input type="checkbox"/> Fall                  | <input type="checkbox"/> Other (Explain Below) |

Explanation of Accident/Incident \_\_\_\_\_

**First Aid Provided**

- |   |   |   |                                   |
|---|---|---|-----------------------------------|
| <input type="checkbox"/> Stopped Bleeding | <input type="checkbox"/> Washed Wound/Applied Antibiotic Ointment | <input type="checkbox"/> Applied Bandage/Dressing | <input type="checkbox"/> Observed |
| <input type="checkbox"/> Ice Pack         | <input type="checkbox"/> Other _____                              |   |                                   |

Phone Parent/Guardian:  Yes  No

Phone EMS (911):  Yes  No

Accident Location \_\_\_\_\_

Child Supervised by: \_\_\_\_\_

Site Director Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

# Project CONNECT

## Parent/Guardian Handbook Release

I acknowledge that I have received a copy of the Project CONNECT Parent/Guardian Handbook for my review and records. I have read the entire contents of the handbook and understand all of the expectations, policies, and procedures within. I understand that Project CONNECT's policies have been developed to ensure the safety and well-being all participants attending the program. I have also discussed the rules and expectations of the program with my child. I understand that failure to return this acknowledgment will not relieve me from knowing and following the procedures and policies of Project CONNECT.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Name (please print)

\_\_\_\_\_  
Child's Name (1)

\_\_\_\_\_  
Project CONNECT Site

\_\_\_\_\_  
Child's Name (2)

\_\_\_\_\_  
Project CONNECT Site

\_\_\_\_\_  
Child's Name (3)

\_\_\_\_\_  
Project CONNECT Site

\_\_\_\_\_  
Child's Name (4)

\_\_\_\_\_  
Project CONNECT Site

\_\_\_\_\_  
Child's Name (5)

\_\_\_\_\_  
Project CONNECT Site