

# **LIGHTS *On* IN LANDER**

**21ST CENTURY COMMUNITY LEARNING CENTERS  
AFTERSCHOOL PROGRAMS**

**FREMONT COUNTY SCHOOL DISTRICT #1**

# **Parent Handbook**

# **2008-2009**



## **Statement of Purpose ~ Our Mission**

*Lights On in Lander is an afterschool program dedicated to keeping kids safe, helping working families and inspiring kids to learn.*

Lights On in Lander afterschool program is a 21st Century Community Learning Center grant funded through the U.S. Department of Education and State of Wyoming. A “school-based” program, Lights On in Lander is approved and supported by Fremont County School District #1 as a supplemental services program designed to provide quality extended day programming to all children in Grades K-12. Launched in 2001, Lights On in Lander has not only evolved into a solid and stable afterschool program, but also as a viable academic and youth development strategy.

The Lights On in Lander afterschool program keeps kids safe, helps working families and inspires kids to learn. The program serves the school and community population by promoting individual self-esteem and providing high-quality academic and enrichment programs for children in kindergarten through eighth grades. Well-trained staff interacts positively with the children and accommodates the needs of all participants. The program offers age-specific and mixed-group programming, cultural sensitivity, and mutual respect between the children and staff. Parent and Legal Guardian involvement is welcomed and encouraged.

### **Goals**

- To expand and extend school-based learning opportunities which will increase the rate of success for students in FCSD #1 in meeting state and district standards in core academic subjects particularly in language arts and math.
  - To increase collaboration among schools and community-based organizations to enhance academic success for students.
  - To increase the number of children who will have adult supervision in a safe, drug free environment during after school hours to promote healthy lifestyle choices.
-

- To empower parents and custodial grandparents and increase their involvement and the community in the education process.

## Registration & Enrollment

### Registration Procedures:

To register, an application must be filled out and submitted. All children in grades K through 12 are accepted to Lights On in Lander. You may either obtain a hard copy of the registration found in the Lights On in Lander packet, which will be distributed throughout each elementary school. (Activities at Starrett Junior High and Lander Valley High School will be advertised at the individual school buildings). This form will then need to be returned to the Lights On Modular at 626 Washington, Lander, WY 82520. You may also access the registration form at [www.landerlightson.org](http://www.landerlightson.org), and submit the form electronically.

## Tuition & Billing

The tuition rate is \$3.00/day. Payment is made on a monthly basis. Tuition is paid by cash or check made payable to **Lights On in Lander**.

### Financial Assistance:

Students qualifying under Fremont County School Districts #1 *Free & Reduced Lunch Program* will qualify for a reduced tuition fee. Scholarships are available for those who are experiencing financial limitations. **Lights On in Lander NEVER turns a child away for financial reasons.** Contact the Lights On in Lander Director, Linda Barton @ 332-4240 for further information.

#### Standard Fees

Days per week	1	2	3	4
Cost per month	\$12.00	\$24.00	\$36.00	\$48.00

#### Free & Reduced Fees

Days per week	1	2	3	4
Cost per month	\$2.00	\$3.00	\$4.00	\$5.00

### • Billing Procedures:

- **Tuition** will be billed based on the number of days your child is enrolled, however, when your child is absent billing deductions can be made with advanced arrangements by contacting the Lander Lights On office at 332-4240.
  - **On or about** the last week of each month, Lights On in Lander families will receive a bill for the previous month. Each payment is due on the first of each month.
  - **Tuition payment** is required for all days a child is enrolled. Since the program bases its tuition fees on actual costs, tuition is instrumental in the quality of the program. Please call the office to make confidential financial arrangements.
-

## **Program Hours & Activities**

At Lights On in Lander we provide a balance of recreational and educational experiences. We feel it is important for parents to know what types of activities their children are participating in and welcome visits. The following schedule is a typical day for each elementary school. However, enrichment activities vary slightly to accommodate the size of the student enrollment and grade level:

- **Afterschool Snack/Sign In:** 3:00pm – 3:15pm, Monday, Tuesday, Thursday (Wed., 2:20– 2:35 pm)
- **Afterschool Power Hour:** 3:15pm – 4:15pm, Monday, Tuesday, Thursday (Wed., 2:35– 3:35 pm)
- **Enrichment Activities:** 4:15pm – 5:30pm, Monday, Tuesday, Thursday (Wed., 3:35 – 5:30 pm)

## **Release of Students**

Students are dismissed from the program at 5:30 P.M. Information regarding parent pick-up will be provided in advance depending on the host school center. Parking should be done in the parking lot at the school. There are children playing in the playground so please drive slowly and **do not leave your car running while** you pick-up. If no one comes to pick up the child from the Lights On in Lander by 5:45 P.M., parents will be contacted. If parents cannot be reached, other authorized persons listed on the registration form will be called. If no one can be reached to pick up the child by 6:00 P.M., the school will call 911 for a Lander City Police Officer to pick up the child from school.

### **Transportation:**

Lights On in Lander will provide bus service departing at approximately 5:30 P.M. with the following Drop-Off Locations: Hudson City Park and Blue Sky Hall, Ethete, Game and Fish Parking Lot, Alco Parking Lot and Kidz Inc. Student registration forms must specify if they are to ride the bus and to which location.

## **Health and Safety**

**Health Policy:** Your child's health is a matter of importance to all of us. While Lights On in Lander is not equipped to look after sick children, we understand that parents rely on the program to provide care on a regular basis. Lights On in Lander always tries to balance these conflicting needs and asks you to do so also. If a child is not well, please make every effort to keep him or her at home, as illnesses spread rapidly in spite of everyone's best efforts.

**When children become ill:** In the case of mild illness, the child's parent or guardian will be contacted. The child will be made comfortable, isolated as much as possible from the other children, and closely watched until a parent or guardian arrives to pick him or her up.

---

If a child becomes seriously ill, a parent or guardian will be asked to pick up the child immediately. If a parent or guardian is not directly reachable, attempts will be made to contact them through the local emergency contacts listed on the Lights On registration form. If a parent or guardian cannot be reached, one of the emergency contacts may be asked to pick up the child. In extreme circumstances, an ambulance may be called for the child to be taken to Lander Valley Medical Center in the care of a staff member.

Accidents: Accident procedures followed by Lights On in Lander staff will depend on the severity of the injury. In the case of a minor injury (cuts, bruises, etc.), simple first-aid will be applied immediately and the parent or guardian will be notified at pickup that day. For more severe injuries, a parent or guardian will be called right away. If a parent or guardian cannot be reached right away, an emergency contact person will be called to pick up the child. If the accident is very serious an ambulance will be called for the child to be taken to Lander Valley Medical Center in the care of a staff member. Staff will immediately call the parent/guardian to arrange for the child to be met and treated at the hospital.

In all cases of accident, an accident report will be completed and a copy given to the parent or guardian; a copy will also be kept on file at Lights On in Lander.

Non-prescription topical creams, ointments, and sprays, such as sunscreen and insect repellent can be administered by Lights On in Lander staff or staff can assist the child with self administration. We encourage such items to be brought by students during hot weather and field trips. Each item must be clearly labeled with the child's name.

## **Lights On Behavior Rubrics**

In an effort to coordinate consistency between the school day behavior expectations, Lights On has adapted a behavior rubric that mirrors the school district's approved behavior program. We believe that it is critical to align our strategies to the district's as a way to provide consistent modeling for student expectations. All parents will receive a complete copy of the Lights On Behavior Rubrics upon registration into the program.

## **Records and Confidentiality**

A legible, current, and confidential record is maintained on each child enrolled in the program. The record is available to the child's parent(s) upon written request. Lights On in Lander will not release information from the record to any unauthorized person without the prior written authorization of the parent(s). All information contained in a child's records is available only to those individuals directly involved in the implementation of the Lights On in Lander Afterschool Program, to other individuals as otherwise required by state law, or to persons authorized in writing by the child's parent(s).

---

Parents are required to provide written authorizations, consents, and information upon registration, which will be made part of the child’s record. Written consent and authorization is valid for 1 year unless withdrawn prior to that time in writing. Parents have the right to request access to or copies from their child’s file and we will provide such access or copies within a reasonable amount of time. We require written parental consent to release any information from a child’s file.

**Passive Parental Consent Form**, located in the Lights On In Lander packet and at [www.landerlightson.org](http://www.landerlightson.org) can be signed and returned to the Lights On in Lander staff if you **do not wish** to have your child’s teacher(s) complete a confidential report on your child to determine the progress of your child as he/she takes part in the Lights On.

**Staffing**

The following is a list of each school, and the Lights On in Lander along with staff and phone numbers and email addresses where each contact can be reached with concerns.

North Elementary	Val Whetham	307.332.5943 <a href="mailto:vwhetham@fre1.k12.wy.us">vwhetham@fre1.k12.wy.us</a>
South Elementary	Kelly Davey	307.332.6690 <a href="mailto:kdavey@fre1.K12.wy.us">kdavey@fre1.K12.wy.us</a>
West Elementary	Kelly Davis Rhiann Layton	307.332.6967 <a href="mailto:kdavis@fre1.k12.wy.us">kdavis@fre1.k12.wy.us</a> <a href="mailto:rlayton@fre1.k12.wy.us">rlayton@fre1.k12.wy.us</a>
Program Director	Linda Barton	307.332.4240 <a href="mailto:lbarton@fre1.k12.wy.us">lbarton@fre1.k12.wy.us</a>
Program Administrative Assistant	Kristi Jones	307.332.4240 <a href="mailto:kjones@fre1.k12.wy.us">kjones@fre1.k12.wy.us</a>

**Frequently Asked Questions**

How do I get my child registered to attend the Lights On in Lander?

You can access a registration either by going to [www.landerlightson.org](http://www.landerlightson.org), or by filling out a registration form located in the Lights On in Lander Packet distributed monthly to North, South, West and Hudson Elementary. A registration must be on file for each student who attends Lights On in Lander.

---

## **Will my child receive any meals or snacks during Lights On?**

Lights On provides each student a snack at the beginning of each session.

## **What are the pick up times?**

Students attending Lights On can be registered for either Power Hour which concludes at 4:30 pm\* (*\*see details Wednesday times*) Monday through Thursday at each individual building, or Power Hour and Enrichment which concludes at 5:30 pm Monday through Thursday, at that month's host school. Students need to be picked up at either 4:15 pm or 5:30 pm daily, unless other arrangements are made.

## **Who are the Afterschool instructors?**

Most Power Hour instructors are paraprofessionals or outside professionals depending on the subject matter or activities taught. Enrichment teachers may be citizens from the community teaching classes they specialize in. Lights On in Lander makes every effort to offer new and exciting activities, and works closely with community partners to ensure that high quality programming is provided at all times.

## **Who can I contact for further information about Lights On?**

You are welcome to contact Linda Barton or Kristi Jones at 332-4240, or visit the Lights On in Lander office at 626 Washington St., Lander, WY 82520. You can also visit the website at: <http://www.landerlightson.org>.

## **How do I find out about the field of afterschool in general?**

There are many resources available to people looking for information about the state of afterschool in Wyoming as well as nationally. The following is a list of excellent resources:

National Afterschool Alliance: <http://www.afterschoolalliance.org>

National Institute on Out-of-School Time: <http://www.noist.org>

National Afterschool Association: <http://www.naaweb.org>

Resources on Afterschool: <http://www.publicengagement.com/AfterschoolResources/index.html>

C.S. Mott Foundation: <http://www.statewideafterschoolnetworks.net>

National Association of Elementary School Principals: <http://www.naesp.org>

Fight Crime Invest in Kids: <http://www.fightcrime.org>

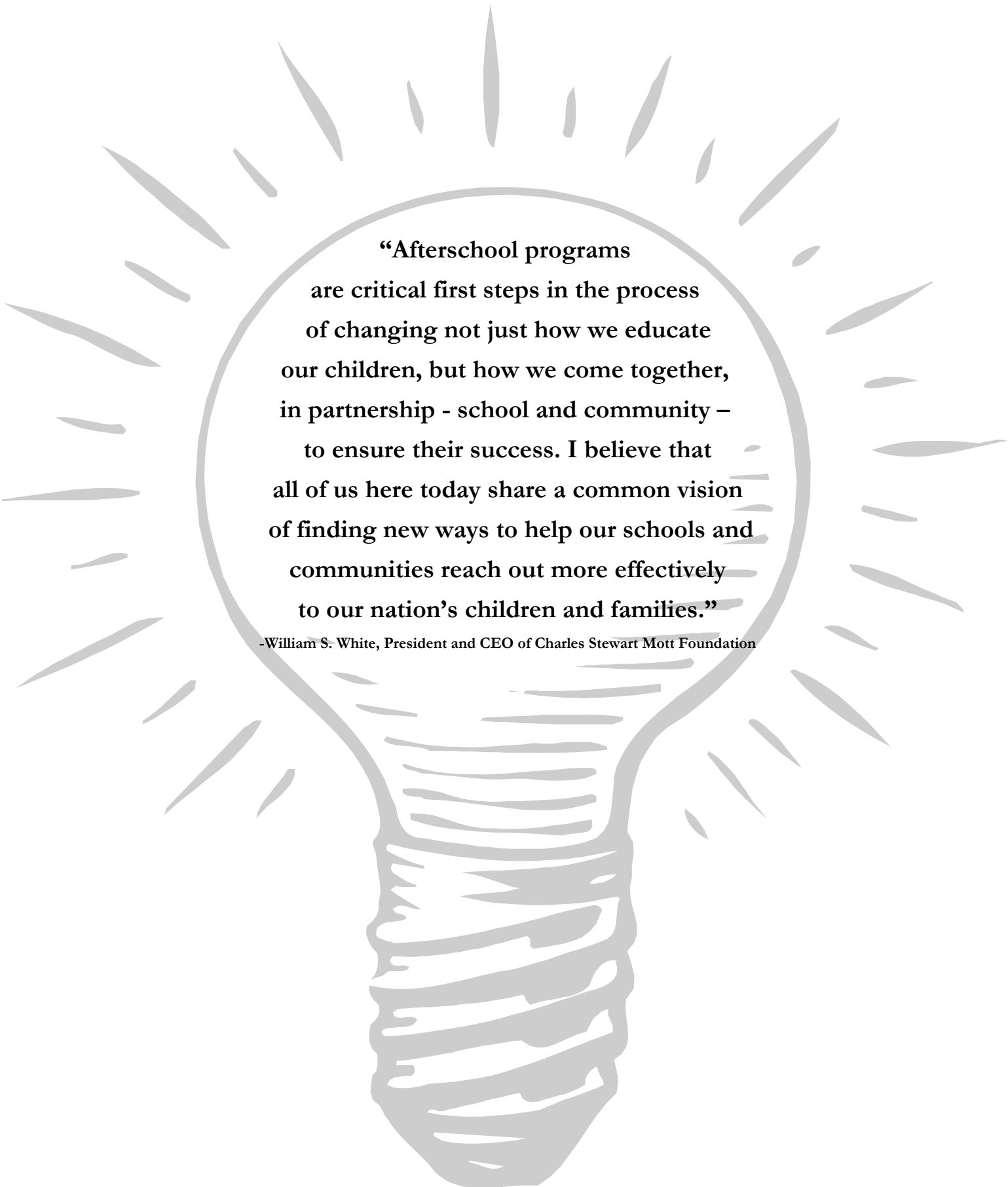
Parent Education Network: <http://www.wpen.net>

Children's Action Alliance: <http://www.wykids.org/>

Parent Education Network: <http://www.wpen.net/default.htm>

Wyoming Afterschool Alliance: <http://wyafterschoolalliance.org>

---



**“Afterschool programs  
are critical first steps in the process  
of changing not just how we educate  
our children, but how we come together,  
in partnership - school and community –  
to ensure their success. I believe that  
all of us here today share a common vision  
of finding new ways to help our schools and  
communities reach out more effectively  
to our nation’s children and families.”**

**-William S. White, President and CEO of Charles Stewart Mott Foundation**

---