



# *Destination Paris*

*The Best Place To Be!*

Student & Parent Handbook

Paris Elementary School

*Before School Supervision & Activities*

*After School Academics & Enrichment*

*Summer Academics & Enrichment*

Destination Paris is an extension of Paris Elementary School that offers extended school day & school year enrichment programs. These programs provide high quality enrichment activities, academic assistance and safe supervision of students at Paris Elementary School. Destination Paris is a Non-Profit program in partnership with the Oxford Hills School District.

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## **DESTINATION PARIS MISSION STATEMENT**

To promote the health, creativity and academic achievement of students for lifelong learning in partnerships with family, school and community.

### **The goal of Destination Paris,**

1) To raise students' academic achievement through the creation and/or expansion of community learning centers.

2) To provide students with extra learning opportunities (ELO) by way of academic enrichment that complements the regular school day academic program, but that also implements project-based, and/or student-centered strategies that effectively engage and address differential learning styles.

3) To have community learning centers located in elementary, middle or secondary schools, or similarly accessible facilities.

4) To provide a range of high quality services to support student learning and development, including tutoring and mentoring, homework help, academic enrichment (e.g., hands-on science and technology programs), community services and service learning opportunities as well as physical activities, music, art and other cultural activities.

## **PROGRAM HOURS**

**School Year** - Destination Paris will operate during the school year from 6:30am- 8:30am (Before School) and from 3:05pm - 5:30pm Mon, Tue, Thur Fri and, Wed early release 2:05-5:30 (After School) based on indicated family need and prior enrollment.

**Holidays** - Destination Paris will follow the school calendar with regards to Holidays. We will be closed at the school location on the following: New Years Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day.

**Teacher Workshop Days**- Destination Paris will be closed on Full Day Teacher workshop days at the school location. Sign ups to attend the Madison Ave location for this day will go out the week before the date.

**Parent Teacher Conference Days**- Destination Paris will be closed on Parent Teacher Conference Days at the school locations. Madison Avenue will be open on this day and you will need to sign up to attend.

**Summer**- Destination Paris provides enrichment and academic programs 7-8 weeks each summer, giving students an opportunity to be active and continue their school year learning experience.

Destination Paris will always be closed the entire week of the 4th of July. Parents will not be billed times of closure.

## **PROGRAM PHILOSOPHY**

DESTINATION PARIS provides high quality enrichment programming after school and in summer with a focus on health, nutrition, physical activity, academic experiences and the creative and performing arts. Destination Paris operates with a philosophy of service to children, parents, and community. For parents, the program offers an affordable program with dependable scheduling and flexible enrollment policies.

## **PROGRAM DESCRIPTION**

DESTINATION PARIS serves children in Pre- K through 6th grade that are enrolled at Paris Elementary. The program provides planned and supervised activities designed to meet the individual educational, social, and recreational needs of each child. This unique program has been developed to enhance the child's existing skills while introducing and encouraging new interest areas.

DESTINATION PARIS Summer Program serves children who are in grades 1st through 6th grade. The Summer Program will offer a fun and exciting variety of activities and outings. Weekly special activities include: themed weeks, arts & crafts, environmental education, enrichment programs, swimming, field trips and hiking. The safety and well being of all children in the program is of greatest importance.

Guidelines for behavior will be developed with the children and enforced in positive ways, which encourage children in their development of self-discipline. Positive reinforcement methods will also be used in order to help children develop positive patterns of behavior with the other children and adults in the program. From time-to-time parents may be called upon to participate in a disciplinary partnership to resolve special situations.

For health and safety reasons, in order to be accepted into and continue in the program, all children must be fully toilet trained, be able to attend to their own personal hygiene, and have the ability to participate fully in a program that is informal and unstructured.

If DESTINATION PARIS staff determines that a child does not appear to have the physical or developmental abilities to participate in the program, the staff will bring such concerns to the attention of the parents for further discussion regarding whether the child can remain in the program. If it is determined by the program staff that a child is unable to benefit from the program or that the participation of any child for any reason would pose a threat to the health and safety of that child or other children, the parents will be asked to withdraw that child from the program.

## **CODE OF CONDUCT**

*Pursuant to the contract between MSAD #17 and DESTINATION PARIS by which DESTINATION PARIS has permission to use MSAD #17 facilities, all participants must follow the MSAD #17 Code of Conduct. MSAD #17 Policy Manual is available in the School offices or online at [msad17.org](http://msad17.org)*

## BULLYING

**“A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons and he or she has difficulty defending himself or herself.”**

Every child has the right to attend Paris Elementary in an environment that promotes learning through a peaceful, supportive and respectful atmosphere. Bullying is not tolerated at Destination Paris at any time. As part of the Paris Elementary new school plan for ending bullying we ask our staff, students and parents to work together in creating an environment of respect. We ask parents' cooperation in helping children learn how to handle a bullying situation in an appropriate manner. If your child complains about other children teasing or putting him down, let us know immediately. If you receive a call from a staff member saying that your child has been bullying another child, please help us teach better behavior.

## DISCIPLINE POLICY

Students are expected to behave appropriately at all times. Staff is expected to maintain a positive approach to handling behavior problems in their rooms and throughout the school. **A child will be dealt with by the director only in extreme cases or when all other efforts by the staff prove to be unsuccessful.** Each day staff will keep parents informed if behavior problems arise with a student. In cases of destruction or abuse of DESTINATION PARIS or school property, arrangements may be made with custodians and parents to have the child do cleaning and repair work.

Minor Incidents:

- If a child is making unsafe choices, being disrespectful and not following direction, staff will give the child a warning. If the child continues to be unsafe, disrespectful and not listen, the staff will complete a behavior form. The form then needs to be signed by the parent and the staff. The form will be placed in the child's folder.
- If the child ends up completing 3 Behavior Forms, the director will request a meeting with the child, the parents and staff to discuss the child's behaviors and develop a plan to help the child make safer choices.
- If the child's behaviors continue and they affect the overall safety of other children and the program then a meeting with the Director and/or Principal will occur to see if DESTINATION PARIS is the right program for this child.

Major Incidents:

- The first incident that requires the staff involvement will result in a conference between the child and the staff and the parents will be notified in writing of the situation.
- The Second incident that requires the staff involvement will result in a conference between the child and the director and a disciplinary action may be issued at the directors discretion. The following may occur depending on the severity of the incident:
  - The child may be relocated to a different area away from all other children to reassure the safety of all involved

- A phone call to the parent/guardian asking them to come pick up the child immediately
- A 2 day suspension from the program,
- **Second incidents will be followed up with a written notice to the parent/guardian requesting that a conference occur between the parent/guardian, the director and the child. A behavior plan will be discussed and developed if thought appropriate at this conference to help address any concerns.**
- The Third incident that requires the director's involvement will result in a conference between the child and the director. The director will contact the parent/guardian for immediate pick-up and the child will be suspended from the program indefinitely pending discussion with the Board of Directors regarding dismissal from the program

The following behaviors will not be tolerated:

1. Bullying/Harassment/Ridicule - when you are exposed repeatedly and over time to negative actions on the part of one or more other persons and you have difficulty defending yourself.
2. Cheating - Copying, taking or accepting answers from another person, giving answers to another student, using a crib sheet.
3. Drugs/Alcohol/Tobacco - use of or being under the influence of or possession of any unauthorized or illegal drug, alcohol or tobacco product on school property, or on a school sponsored trip. Giving or selling any drug/alcohol or tobacco product to another. Disruption of Learning Environment - any action which makes it difficult for a teacher to teach or another student to learn.
4. Disrespect - not showing proper respect to any school employee, substitute teacher, volunteer, or student; talking back, improper language or actions.
5. Forgery - Signing someone else's signature without their knowledge or approval.
6. Hazing - forcing individuals to do silly and dangerous things for the purpose of inclusion.
7. Hurting of Others - pushing, shoving, kicking, tripping, hitting, punching, or any action which results in the hurting of another.
8. Insubordination - not doing what a school employee has asked.
9. Lying - failure to tell the complete truth at all times.
10. Name Calling/Bad Language - using inappropriate language while speaking or writing. This includes gestures as well.
11. Sexual Harassment - words or actions with sexual implications that demean or make someone of another sex uncomfortable including sexually oriented jokes.
12. Stealing - taking something that belongs to someone else without permission including going inside someone else's desk, locker or book bag.
13. Vandalism/Destruction of Property - purposeful damaging of property that does not belong to you.
14. Violence/Fighting - physically causing harm to another person as a result of anger.
15. Weapons - having in possession any weapon including knives, guns, homemade devices, projectiles, fireworks, martial arts items, or any item that could harm another including snowballs.

Program Dismissal

- In extreme cases due to discipline or consistent breaking of the rules/program expectations, and/or another unforeseen reason, the DESTINATION PARIS director

working with School District Administration can dismiss a child/family from the program.

### Suspensions

- Children, who have been suspended from school, may not attend DESTINATION PARIS during their suspension time.

### Crisis Management

◆ If a child is in “**Imminent risk of injury or harm**” to themselves or others (a situation in which a student has the means to cause physical harm or injury to self or others and such injury or harm is likely to occur at any moment) staff will :

- Attempt to redirect the child to a safer area **without** touching the child.
- Staff will put their bodies in between the child in crisis and other children to try and protect other children.
- Other staff will remove all other children from the area in which the child is having unsafe behaviors.
- Other staff will contact the child’s parents immediately
- If child becomes “aggressive” (i.e. hitting, kicking, pinching, biting, throwing objects) towards staff, children or self, the police (911) will be called immediately for assistance and staff will go into a physical restraint (**Physical Restraint** is an intervention that restricts a student’s freedom of movement or normal access to his or her body, and includes physically moving a student who has not moved voluntarily.) until emergency help arrives or until the child becomes calm enough to let go.

### Fire Drills

Destination Paris follows the same fire drill procedures as the school district and they also conduct their own monthly fire drills. Records of fire drills are posted on the stage.

## PROGRAM STAFFING

DESTINATION PARIS is a state-licensed facility with one teacher to 13 children maximum ratio for school age children ages four years through 12 years old. DESTINATION PARIS tries to keep the ration to 1:10 at all times to provide more 1:1 attention to all children and to be able to provide a safer program. A Program Director oversees program direction and supervision. Qualified personnel, assisted by community volunteers, staff each site.

**Qualifications and Trainings** -Full time staff have a minimum of a High School Diploma/GED. Part time staff are at least 16 year old. All staff are required to attend 30 hours for DHHS regulations. Staff are monitored, coached and evaluated yearly by the Program Director. Should parents feel that staff are not adhering to licensing regulations then they can file a report to DHHS. Reporting licensing violations ( 9.2.2.10) All staff are CPR/AED/First Aid certified. Several staff members are also Lifeguard trained too.

## REGISTRATION INFORMATION

1. Complete and return enrollment forms to the Program Director 1 week prior to the expected start date with a **check or money order payable to Destination Paris**.

2. Read the Parent Handbook carefully. You are responsible for the information contained in it. If you have any questions, please contact the Program Director.

3. Enrollment is available on a first-come, first-served basis. A waiting list will be maintained for available openings.

4. DESTINATION PARIS follows the MSAD #17 school schedule, and it may offer additional services on school vacations **if sufficient enrollment is requested**. Summer Adventure Camp runs for approximately 6-7 weeks during the MSAD #17 summer vacation period.

5. It is the responsibility of the parent to keep enrollment records current as to home and business phone, contract hours, and persons authorized to pick up children. Changes should be made with the coordinator.

*DESTINATION PARIS does not discriminate against employees or participants on the basis of race, sex, color, national origin, sexual orientation, religion, age, or disability in accordance with all federal and state laws related to nondiscrimination.*

## **SIGN-OUT PROCEDURES**

1. Parents or authorized guardians must sign every child in and out of the program each day on the designated sign-in/out sheet. For children who only attend the afternoon program, a note signed by a parent stating that the child will go to DESTINATION PARIS upon dismissal must be sent to school each day or one stating their schedule for the week.

2. Children will not be released to persons not listed on the enrollment form without written authorization signed and dated by the parent.

3. Parents are encouraged to make themselves aware of information about the program and its operation by regularly checking the "Parent Information" area and watching for special event notices and information sheets sent home with their children.

4. Children will be released to walk on their own to extracurricular activities on the school grounds with written Parent Permission Only. The program will not be responsible for the child once he or she is released under these conditions.

5. No child will be permitted to walk home from the program at any time. All children must be signed out by an authorized adult.

6. Should program staff suspect an adult picking up a child of being under the influence of alcohol or illegal substances, they are instructed to contact the local police department.

7. Program staff is not permitted to transport children home and should not be asked or expected to do so.

## **STUDENT ATTENDANCE**

1. Participants are pre-enrolled by their parent/guardian and a contract of attendance is made between DESTINATION PARIS and the family.

2. Parents/guardians are responsible for providing DESTINATION PARIS staff with a weekly schedule with any changes in attendance from their original contract. If parents do not provide DESTINATION PARIS with a change in schedule, DESTINATION PARIS is not responsible for the child's whereabouts.
3. Parents/guardians will sign in and sign out all participants on a daily basis
4. **Charges are based on signed contracts and will be billed monthly regardless of the child' (ren)'s attendance due to illness, holidays, vacations ect.**

## **FEES AND PAYMENTS**

Charges are based on signed contracts and will be **billed weekly regardless of holidays, non-attendance on contracted days, etc.** Contracts may be changed by giving a two week notice, placed in writing **and** meeting with the Program Director to discuss contractual changes. Both parties need to initial the change made to the contract. Contracts are binding and you are **responsible for payment even if your child is absent.**

Mornings (M-F 6:30-8:30 am) \$7.00 per each child

Afternoons (M,T,TH,F 3:05-5:30 pm)\$13.00 per each child (Wed. 2:05-5:30pm) \$14.00

Full Time Contract (M-F am & pm) \$90.00 per week per child

Full Days \$35.00 per child

Summer/Holiday Weekly Contract \$145 per week per child

Destination Paris will be closed on Snow Days at the school location and open at the Madison avenue location.

DESTINATION PARIS gives a 10% multi-child family discount **on full time enrollments only .**

1. ***All contracts must be paid by Monday of the upcoming programming week.*** We appreciate your cooperation with this as it helps with planning for staffing, supplies, and our bookkeeping. We would like to maximize staff's time spent with children. ***If contracts go unpaid for 2 weeks (14 days) services will be cancelled until the payments have been made.***

2. Absences due to illness or vacation time will not be refunded and the regular contracted fee will still apply. Absences due to extended illness or injury may be eligible for refund with a doctor's recommendation.

3. If a child is picked up after closing time, parents will be charged \$5.00 for each 5 minutes after closing time, or part thereof, to be paid in full at the time of pick-up. Repeated late pickup may result in a child's dismissal from the program.

4. If a parent does not pick-up their child or make arrangements for the child to be picked up accordingly and the parents or emergency contact persons cannot be reached via telephone,



DESTINATION PARIS staff will contact the local police department after 15 minutes past closing time.

5. Checks returned for insufficient funds will be subject to a fee of \$35.00 or the current bank fee, whichever may apply.

6. Payments should be made by personal check or cashier's check made out to **Destination Paris**. Parents will place their payments in the lock box inside DESTINATION PARIS 's room. Cash is not recommended, however if you need to make a payment using cash, you will need to give the cash to a staff member who will then count the cash in front of the parent and then both parties will sign the receipt, verifying that the amount exchanged is correct

7. Repeated late payments will result in the child being suspended and possibly terminated from the program. If space is available, the child can be reinstated upon payment in full.

## GRIEVANCE PROCEDURES

Please Discuss your concerns with your program's Director, Saara Ryan at 743-6898.

## Health Care Plan

**In order to reduce the risk of spreading disease in our program, we take the following precautions:**

### ILLNESS, MEDICATION AND EMERGENCIES

Children who are ill (intestinal illnesses, running nose, continuous cough, red throat, unexplained rashes, swollen glands, head or stomach ache), or who have had a fever within the past 24 hours, ***should not be brought to the program.***

1. When a child becomes ill at the site, the parent will be notified to pick him/her up immediately.

2. In the event that a child should have a sudden illness or accident while attending a DESTINATION PARIS, the staff will attempt to reach the parent or emergency contact person for instructions.

3. If the parent cannot be reached immediately, or if the staff member in charge views the situation as critical, DESTINATION PARIS staff will request assistance from rescue personnel. Parents will be responsible for all costs incurred in such emergencies.

4. A consent form for the administration of medication must be completed by the parent and be on file at DESTINATION PARIS prior to any medication being administered.

5. Only physician prescribed medication, in the original prescription container, will be

administered at the program. The container must be labeled by the pharmacist and include the name of the child, date, dosage, name of the medication, and method of administration.

6. Decisions for children to be permitted to carry and administer their own medication must be made on a case by case basis. DESTINATION PARIS must be contacted in advance, and permission granted before children will be permitted to carry medication such as an inhaler.

7. Staff are certified in first aid and CPR. A first aid kit goes with staff to the playground and on field trips.

### **Emergency Evacuations and Fire Drills**

Emergency Evacuation will be posted at all exits

During an emergency evacuation the site coordinator will be responsible for taking the attendance information and leading the children out of the building. Staff will assist in the evacuation and check for stragglers. Once evacuated, staff will meet and wait for the go from the Site Coordinator before reentering the building.

The Program Director will maintain documentation of the date, time and effectiveness of each fire drill in the Fire Drill Log. This documentation will be maintained for five years.

### **SAD#17 Afterschool Enrichment Clubs Health Care Consultation Plan**

For the prevention and control of communicable diseases, our staff will contact the school nurse at their program location.

Paris Elementary

Vicki VanLoan 743-7802

For medical services prior to 5:00PM, our program staff will contact the child's PCP.

For medical services after 5:00PM, our program staff will contact Stephen's Memorial Hospital at 743-5933.

During program hours for all emergency attention, program staff will dial 911

All DP staff members are trained in First Aid and CPR. This training gives them the knowledge and confidence to respond during an emergency situation with any number of emergency situations.

### **MANDATORY REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT**

Any program staff that has reason to believe that a child has been abused or neglected is required by law to promptly contact The Department of Health and Human Services. Program staff is required by law to report suspected or known child abuse. They are required to cooperate fully in the investigation of any allegation.

## **SNACKS AND NUTRITION**

1. A nutritious snack will be served to all children during the course of the afternoon each day.
2. Since we encourage good nutrition, parents are asked to use discretion if sending foods with their children.
3. No gum, candy or sugary beverages will be allowed in the program.

Our program is committed to helping raise a healthier generation of kids. The staff at Destination Paris has made it our policy to follow the five Let's Go! priority strategies for healthy eating and physical activity.

1. We limit unhealthy choices for snacks and celebrations.\*
2. We limit sugary drinks.\*\*
3. We prohibit the use of food as a reward.
4. We provide opportunities for physical activity every day.
5. We limit recreational screen time.

\* Unhealthy choices include foods and drinks high in sugar and/or salt such as soda, candy, cookies, cake, and chips.

\*\* Sugary drinks include juices (including 100% fruit juice), soda, sports drinks, energy drinks, lemonade, and sweetened coffee or tea drinks.

This Addendum was adopted into policy on this date: June 2016  
Initials of Let's Go! Champion: (RR & SL)

## **PARENT INVOLVEMENT, COMMUNICATION & PARENT CONFERENCES**

DESTINATION PARIS encourages and supports parent involvement in the program. Volunteers are needed in many program capacities, including as advisory board members, working with children, fundraising and volunteer recruitment. Parents are invited to visit the program at any time.

The effectiveness of our educational efforts is closely related to openness of communication between parents, school, DESTINATION PARIS and our community.

DESTINATION PARIS staff will maintain contact with parents through daily communication during drop off and pick up, through notes, newsletters, and emails and through parent mail folders.

Because DESTINATION PARIS values our parents and our children and because we think it is important to have open communication and work together as a team to ensure your children are getting the most out of our program, we offer Parent Conferences twice a year.

Parent Conferences will be offered In January and June each year. Parents can request a conference at anytime throughout the year.

## MISCELLANEOUS

1. Since our program provides a wide variety of toys and games, **we discourage children from bringing these items from home**. If items from home are brought to the program, staff cannot be responsible for their safe return. A list of necessary personal items will be given to children upon enrollment in the Summer Adventure Program.
2. Because there are so many children involved in this program, it is very important that all clothing, jackets, lunch containers and backpacks are **clearly labeled** with your child's name.

## SNOW DAY POLICY

**School Is Closed Due to Inclement Weather:** Destination Paris will be closed when school is cancelled due to inclement weather.

**School Delays Due to Inclement Weather:** If there is a "2-Hour Delayed Start" to school due to inclement weather, Destination Paris opening will be delayed 2 hours.

**School is Dismissed Early Due to Inclement Weather:** If MSAD #17 decides that they need to dismiss school early and send children home due to inclement weather, Destination Paris will be closed too.

## NON-DISCRIMINATION STATEMENT

DESTINATION PARIS does not discriminate against employees or participants on the basis of race, sex, color, national origin, religion, sexual orientation, age, or disability in accordance with all federal and state laws related to nondiscrimination.

## ACCOMMODATIONS FOR CHILDREN WITH DISABILITIES

To ensure equal opportunity for children with disabilities, DESTINATION PARIS will provide reasonable accommodations and/or make reasonable modifications to its policies, practices and procedures, to the extent required by law and where such accommodations or modifications would not pose an undue administrative or financial hardship or fundamentally alter the nature of the services provided by the program.

If parents are seeking specific accommodations or modifications on behalf of a child with a disability, or if they have concerns or questions about whether their child will be able to benefit from the program, they should bring such matters to the attention of the Program Coordinator as soon as possible. The Program Director may ask parents to provide necessary medical and other documentation regarding the nature of the child's disability and the accommodation or modification sought. Because of the additional time that may be required to request and receive information from specialist agencies and medical providers, parents should bring any request for accommodation to the attention of the Director well in advance of the start of the program to ensure that a decision can be made prior to the start of the program. It is important to note that all enrollment documents must be completed before any such consideration process can begin.