



Mountain Family Center's
CATCH After School Program
Family HANDBOOK



To: CATCH Families

From: Jordyn Crane, Nutrition Program Manager and Darla Reyes, CATCH Program Coordinator

Re: 2019-2020 School Year CATCH program

Dear Family,

We are so pleased to have your child interested in the CATCH afterschool program for the 2019-2020 school year. The Mountain Family Center Afterschool Program implements the CATCH (Coordinated Approach to Child Health) curriculum at West Grand Elementary and Middle School in Kremmling, Colorado. This program is designed to promote healthy physical activity and eating behaviors in children. It aims to equip children with the knowledge and skills to make healthy decisions, all while having fun. Each day a healthy snack is served followed by exercises, sports related skills practice, and team building games.

Please read this handbook in its entirety as many policies have been added or changed. As we prepare for the start of the school year, it is important for parents/guardians to be aware of the following:

1. Students in grades K-8 are allowed to join CATCH.
2. Program site is East Grand Elementary/Middle School small gym.
3. Program hours are 4:15pm - 5:30pm, Monday, Tuesday and Wednesday. We apologize, we do not hold CATCH on Thursdays.
4. We encourage all families to post our contact information at home and at work in case of an emergency.
5. Please keep us informed about any changes in health, routine, or anything that might affect your child while in our care.
6. We ask that you please pick up your children on time - children begin to worry when their parents are late and our staff has family to get home to as well.
7. Check your email daily for important updates, cancellations, and notifications about our program. Don't forget to update your contact information if you email or phone number changes mid-session.

We greatly look forward to another fun and rewarding school year and welcome you to call or email us, should you have any questions about the information in this handbook.

Sincerely,

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Nutrition & Wellness Program Mngr.
Mountain Family Center
Cell: 815-601-3685

Darla Reyes
CATCH Program Coordinator
Mountain Family Center
Cell: 720-451-3106

Bailey Ludwig
CATCH Program Coordinator
Mountain Family Center
Cell: 720-579-8290

Mountain Family Center CATCH Program Contact Information

Helen Sedlar
Executive Director

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West Grand School District Contact Information

Darrin Peppard
Superintendent of Schools

Phone: 970-724-3217
Email: peppard@wgsd.us

Martha Schake
Director of Finance and HR

Phone: 970-724-1007
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Jack Daly
k-8 Principal

Email: dalyj@wgsd.us

Nathan Tedjeske
k-8 Assistant Principal/Middle School AD

Email: tedjesken@wgsd.us

Kendra Bock
Administrative Assistant to the K-8 Principal

Phone: 970-724-1002
Email: bockk@wgsd.us

While attending CATCH afterschool program, all children are asked to comply with the already existing rules of their school, as well as, the CATCH rules. In order to maintain a safe environment, we ask that you please review them with your child.

CATCH Rules

1. Be respectful to other students, CATCH facilitator, assistants and the school.
2. Follow all the directions the first time they are given.
3. Stay in assigned area.
4. Keep hands, feet, inappropriate comments, and objects to yourself.
5. Use toys and equipment how they are meant to be used.
6. No throwing balls or playing around the snack table during snack time.
7. Clean up after yourself following snack times.
8. Walk appropriately on school property.
9. Use respectful language at all times, using ‘inside voices’, no screaming.
10. You must check in with CATCH teachers before leaving the assigned area for any reason (ie. to get a drink of water, to go use the restroom outside the gym, parent early pick up)
11. Bring ALL personal belongings and school work to the after school program every day. You will not be allowed to return to your locker or classroom for work/books that you forgot.

Enrollment Procedure

Parents/guardians must fill out a NEW liability and enrollment form each session. Enrollment in 1 session of CATCH does not guarantee your child a spot in the following sessions. There are three, 12-week sessions per school year.

2019-2020 Tentative program schedule and enrollment dates:

	Session 1	Session 2	Session 3
Enrollment Period	July 29th - Aug 26th	Oct 21st - Nov 18th	Jan 27th - Feb 24th
Program Period	Aug 26th - Nov 13th	Nov 18th - Feb 19th	Feb 24th - May 20th

No CATCH on designated school breaks (ie. Labor Day, Thanksgiving, winter or spring breaks, and Memorial Day)

- Enrollment periods will begin 4 weeks prior to the beginning of the new session. There will be notifications sent to all parents prior to the enrollment period via email and flyers posted in the school.
- Children will be enrolled on a first come, first serve basis based off of enrollment form dates. If program is at capacity, a waitlist registration is available. The wait list is also handled on a first come first served basis.
- You may turn in 1 form for children in the same household
- Please turn in enrollment/liability forms directly or by email to:
 - CATCH Coordinator, Bailey Ludwig bailey@mountainfamilycenter.org
 - CATCH Coordinator, Darla Reyes darla@mountainfamilycenter.org
 - k-8 Administrative Assistant, Kendra Bock bockk@wgsd.us
 - Nutrition Manager, Jordyn Crane goodeats@mountainfamilycenter.org

- Liability forms must be filled out and turned in BEFORE the child is allowed to come to CATCH. If a child has not turned in their liability & enrollment forms, they will NOT be allowed to stay at CATCH that day and will be turned away to the front office at the end of the day (before 4:30pm). After 4:30pm the assistant principal will be called to contact the parents/guardians of the children.
- Enrollment will be strictly capped at 80 children due to safety and liability concerns.
- Enrollment forms must be completed in its entirety – including email (if possible) this is how we will notify you of enrollment periods and any scheduling changes.
- MUST clearly indicate any child custody or visitation restrictions on the enrollment form under “Other Important Information”
- If your child will no longer be attending CATCH during any point of that current session, please notify CATCH Coordinator so we can notify families on the waitlist

Discipline Policy

The CATCH After School Program is a means of providing additional supervision, support, and opportunities to students beyond the formal school day. Therefore, it must be recognized that inappropriate behavior by the students, especially in the form of threats or abuse against other students and/or staff will not be tolerated for any reason.

We hold a zero-tolerance policy; therefore, there will be consequences for the following types of misconduct:

1. Failure to follow rules, policies and procedure of the After School Program.
2. General misconduct, including loud or boisterous behavior that tends to disturb other students, and includes running in the classroom/halls, minor defacement of property, and pushing or shoving others.
3. A student’s persistent refusal to follow the instructions of program staff, program administrators, or any school employee. This shall also include a student’s refusal or failure to properly identify oneself on request.
4. Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and/or actions or gesture directed to or in the presence of any student or school employee.
5. Mutual physical confrontations between students (fighting).
6. Possession and/or use of any tobacco or drug related items or ‘look a like’ items – this may include cigarettes, chewing tobacco and other tobacco-related products, lighters, alcoholic substances, drug-consumption devices, and any substance suspected of being a ‘drug’ brought by a student, member of the staff, or parent.
7. A behavior that may result in physical or mental abuse to one’s self.
8. Committing an act of indecent exposure in the presence of any other student, member of the staff, or school employee.

Disciplinary Actions

1. Verbal reprimand/Warning
2. Special assignments or removal from activity
3. Program staff/student behavioral contract

4. Parent and School Administration Contact
5. Suspension from After School Program:
 1. First Offense – 1 day suspension
 2. Second Offense – 3 days suspension
 3. Third Offense – Parent/Staff conference to determine continued enrollment in the program
6. Permanent withdrawal of CATCH After School Program
7. Immediate notification of authorities if appropriate

Note: The program staff is responsible for utilizing different intervention techniques before a student is referred to the school administration

Inclement Weather Policy

In the event of inclement weather, the CATCH After School Program follows your school district's lead for school delays and cancellations.

- If your school is delayed, the After School Program will be in session.
- If your school is cancelled, the After School Program will be cancelled.

In the event that the After School Program is in session, and the weather becomes dangerous, the parents are encouraged to arrive early to pick up their children from the program.

Clothing Policy

Our program philosophy supports active (and potentially messy) play. For this reason, we request that your child wear comfortable play clothes to CATCH.

- All students must wear clothing that is appropriate and non-offensive at all times.
- Unless weather is severe, your child will be outdoors for part of each day. Please dress your child appropriately for the weather and label all outdoor clothing with your child's name.

Note: If you or your child are in need of appropriate fitting, clean, or warm clothing please notify CATCH Coordinator for potential support through Mountain Family Center's clothing voucher program

Toys From Home

The CATCH educators discourage any toys/games/valuables from home being brought to the program so that sharing does not become an issue and nothing is lost or broken. CATCH provides toys that promote physical activity and health which are rotated throughout the year. If a child does bring a toy to the program, the CATCH Coordinator determines if the toy is permitted or they will ask that the toy will be placed in his/her backpack until the end of the day.

Note: Toys from home are the child's responsibility. We are not liable if the toy gets lost, stolen, or broken

Cell Phones

Children should not bring cell phones to CATCH. If a child arrives with a cell phone, it will be placed in their backpack until the end of the day. If a parent needs to contact a child while in the care of our program, they should use contact numbers provided at the front of this handbook and staff will relay a message or put the child on the phone.

Child Pickup Policy

All parents shall pick up their child from CATCH at the Flagpole Entrance, in front of the school. Parents are reminded to drive slowly and park safely.

We will have a sign out sheet that every parent/guardian **must** sign at the end of the day to ensure safety. All parents or designated adult Pickup Person must come to the front entrance to sign out and pickup their child. The children will not be permitted to leave until parent/pickup person has signed out child with CATCH Coordinator.

For the safety of your children, he/she will **only** be released to the parents or designated pickup person. Should another adult be picking up your child, please send written notification to CATCH Coordinator or school front office; and be advised that they may be asked for photo identification. Once a child is released to his/her parent or designated pickup person, the child's care and safety are the responsibility of the parent or designated adult.

In the event that a child must be picked up early from the After School Program, (before 5:30pm), the parent can come to the gym/playground to sign out their child.

Dismissal of the program is at 5:30 pm. In order that your child is not left feeling confused or upset, we ask that you make every attempt to pick up your child on time. You will be contacted by 5:40pm if your child has not been picked up. If your child is not picked up by 6:00pm, following failed attempt to contact parents/guardian, the police will be called.

If there are special court orders regarding parental custody – please provide documentation and inform CATCH Coordinator as soon as possible.

Newsletter

Each session a newsletter will be produced to keep families informed about the fun times and events occurring in that session. We will email this newsletter to all parents who provided an email address. Parents can contact the CATCH Coordinator or Nutrition and Wellness Program Manager at any time during the sessions for program updates, snack menus, activity information, and enrollment information. Contact information provided at front of handbook under Program Contact Information.