



Ashe County Schools

Ashe Century

Summer Camp

Challenging young minds to soar.

2024 Family Handbook

June 3th – June 28th will be held at Mountain View Elementary School

CLOSED July 1st- July 5th

July 8th – August 2nd will also be at Mountain View Elementary School

Orientation will be held May 3rd at Mountain View at 5:30pm

Please join our remind with the code [@ashesc024](#) this will be our primary way of communication. In case of an emergency please see the contact information below.

Please contact Molly Porter at the Central Office
336-246-7175 (ext. 1014) for emergencies/questions or concerns.



Greetings From Ashe County Schools!

Dear Ashe Century Summer Camp Parents/Guardians:

We are pleased your child is participating in the 2024 Ashe Century Summer Camp. Staff have spent numerous hours planning an unforgettable summer for your children. While they are taking part in unique experiences and adventures, participants will also be expanding their knowledge, developing interpersonal skills, and making lasting friendships and memories.

The overall goal is for students that participate in Summer Camp to grow as a whole child through academics, social well-being, personal enrichment, community relationships, while providing a safe and nurturing environment with many choices. We will partner with local agencies such as the Ashe County Public Library, State Parks, Cooperative Extension, Local Government and Law Enforcement, Sports Teams, Parks and Recreation, Wilkes Community College, GEAR Up and more to grow and connect our community to our students and families.

Ashe County Schools is excited about this opportunity to serve our students and their families. You and your children are important to us. It is our desire to work with you and your child to provide a safe, nurturing learning environment and provide quality programming. We look forward to the summer and all the exciting opportunities that await your child. If you have any questions or concerns, please contact Ashe County Schools at (336) 246-7175.

Mission Statement

To grow as a whole child through academics, social well-being, personal enrichment, community relationships, while providing a safe and nurturing environment with many choices.

Fees

We received the 21st Century Grant which will fully fund the program at this time. Therefore, there will be no fee for students to attend Afterschool at this time. However, this is subject to change due to loss of funding. If that happens there will be a sliding fee scale that we will address.

Enrollment

To enroll your child(ren) contact the Afterschool Program Coordinator. A legal guardian must be present during enrollment and for family orientation. **All forms must be completely filled out before a child can attend.**

A parent/guardian must sign a form that states they have read and understand the policies and procedures in the current handbook and agree to them before the child may attend. The signed form will become part of your child's file.

Parents/Guardian are asked to always keep staff informed should their contact information change (address, telephone numbers, etc.). Failure to update contact information could result in your child(ren) loss of slot in the program.

Attendance Policy

Daily attendance is required or your child's slot may be given to someone on the waiting list. If your child is sick please let one of the site coordinators know through remind. Our Grant requires 70% daily attendance for the whole summer.

Waiting List

We would love to take as many students as we can, however if we do not have enough staff there will be a waiting list for each school. Slots will go to students on a needs-based scale. The Afterschool Program Coordinator will notify you when your slot comes open and when your child(ren) may begin.

Schedule

This is the current daily schedule. This is subject to change on field trip days.

7:30-8:00m - Drop off Starts

8:00- 8:30- Breakfast

8:30-9:00 - Gather and Group up, transitions and bathroom

9:00- 11:20- Activity 1

11:20-11:30: Transition

11:30-12:20: Lunch 1: Group 1, 2, 3

Recess: Group 4 & 5

12:20- 12:30: Transition

12:30- 1:30: Lunch 2: Group 4,5

Recess: Group 1,2, 3

1:30- 1:40: Transition

1:40- 4:00: Activity 2

4:00-4:10 - Transition

4:10-5:00 - Outdoor Play/ Games

5:00- 5:30- Clean up/ Pick up

This year groups will have one week for each club. They will work on large projects that they will present at the end of each week.

Weeks Group	Group 1	Group 2	Group 3	Group 4	Group 5
Week 1	Garden /Nature	Music	History	Read /write	Sports
Week 2	Art	Garden /Nature	Music	History	Read /Write
Week 3	Drama	Art	Garden /Nature	Music	History
Week 4	STEM	Drama	Art	Garden /Nature	Music
Week 5	Sports	STEM	Drama	Art	Garden/ Nature
Week 6	Read /Write	Sports	STEM	Drama	Art
Week 7	History	Read /Write	Sports	STEM	Drama
Week 8	Music	History	Read/Write	Sports	STEM

Groups

Students will be separated into 5 different groups. They are separated by grade from the 2023-2024 year.

Group 1: Kindergarten-1st

Group 2: 1st

Group 3: 2nd- 3rd

Group 4: 3rd

Group 5: 4th, 5th, 6th

Field Trips and Media Permissions

We have several field trips scheduled for the summer! Every week students will have an in-county field trip, and visits from local community groups. We will split the field trips with the younger groups going early in the week and the older later in the week, but they will have the same experiences. Children will be transported on school activity buses, driven by Ashe County School System approved drivers. Field trips will relate directly to the planned activities of the programs. Parents will receive notification prior to the trip and will need to sign a permission form to include date, purpose and destination.

Here is the current list of field trip locations:

Ashe County Public Library (we will visit them every other week to participate in the reading challenge) Along with the park.

221 New River Access

Museum of Ashe

Ashe County Arts Council and Galleries

NC Cooperative Extension Research Farm

Parents also are made aware that we may watch movies or educational videos of a G or PG rating. We have a “no electronic” policy in summer camp. If we plan to have a day where they can bring electronics we will make you aware and have permission slips. We do not allow cell phones, tablets, laptops, smart watches, or personal earbuds/headphones in summer camp. If there is an accommodation for an electronic device, please contact the coordinator.

Emergency Closing Policy

It is our goal not to close a program during scheduled operation hours except in case of an emergency. In case of an emergency, parents will be notified immediately to pick their child up. NO CHILD WILL BE LEFT UNATTENDED!

Procedures for Safe Arrival and Departure of Children

Children will be dropped off at the school that morning and signed in. Children will not be allowed to leave the program with anyone else except the parent or guardian and those listed on the enrollment form (must be 16 years of age). **We ask that you please bring photo identification when picking up your child until we say otherwise. You may be asked at any time to show photo identification.** Parents or assigned persons (age 16 or older) are required to come into the school to sign out and pick up their child(ren) with the child's Group Leader. If there is an issue of custody, a Court Order must be provided to be placed in the child's file. If participants are away from the regular activity area, a notice of their location will be posted on the movement board. Law enforcement will be notified immediately if anyone attempts to pick up a child in an incapacitated state.

If a child is not picked up by 6:00 p.m. and all efforts to contact someone fails, the Sheriff's Department and or DSS will be notified. At no time will the child be threatened, frightened or made to feel abandoned. Each child will be cared for in a positive manner.

*****If parents/guardians are late picking up their child(ren) more than three times they will lose their slot in the program.**

Supervision

Children will be supervised by qualified, trained staff. The Site Coordinator must be at least 21 years of age and/or have experience and/or training in working with school age children. Children will be divided into groups according to their ages. At no time will children be allowed to move unobserved by staff.

Reporting Abuse and/or Neglect:

The 1971 Child Abuse reporting law requires that "...any professional person who has reasonable cause to suspect that any child is an abused or neglected child, or any other person having knowledge that a child is an abused child shall report the case of such a child to the Director of Social Services of the county where the child resides or is found."

Reported injuries, unusual injuries, types of injury not consistent with the way they were reported to have happened; and repeated neglect of proper care for children will be reported to Social Services. All child care programs in North Carolina are required to follow this law.

Neglect and/or abuse will be substantiated by the Ashe County Department of Social Services. Afterwards a Juvenile Petition may be filed in the District Court of North Carolina alleging the parent/guardian, custodian or care giver to have neglected and/or abused the minor child(ren) involved. Should a District Court Judge adjudicate child(ren) to be abused and/or neglected, removal of the child(ren) from the custody of the parent, guardian, custodian or care giver may be warranted.

Special Needs Children Accommodations

All of our programs are open to special needs children. It is important to contact Ashe County Schools Central Office at (336) 246-7175 prior to enrollment if you feel your child(ren) has special needs or requires special accommodations. An individualized assessment of the child and how to best meet their needs will be developed between the staff, parents, and school before the child can attend. Children who require a one-on-one person during school hours must have a one-on-one person during the afterschool program.

REPORTING & INVESTIGATING COMPLAINTS OF DISCRIMINATION, HARASSMENT, or BULLYING:

It is the policy of the Ashe County Board of Education to maintain learning environments that are free from discrimination, harassment or bullying. This freedom includes...freedom from harassment or bullying based on an individual's real or perceived race, color, sex, religion, creed, political belief, age, national origin, linguistic or language differences, sexual orientation, gender identity/expression, socioeconomic status, height, weight, physical characteristics, marital status, parental status, or physical, mental, or sensory disability.

It shall be a violation of this policy for any student, teacher, administrator, other school personnel, or any third party...to harass or bully any person based upon any differences of status including, but not limited to, those listed above. It shall also be a violation of this policy for any teacher, administrator or other school personnel to tolerate such discrimination, harassment or bullying. Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying.

All reports should be made in accordance with policy 1710/4021/7232, Discrimination, Harassment, and Bullying Compliant Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy. Students, parents, and school personnel may refer to Ashe County Board Policy 1720 at <http://www.ashe.k12.nc.us/board/index.html> or pick up a copy of the policy at the Ashe County Board of Education or in any school office.

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors, or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment, or bullying. All reports should be made in accordance with policy 1710/4021/7232, Discrimination, Harassment and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy. Parents and students may refer to Ashe County School Board Policy 1720 to read the entire policy.

Food

Breakfast, lunch, and snack will be provided daily for each student.

Emergency Procedures

If a child has an injury, staff who are trained in First Aid and CPR will attend to the injury. If no further attention is needed an incident report will be completed by attending staff and parents will be asked to sign the incident report. The report will then be placed in the child's file. If the accident requires attention beyond staff's training, parent/guardian will be notified and/or 911 will be contacted if necessary.

Internet Usage/Wireless Devices

Computer Misuse—Students shall comply with ACBOE Policy 3225/4312/7320, Technology Acceptable Use.

- In addition to the provisions of that policy, the following are specifically prohibited:
 - Sending or displaying offensive, vulgar, crude, obscene or threatening messages, pictures or video
 - Cyber-bullying—the use of the Internet and related technologies to harm other people, in a deliberate, repeated, and hostile manner
 - Damaging digital devices, software or computer networks
 - Violating copyright laws
 - Using another's ID or password
 - Unauthorized use of student school email
 - Employing the network for commercial purposes. In the event a student engages in any of the above-referenced activities, his/her access privileges will be revoked and other disciplinary measures may result.

Wireless Communication Devices/Unmanned Aerial Vehicles—Students are permitted to possess wireless communication devices on educational property so long as the devices do not disrupt the environment or program. Wireless communication devices include, but are not limited to, cellular telephones, electronic devices with internet capability, paging devices, two-way radios, drones or other unmanned aerial vehicles, and similar devices. The Ashe County Schools is not responsible for any devices lost, stolen or damaged while on educational property or at school events. Electronic devices may be used by students for instructional purposes with permission and under the supervision of their group leader. Any device possessed or used in violation of this policy shall be confiscated. Penalties for violation of this policy are set at the discretion of the Program Coordinator. Refer to ACBOE Policy 4318, Use of Wireless

School Space, Supplies, Personal Items

The school principal determines the building space and equipment that can be used at each school. Children normally have access to playgrounds, equipment, gyms and audio visual equipment when this does not conflict with school activities.

Please note that the program does not accept responsibility for any personal items, laptops provided by the school, or any other equipment in the students name that may be damaged, lost, or stolen, that are brought by students. (We ask that all personal items be left at home or remain in the child's backpack during after school program hours.)

Health Issues

If your child needs to be given medication during program time parents must have a doctor complete a "Permission to Administer Medication" form. These forms will be provided to you by the Coordinator. Medicine must be in original container with dosage and current date. Over the counter medications must be in original container with expiration date and the same procedure as above. Staff will not give medicine on a form that says "as needed" unless it is a life/death situation. Parents will be called to come administer medicine if it is an "as needed" situation. It is important that children inform staff when they are not feeling well or when they have unusual difficulty in doing an activity. If a child is sick (as determined by the Coordinator) when entering the program, the child will be made as comfortable as possible in a place provided in each program and parent/guardian will be notified. It is the parent/guardian's responsibility to pick up their child as soon as possible after notification.

Sick children will be separated from the rest of the children and will never be left unattended. Staff are trained to recognize communicable disease and will follow the procedures outlined in First Aid training. If children run a fever of over a 100, are actively throwing up or have diarrhea, or are displaying other signs of illness (i.e. fainting, change in complexion, or eye conditions) parents will be contacted and asked to immediately pick up their child. If a case worsens, staff may need to call for medical assistance.

Parent Participation and Expectations:

At the beginning of the summer, parents are encouraged to visit camp during open house, where they are able to see our space and activity centers, receive the parent handbook, fill out paperwork, are given contact information, and are provided answers to questions on operations, policies and resources. We will offer virtual meetings when requested. We now have communication possibilities through Remind allowing us to send photos, newsletters, and messages as needed.

Parents are expected to adhere to all policies set forth by the Summer Camp Handbook as well any policies set forth by the Ashe County Schools. Parents are welcome to all information involving their specific children and may request it at any time.

All family information is held to privacy standards of the Family Education and Privacy Act

Code (20 U.S.C.S. § 1232g(b)) stating “It prohibits educational institutions from disclosing “personally identifiable information in education records” without the written consent of an eligible student, or if the student is a minor, the student’s parents.” Information about families will not be given out without prior consent. Please refer to Policy Code: 1310/4002 in the Ashe County School Handbook for more information.

If a parent or student is in violation of any of these policies, they will be notified as soon as possible, and summer camp and afterschool will no longer be available to them. Summer Camp staff reserves the right to ask anyone that is perceived as a threat to the children or staff to leave the premises and the authorities will be contacted.

If a parent has a concern or complaint, they are encouraged to call the program coordinator for a conference. A conference needs to be scheduled when after school is not in session so the program coordinator can offer his/her full attention. A conference can be scheduled by a parent or the program coordinator. Parents should contact the program coordinator, and then the student services director. Please refer to the numbers listed on the front page or the Remind app for each school for more contact information.

WARNINGS AND NOTICES

We believe that one of the greatest gifts we can give to children this school year is to help them learn to manage their behavior in a positive manner. Our goal is to never “punish” a child, but instead to train. Therefore we have worked long and hard to develop a plan that we believe will benefit participants, staff and parents.

The plan is as follows:

Step One: Participants will be encouraged not to engage in negative behavior. This is the VERBAL WARNING.

Step Two: Participants will be asked to explain or identify their negative behavior and provide ideas for preventing negative behavior in the future. They may be given sentences or other behavioral management strategies.

Step Three: Upon continuation of negative behavior, Afterschool Group Leaders will document inappropriate behavior and have parent/guardian sign upon pick up. At that time, parent/guardian will have the opportunity to schedule a conference to discuss behavior management. This will be the WRITTEN WARNINGS.

Discipline Notices will be issued in the following order:

1. First discipline notice will result in participants being unable to attend the program for 3 days.
2. Second discipline notice issued will be an automatic dismissal from the program.

Written Warnings are given for continual misbehavior in the afterschool day. The exception is if the infractions are violent to students or staff, endangerment of themselves or others, or any other harassment. These will result in an automatic Notice. Three Warnings equals one Notice.

If deemed appropriate, the Ashe County Sheriff's Department will assist in certain situations.