



PARENT/STUDENT HANDBOOK

OUR MISSION

Since 1995, Orlando After-School All-Stars has been the community leader in providing safe, free and comprehensive out-of-school and summer programming for all of Orlando's middle school age youth. In that time our city wide programs have served over 15,000 at-risk youth and their families by providing academic, enrichment and athletic activities in a safe and nurturing environment.

The program is a life line for hard working parents who desperately need help in keeping their kids from making bad choices so that they may develop into responsible and productive citizens at school, home and in their community. As a non-profit organization, Orlando After-School All-Stars works in partnership with the City of Orlando, Orange County Public Schools (OCPS) and a variety of community businesses, state agencies and civic organizations.

Currently, the Orlando After-School All-Stars provide after-school and summer programs for over 500 at-risk youth at seven middle school sites. Our early intervention program seeks to guide kids through the difficult transition period from middle school to high school.

Orange County Public School statistics show youth that participate in the program benefit both educationally and behaviorally:

- 80% improved their Reading and Math FCAT scores
- 75% improved their overall final subject grades from the previous year
- 88% received final grades of "C" or higher in Language Arts and Math
- 60% increased attendance compared to non-participants
- 70% reduction in school suspensions per year compared to non-participants

In simple terms, that's 8 of 10 kids whose lives have been changed forever. That's kids who are not running the streets or sitting at home without parental supervision. That's kids who now have more role models in their life. That's kids who won't be exposed to the pressures of drugs, gangs and violence in their after school hours.

PROGRAM SITES

Administrative Office

Orlando City Hall, 9th Floor
400 South Orange Ave.
Orlando, Fl 32802
Phone: (407) 246-2043
Fax: (407) 246-2015
www.orlandoasas.com

Carver Middle School

4500 Columbia St.
Orlando, Fl 32811
Phone: (407) 680-7673
Fax: (407) 296-6407
Site Supervisor: Mr. Graham

Howard Middle School

800 East Robinson Street
Orlando, Fl 32801
Phone: (407) 516-2192
Fax: (407) 245-1785
Site Supervisor: Mr. Shays

Lake Nona Middle School

13700 Narcoossee Road
Orlando, Fl 32832
Phone: (407) 680-4253
Fax: (407) 858-5530
Site Supervisor: Ms. Radke

Memorial Middle School

2220 West 29th St.
Orlando, Fl 32805
Phone: (407) 680-5127
Fax: (407) 245-1820
Site Supervisor: Ms. Allen

Central Florida Leadership Academy (CFLA)

427 North Primrose Drive
Orlando, Fl 32803
Phone: (407) 490-8377
Site Supervisor: Mr. Ochs

Jackson Middle School

6000 Stonewall Jackson Road
Orlando, Fl 32807
Phone: (407) 680-4240
Fax: (407) 249-6438
Site Supervisor: Ms. Lee

Lee Middle School

1201 Maury Road
Orlando, Fl 32804
Phone: (407) 680-4964
Fax: (407) 245-1809
Site Supervisor: Mr. Oralus

Odyssey Jackson Middle

9290 Lee Vista Blvd
Orlando, Fl 32829
Phone: (407) 680-5146
Fax: (407) 207-3871
Site Supervisor: Mr. Cruz

CURRICULUM

Orlando After-School All-Stars prides itself on preparing middle school aged youth for high school, college, and life by offering academic support, enrichment opportunities, and health/fitness activities. OASAS accomplishes this through its diversified after-school and summer program curriculum.

Tutoring / Mentoring Program –

Program sites provide tutoring and homework assistance that compliment the students' regular academic program. This one hour period seeks to provide improvement in student academic and social performance through the use of certified teachers, support specialists, and college and high school student interns.

Academic / Enrichment Classes –

Program sites provide remedial education and academic enrichment lessons that focus on reading, math, and science using district approved evidence based curriculum. Programs provide engaging activities and high-quality lessons in a variety of topics and genres.

Physical Fitness and Athletic Activities –

Program sites provide fun, age-appropriate physical education that includes health and nutrition lessons, physical fitness education and standards and other healthy lifestyle activities. The program activities consist of a variety of unique outdoor and indoor sports and games that have been modified to promote the inclusion of all program participants.

These programs run at different times throughout the year and may include after hours or weekend practices, games or events. Currently, Orlando After-School All-Stars activities, clubs and sports teams include:

- Baseball Academy
- Basketball Academy
- Flag Football
- Softball Academy
- Volleyball Academy
- Hook-a-Kid on Golf program

Community Involvement / Character Education Activities –

Program sites infuse character education into the curriculum by using evidence based lessons that focus on anger and conflict management, building leadership qualities, self esteem and positive support systems and physical and emotional health.

Program sites promote service learning through existing partnerships and participation in events throughout the year. These projects allow youth to develop a sense of self worth that can only come from helping others. The various service partnerships and projects include:

- St. Johns River Clean-up Project
- Orlando Magic Foundation
- Coalition for the Homeless annual holiday food drive
- Citrus Bowl Parade Float Building Committee
- City of Orlando Police and Fire Department holiday toy and food drives
- 436/Semorán Road Clean-up

****NOTE: Physical fitness/athletic activities and community service/character education activities are site specific and may vary depending upon cost, time of year, available facilities and other unforeseen factors. Youth are not guaranteed participation in all activities.***

PARTICIPANT/ATTENDANCE GUIDELINES

Our programs are both educational and recreational in nature. OASAS is staffed in accordance with the state and City of Orlando Families, Parks and Recreation Department licensing requirements. We strive to make our programs a wonderful and enriching experience. OASAS has a caring and competent staff that will treat your child with dignity and respect. However, we are not able to provide one-on-one supervision for your child. OASAS's goal is to be as inclusive as possible in providing opportunities for all youth. To ensure proper program enrollment and the safety of all children and staff, OASAS participant guidelines for after-school and summer programming are as follows:

After-School Program (August – June)

- In order to attend the Orlando ASAS program, youth must be present during the regular school day; exceptions would include an excused absence that is approved from the school prior to attending the program.
- Youth must maintain a minimum of 80% program attendance (4 out of 5 days a week)
- Parents are presented with orientation packet upon registration, and will be contacted on monthly basis in which they will be notified of student; attendance, behavior, academic and enrichment participation.
- In the case of unexcused absences from Orlando ASAS, the program will make a concerted effort to contact the parents of any youth that is absent for any period longer than 10 days. If there is no response, the youth will then be replaced in the program, however, any youth that present viable information for all missed days, can be reinstated into the program. In the case of the excused absences students will be noted as absent for safety purposes.

Excused absences are defined as:

- Illness, injury or other insurmountable, conditions

- Illness or death of a member of the students immediate family
- Recognized (or established) religious holidays and/or religious instruction
- Medical appointments
- Prearranged absences of educational value
- Head lice infestation (up to 4 days)
- Mandatory court appearances
- Out of school suspensions

Unexcused Absences are defined as:

- On a daily basis, student absences will be recorded as unexcused until an acceptable excuse has been provided by the parent/legal guardian indicating the reason for the student's absence. The Site Supervisor has the ultimate authority to decide whether an absence shall be excused.
- All sites ensure to maintain daily attendance records of every student that attends the program. The Cayen Data system is also used to help get an accurate record of all attendees.
- Youth must be registered in middle school grades 6-8.
- Youth must attend the middle school where the program site is located.
- If program site is located at a community center youth must live in the vicinity of that center.
- Youth that are zoned for a middle school where the program site is located but attend private school/home school are eligible.
- Youth must abide by the designated OCPS middle school code of conduct and/or OASAS safety/conduct rules during program hours.
- Youth must be signed into the program 10 minutes after the final school bell rings or will be recorded as late. If youth is assisting or working with a member of the middle school staff a note must be presented when signing in.
- Youth must to the best of his/her ability participate in the educational, enrichment and physical fitness curriculum provided at each site.
- Youth must regularly attend program. Any youth missing 10 consecutive days without parental and/or doctor's excuse may be terminated from the program.

Summer Program (June – August)

- Youth must be registered in middle school grades 6-8.
- Youth may not exceed the age of 14
- Youth may register for summer program at any of the program sites. OASAS encourages parents to register youth at their regular school year site if possible.
- Program sites have a designated number of youth slots available and will not save or add slots for youth regardless if they participated in the regular school year program.

- Youth must abide by the designated OCPS middle school code of conduct and/or OASAS safety/conduct rules during program hours.
- Youth must to the best of his/her ability participate in the educational, enrichment and physical fitness curriculum provided at each site.
- Youth must regularly attend program. Any youth missing 10 consecutive days without parental and/or doctor's excuse may be terminated from the program.
- Youth must maintain a minimum of 60% program attendance (3 out of 5 days a week).

****NOTE: If there are questions regarding a child's ability to participate in our program, OASAS may require an individualized assessment to be completed by the City of Orlando Families, Parks and Recreation Department. OASAS reserves the right to suspend or dismiss your child due to excessive unexcused tardiness and/or absences and refusal to participate in any area of programming.***

CODE OF CONDUCT

OASAS's priority is to provide a safe and nurturing environment for youth and staff at all program sites. We understand that certain changes in routine, medications and home environment can occasionally cause behavioral problems. OASAS's goal is to assist parents in improving and maintaining a child's behavior at school, home and in the community. All youth participating in the program must abide by the following behavioral and safety expectations:

- Youth must abide by OCPS middle school site student code of conduct and OASAS safety/conduct rules.
- All youth exhibiting behavioral issues may have progressive sanctions applied to them by site supervisors according the student code of conduct and/or OASAS behavior and safety rules.
- OCPS middle schools reserve the right to apply any additional disciplinary actions deemed necessary by principal and/or dean of students.
- Any youth attempting to harm other youth, staff or his/her self may be immediately terminated from the program. Parent will be immediately notified to pick-up youth or if necessary, authorities will be called by site supervisor.
- Once signed into the program, youth may not leave staff supervision. Any youth leaving staff supervision without permission will be considered absconded from the program and a major safety violation. Youth may be suspended or terminated from the program.

- During off-site field trips youth are required to stay with their group and in staff supervision at all times. Any youth refusing to comply may be removed from the trip immediately. Youth may also be suspended or terminated from the program.

****NOTE: OASAS reserves the right to suspend or dismiss your child from the program if the youth continually displays unacceptable behavior, is a regular safety issue or the severity of the incident deems it necessary.***

HOURS OF OPERATION

These hours have been established to provide optimum time for full participation by youth in our curriculum, as well as to allow our hard working parents/guardians ample time to pick-up youth at the end of their day. The typical hours of operation are as follows:

After-School Program (August – June)

- Monday, Tuesday, Thursday, Friday: 7:30 AM – 9:30 AM/4:00 PM – 6:20 PM
- Wednesday: 7:30 AM – 9:30 AM/3:00 PM – 6:20 PM
- Middle school program sites follow OCPS calendar. If the middle school is not in session then the program will not be in operation.

Summer Program (June – August)

- Monday – Friday
- 7:30 AM – 5:30 PM
- All summer program sites follow the City of Orlando calendar. If the City of Orlando has a scheduled holiday then the program will not be in operation.

****NOTE: Any scheduled after hours activities or field trips will be made by the specific program site only. In the event of an after hours activity or field trip parents will be notified with a written permission form that must be signed and returned in order for youth to participate.***

CHECK-IN / CHECK-OUT

In order to assure the safety of all youth participating in OASAS the following guidelines for youth entering and exiting the program have been established:

Check-In: (After-School Programs)

- Youth attending the middle school sites must report to the designated sign-in area within 10 minutes of the final school day bell.

Check-In: (Summer Programs)

- Youth attending the summer program sites must report to the designated sign-in area at the beginning of daily program.

Check-Out:

- Only parents/legal guardians or those authorized in writing may be permitted to sign-out child. Driver's License or some form of picture identification is required as proof of identity.
- Phone calls authorizing additional individuals to pick-up child will not be accepted.
- Please supply a copy of any legal restraining orders or injunctions that you may have concerning your child and discuss any other situations or changes in schedule that may apply with OASAS site supervisor.

- Youth walking or bike riding home must have previous written permission to do so by parent/legal guardians.
- Youth walking or bike riding home will not be allowed to leave the program site until the end of the regularly scheduled daily hours, unless otherwise specified by parent/guardian in writing to OASAS.

Late Pick-Up Policy:

OASAS staff seeks to assist parents/guardians in every way and understand that unforeseen incidents happen. However, picking up youth on-time is imperative to a well run program. The following policy reflects three late pick-ups during the first or second semester of the regular school program or three late pick-ups during the summer program.

- **First Late Pick-Up:** OASAS staff will verbally explain the policy to the parent/guardian and document the occurrence.
- **Second Late Pick-Up:** \$5.30 per half-hour per child charge and a written warning that a third late pick-up can result in removal of child from program.
- **Third Late Pick-Up:** OASAS site supervisor may remove child from the program.

**NOTE: OASAS reserves the right to require early parent pick-ups and release walkers and bike riders early due to inclement weather or other safety hazards that may occur*

FIELD TRIPS

A signature element of the Orlando ASAS curriculum is the wide variety of exciting field trips offered to all the programs youth. The field trips are designed to be both fun and educational. Orlando ASAS programs regularly attend Orlando Magic basketball games, the Orlando Science Center, community center pools, Universal Studios and Walt Disney World. To be allowed to attend the field trips all youth are required to meet participation and behavior standards. The minimum expectations are as follows:

- Youth must fully participate in all aspects of the program. This includes completing all homework during tutoring hours, finishing assigned educational work, participating in all physical fitness/enrichment activities and summer reading assignments.
- Youth must maintain a minimum of 60% program attendance (3 out of 5 days a week).
- Youth must follow all behavioral and safety expectations outlined in the code of conduct section. Youth are subject to disciplinary actions from both Orlando ASAS and OCPS middle schools.
- Youth must not be involved in any previous major behavioral or safety incidents. This includes physical violence, verbal abuse, and possession of illegal substance or damage to facility/vehicles.

- Youth must not be involved in any previous major behavioral or safety incident on a previous field trip.
- Parent/guardian may not pick-up youth from the field trip site.

****NOTE: Orlando ASAS reserves the right to exclude any child from field trips if youth regularly refuses to complete program assignments, continually displays unacceptable behavior, is a regular safety issue or the severity of a previous incident deems it necessary.***

MISCELLANEOUS

PARENT INVOLVEMENT:

- Parents/guardians are encouraged to take an active role in their child's involvement in OASAS programs.
- OASAS site staff will continually update parents/guardians on their child's educational, behavioral and overall program progress.
- Please do not hesitate to contact OASAS site staff if there are any questions, concerns or issues that may arise throughout the year.

LUNCH / SNACKS:

- A free snack is provided to all youth during both the after-school program and summer program.
- A free cold lunch is provided to all youth during the summer program only.
- Youth are permitted to bring snacks/lunch to both the after-school program and summer program.

SWIMMING:

- Any youth that does not pass the swimming test will not be permitted in any pool or pool area, nor will he/she be allowed to participate in any water activities or water based field trips.
- The only exception is if the youth is enrolled in the “Learn To Swim” program and will only be allowed to attend that basic water activity. Once the youth has passed his/her swim test he/she will be permitted full participation in all water activities.
- Any youth violating behavioral or safety guidelines during a water activity will be immediately removed from the pool and may receive disciplinary actions up to and including termination from the program.
- All water activities are supervised by Red Cross Certified Life Guards.

RELEASE AND HOLD HARMLESS AGREEMENT

READ CAREFULLY BEFORE SIGNING

In consideration of the acceptance of my child or ward to participate in the Orlando After-School All-Stars activities sponsored by the City Of Orlando and Orlando After-School All-Stars, Inc., I agree on behalf of myself and my child or ward, to assume the risks incidental to such participation (which risks include, but not limited to; physical injury, emotional injury or death) and, on my own behalf, and on behalf of my child or ward, and on behalf of any other parents or guardians of my child, and my child's or ward's heirs, executors and administrators, **I agree to release and forever discharge the released parties defined below, of and from all liabilities, claims, actions, damages, costs or expenses of any nature arising out of or in any way connected with the participation of my child or ward in such activities, and further agree to indemnify and hold each of the released parties harmless against any and all such liabilities, claims, actions, damages, costs or expenses, including, but not limited to, attorney's fees and attorney's fees on appeal. The released parties are the City Of Orlando, Orlando After-School All-Stars, Inc (“Orlando ASAS”), Orange County Public Schools, their elected officials, employees, volunteers, agents, representatives, successors and assigns. I understand that this release and indemnity agreement includes any claims based on the negligence, action or inaction of any of the above released parties and covers bodily injury (including death), emotional injury and property loss or damage, whether suffered by me or my child or ward, before, during or after such participation.** I declare that my child has the ability and skill level required to participate in the Orlando After-School All-Stars program activities. A child with a disability will not be excluded from the program solely on the basis of the disability. If the child with a disability will need reasonable modifications to enable program participation, please contact the program administrator to discuss how the program may be modified. I further authorize medical treatment and related transportation for said child or ward, at my cost, if the need arises. Furthermore, I hereby grant full permission to the City to transport my child/ward for requested field trips.

NOTE: If there are questions regarding a child's ability to participate in our program, Orlando ASAS may require an individualized assessment to be completed by the City of Orlando Families, Parks and Recreation Department. This assessment may also include obtaining consent to review the child's school records to assess the child's ability to participate in the program and determine what modifications may be necessary for the child's participation. The City is not required to fundamentally alter the program and assessments will be done on an individual basis.

The **City of Orlando / Orlando ASAS** occasionally shows movies during program hours. Those children not permitted to watch movies will participate in separate activities. All movies will be chosen with careful consideration.

I hereby give my permission for my child to watch PG rated movies.

I hereby do *not* give my permission for my child to watch PG rated movies.

I further grant the released parties the right to photograph and/or videotape me and my child or ward and further to use said name, face, likeness, voice and appearance in connection with exhibitions, publicity, advertising and promotional materials by the **City of Orlando / Orlando ASAS** without reservation or limitation.

The safety and security of the children in the Orlando ASAS program is of the highest importance. I consent on behalf of my child for a scan of his/her finger to be used for the purpose of logging his/her daily attendance, including log-in and check-out dates and times. The City shall not use the scan for any other purpose.

The City of Orlando and Orlando After-School All-Stars, Inc. want to optimize the school success of the City of Orlando's children. In order to facilitate that success, the City hires professional educators as employees and both the City and Orlando ASAS apply for grant funding to help pay for the best possible program for your child. In order to determine whether the program is having an impact on my child's school success, I grant permission for the City of Orlando and its Orlando ASAS staff to have access to my child's student cumulative file, including but not limited to school grades and test scores as well as any applicable disciplinary history. I grant this permission with the understanding that the City and Orlando ASAS will use this information only for this limited purpose and will otherwise hold my child's information confidential.

This Agreement shall be governed by the laws of the State of Florida, and any legal action relating to or arising out of this Agreement shall be commenced exclusively in the Circuit Court of the Ninth Judicial Circuit in and for Orange County, Florida (or if such Circuit Court shall not have jurisdiction over the subject matter thereof, then to such other court sitting in said county and having subject matter jurisdiction). I certify that I am 18 years of age or older and that I am entering into this Agreement as the Parent or Legal Guardian for a minor that is under 18 years of age and that I also have the authority to do so on behalf of the child or ward's other parents or legal guardians.