1. **General:**

-Program will run from 3-6 p.m. at the Phil Gainer Community Center in conjunction with the Randolph County Schools academic calendar, beginning the Tuesday after Labor Day.

-There is no cost to attend ENGAGE Afterschool

**-REGISTRATION FORM MUST BE SUBMITTED ON OR BEFORE FIRST DAY OF ATTENDANCE.**

-ENGAGE Afterschool is operated exclusively at the Phil Gainer Community Center and its surrounding grounds.

**-EMS** Students will be provided an afterschool meal before walking as a group to the PGCC.

-Staff, volunteers and students are only permitted in areas of the facility intended for program use – the classroom, gymnasium, lounge, art room and in specific cases, the kitchen.

-Participants are permitted to bring their own toys, games, balls, etc. but must assume responsibility for them. ENGAGE afterschool is not responsible for lost, damaged or stolen personal property.

-If participants elect to bring their own video games from home – they must be rated for Teens or below as per the ESRB Ratings.

-Participants will be able to sign up for future activities on sign-up sheets that will be placed near the concession window in the gymnasium.

**-**Special programming will be scheduled on a weekly basis that may include guest presenters, guided art projects, cooking classes, special visitors, etc.

**-**ENGAGE Afterschool will institute a volunteer mentor program comprised of positive role models for participants. All volunteers will be individually vetted.

-ENGAGE Afterschool will be suspended for the week of Forest Festival every year. There may be other isolated incidents throughout the course of the year that require cancelling the program for a day. Such occasions will be clearly communicated to participants well in advance.

1. **Pre-participation Requirements:**

**-**All participating students must be currently enrolled in grades 6-8.

-All participating students are required to submit a completed registration form that is signed by a guardian **BEFORE** they will be permitted to participate in ENGAGE Afterschool. Completed forms may be submitted on or before the child’s first day of participation at Phil Gainer Community Center or Elkins Middle School.

1. **Participant Check-in:**

-Elkins Middle School students will meet ENGAGE Staff in the EMS cafeteria, where they will travel as a group to the Community Center.

-Non-EMS students (home-school or private school) may be dropped off beginning at 3:30 p.m..

-ENGAGE Staff will have a check-list of registered participants. Each student will be checked off the list during check-in.

**CONTINUE ON BACK**

1. **Participant Sign-out:**

-Participants must be **SIGNED OUT** by a parent or approved guardian (approved guardians are listed on registration form).

-Participants may sign themselves out of the program with consent from their guardian, which must be expressed on their registration form.

-Once signed out, re-entry is prohibited (except in emergencies.)

-Sign-out sheets will be placed on a table nearmain entrance.

-All participants must be picked up by 6 p.m.. Failure to comply results in the following:

* First offense: Verbal warning.
* Second offense: Written warning.
* Third offense: Weeklong suspension from program.
* Fourth offense: Dismissal from program.

 -If participant is still present after 6, they must wait in the lobby for pick-up.

1. **Safety:**

-In the event of fire, alarms will sound and everyone will exit the building. All staff and participants should be made aware of the posted fire-escape plan. In the event of fire, parents will be notified as soon as possible.

-In the event of sickness or injury, program supervisor and guardian will be notified as soon as possible.

-First Aid Kit and AED is located onsite

1. **Security:**

**-**Maximum staff-to-camper ratio is 1:20

**-**There shall never be a single student alone with any adult representing ENGAGE Afterschool.

1. **Rules:**

**-**No violent activity.

-No bullying.

-No inappropriate touching

**-**No profanity.

**-**No dangerous objects (such as knives).

-This program is drug, alcohol and tobacco free.

**-**Participants must be respectful to and obey ENGAGE Afterschool representatives at all times.

**-**Initial rules violations should be reported to the ENGAGE Afterschool Supervisor. Repeated offenses should be reported to PGCC Manager for further action.

-Manager’s Office is located at end of the office corridor. General logistics and disciplinary decisions will be discussed here.

**-ENGAGE Afterschool maintains the right to suspend or dismiss children from the program for violation of program policies.**