

# Bayard Public Schools Pathfinders Program

2022-2023

Handbook



Dear Parents, Families, and Community Members:

Welcome to the Pathfinders Afterschool Program at Bayard Public Schools!

The Pathfinders Program is a 21st Century Learning Center located at Bayard Elementary School. In partnership with the University of Nebraska Extension Center and Morrill County 4-H the program provides a high quality after school program that supports excellence for all participants.

The Pathfinders Program provides services to students Kindergarten through sixth grade, families, and community members as they work to achieve their greatest potential. Participants have the opportunity to engage in educational programming and productive behaviors that promote well-rounded development in academic, career, leadership, and life skills. This program promotes the development of the individual and the community as a whole.

This handbook is designed to give a helpful insight into the after school program offered by the Bayard Public Schools. It includes detailed information about after school program activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

The Pathfinders Program strives to provide an atmosphere where children can enjoy, grow, and learn. The staff welcomes suggestions and ideas that will help to make students' time at the after school program beneficial and rewarding. Parents are encouraged to share thoughts and ideas for the program with the Pathfinders staff.

Students in the Pathfinders Program are invited to strive for excellence and navigate individual paths to a successful future. Along the way, Pathfinders

students are encouraged to be cognizant of the mission, vision, and core covenants of Bayard Public Schools.

**Mission:** *The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.*

**Vision:** *Bayard Public Schools will effectively provide and adapt its programs to meet the needs of its students, today and in the future.*

**Core Covenants:**

*Focused on the Student*

*Positive Interactions and Relationships*

*Focus On Student Potential*

*Diverse Opportunities*

*Unconditional Acceptance*

*Attitude of Excellence*

*Act With Integrity*

*Expect To Be Great*

*Accept Daily Challenges & Setbacks*

*Think "Big Picture"*

*Community*

*Support Each Other*

*Set Aside Self For Benefit Of The Group*

*Respect Everyone*

*Be A Wing, Not A Weight*

*Tiger Way!*

*Every Person, Every Day. It's a **FACT!***

## **PATHFINDERS PROGRAM HANDBOOK 2022-2023**

The following information should help answer most questions about the program. Please read through this handbook carefully and keep it for future reference. If you have any further questions, please contact the program director or the building principal.

### **APPLICATION/REGISTRATION:**

- A. Forms are available on-line, in the elementary school office and at the end of this handbook. All students are accepted into the Pathfinders Program. If there is a problem or concern with the registration, we will work with you to find a solution. Please pay close attention to the medical information and emergency contacts. **We must be able to reach a parent or parent-designated person in case of an emergency.**
  
- B. All paperwork must be completed before a child may attend the after school program.

### **DROP-OFF and PICK-UP PROCEDURES:**

- A. The Pathfinders Program begins when school is dismissed and ends promptly at 6:00 pm. Parents or parent-designated person may sign their student out at any time. Please arrange to pick up your child no later than 6:00 pm. If your child is not picked up, law enforcement will be called.

- B. Children should come to the designated location immediately upon dismissal from school in the Elementary Gym/Multi-Purpose Room. From time to time the Elementary Gym/Multi-Purpose Room may be used by other groups. When this occurs, the children will be directed to an alternative location in the school. Attendance will be taken promptly at 3:30 p.m by the Pathfinders Program staff.
- C. If you want your student to walk/bike home from the Pathfinders Program, please, indicate this on the enrollment form.
- D. For your child's safety NO CHILD will be released to any person other than their parent/guardian or parent-designated person. If a questionable situation arises staff may request identification for proper release of the student.
- E. The Pathfinders Program follows the school calendar and will be open on all the regular full school days. It is not open on early dismissal days, half days or vacation days.
- F. In the event we need to cancel the after school program parents will be notified in the same manner as for other school cancellations.
- G. A written, dated, and signed (by parent or legal guardian) note is needed to change parent designated pick up people or walking/biking permission.

**PAYMENT:**

- A. Bayard Public Schools and Pathfinders Program is proud to initially offer this program at no cost to our families and community members. Our program is fully funded through the Nebraska Department of Education's 21st Century Learning Centers Grant as well as through our partnership with the University of Nebraska Panhandle Research and Extension Center.

## **PROGRAM ACTIVITIES:**

- A. Each day will include unstructured outdoor play, a healthy snack, a structured activity, supervised free time and homework time. These activities will be planned according to the age, interests, and number of participants. Extended learning opportunities are offered during the after school program.

## **GOALS OF PROGRAM:**

- A. Improve student learning performance in one or more academic areas.
- B. Increase student leadership skills, social benefits and positive behavioral changes.
- C. Increase family and community engagement in supporting students' education.

## **STAFF AND PERSONNEL:**

- A. Problems should first be directed to the Pathfinders Program director. The Pathfinders Program director and staff are directly responsible for the program. If a problem persists, contact the building principal.
- B. Staff members will be required to have current CPR and First Aid training.

## **VOLUNTEERING:**

- A. We encourage all parents and community members to be involved in our program. If you are interested in volunteering or sponsoring one of our clubs please visit with the program director. All volunteers need to pick up and complete a volunteer application form in the elementary office.

## **WHAT NOT TO BRING:**

- A. Any weapons whether real or a toy will not be tolerated. Please do not send money or valuables. Any items the child brings need to be marked with his/her name.
- B. The program and/or staff will not be responsible for the damage or loss of any items.

## **RULES OF CONDUCT/STUDENT EXPECTATIONS:**

Pathfinders Program will incorporate the behavioral expectations of Bayard Elementary School's **ROARS** Program. Under the ROARS Program students are expected to engage in actions exemplifying **R**espect, **O**wnership, **A**ttitude, **R**esponsibility and **S**afety.

### **Respect**

- Take care of school property and equipment
- Respect and care for the personal property of yourself and others
- Borrow things only after receiving permission
- If you break someone's property, fix or replace it
- Cooperate with others
- Work and play without disrupting others
- Use positive words and actions
- Show courtesy towards others

### **Ownership**

- Accept responsibility and consequences for your actions
- Use an "I" message and say "I'm sorry" for your mistakes
- Participate
- Keep your school and work area clean and neat

### **Attitude**

- Use kind words and actions towards others and self
- Have a "can do" attitude
- Believe in yourself

- Its ok to let adults be in charge
- Say please and thank you
- Be helpful
- Work Together
- Be a good sport
- Use a positive greeting either verbal or silent

### **Responsibility**

- Be a good listener
- Set a good example for others
- Be on time
- Work hard and do your best
- Ask permission
- Make smart choices
- Immediately and accurately report problems

### **Safety**

- Be kind with words and actions
- Use furniture and equipment properly
- Walk in the building
- Use playground equipment properly
- Keep hands and feet to self

### **DISCIPLINE PROCEDURES:**

- A. Infraction of the above rules will result in a referral and the parent will be notified. Severe misbehavior may result in exclusion from the program and additional student discipline sanctions in accordance with Board Policy and the Student/Parent Handbook.
- B. Once 3 referrals are received, the program director will meet with the parent. The student may be suspended from the program for 1 day or more.
- C. Subsequent referrals may result in additional days of suspension. As a general guideline, a 2<sup>nd</sup> suspension will be for 3 days.



- D. After two suspensions, if continued infractions occur, students may be excluded from the program for the safety of others. A meeting will occur with the program director, parent, and building principal.

\*\*\*\* Serious infraction will result in an automatic suspension or exclusion pending meeting with the parent, program director, and the building principal.

- A. Serious infraction may include - harming another child or staff member, stealing, damaging property, using foul language, and being totally disruptive and uncontrollable in the group.

### **PROBLEM SITUATIONS:**

- A. Please let our staff know if your child is having a problem during the after school program. We will do our best to help your child get along, but we need to work together.
- B. If your child is witnessed damaging school property you will be asked to pay for the repair or replacement of the item. This is a serious infraction.

### **SUGGESTIONS:**

- A. Please be sure all outerwear is marked with the child's name.
- B. Be sure your child/ren is dressed appropriately for outdoor play.
- C. Put any transportation changes in writing.
- D. Please put into writing any information that needs to be shared with the staff.
- E. If a child is ill, the child will not be allowed in the program.

## **PATHFINDERS PROGRAM CONTACT INFORMATION:**

Bayard Elementary School  
726 4th Avenue  
P.O. Box 607  
Bayard, NE 69334

For concerns about your child and/or questions about schedules, policies, or staffing, please call the Elementary School at **308-586-1211**.

To report an absence, a change of pickup information, or a pickup delay, please call **308-586-1211**.

## **COMMUNICATION:**

Pathfinders Program maintains an open door policy. Please feel free to direct suggestions for programming, questions, or concerns related to the program to the program director at any time.

**PATHFINDERS- PARENT HANDBOOK RECEIPT  
AND REGISTRATION FORM**

I, \_\_\_\_\_, have received the Pathfinders Program Handbook for the 2022-2023 school year. This receipt acknowledges that my child and I have read and understand the contents of the handbook. By signing this receipt, my child and I agree to follow all school policies and Pathfinders program policies and rules of conduct. I understand that failure to abide by the expectations of the program may result in discipline including exclusion from the Pathfinders Program and additional discipline in accordance with the Bayard Public Schools Student/Parent Handbook.

I want my student included in any publicity that the Pathfinders Program may receive including Bayard Public School Website, social media, newspaper, and others.

\_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: Best contact number \_\_\_\_\_ Alternate number: \_\_\_\_\_

Address: \_\_\_\_\_

Emergency Contacts: \_\_\_\_\_

How will your child get home? Who can pick up your child?

Walk with \_\_\_\_\_

Ride with \_\_\_\_\_

Which days are your children attending Pathfinders Afterschool Program? (circle)

Child#1 \_\_\_\_\_ Varies Monday Tuesday Wednesday Thursday Friday

Child#2 \_\_\_\_\_ Varies Monday Tuesday Wednesday Thursday Friday

Child#3 \_\_\_\_\_ Varies Monday Tuesday Wednesday Thursday Friday

Child#4 \_\_\_\_\_ Varies Monday Tuesday Wednesday Thursday Friday

Child#5 \_\_\_\_\_ Varies Monday Tuesday Wednesday Thursday Friday

Comments (other information we should know):