

DPS After School Program Parent Handbook

**2016-2017
School Year**



Deming Public Schools
400 Cody Road
Deming, NM 88030
(575) 546-8841
(575) 546-8517 (fax)
www.demingps.org

Welcome to the DPS After School Program!

The DPS After School Program is provided by Deming Public Schools in cooperation with the City of Deming and Luna County. Our programs are designed to provide educational, recreational, social and leadership opportunities to students during after school hours.

DPS is pleased to announce that the 2016-2017 After School Programs at *Bataan Elementary and *Bell Elementary will be funded by a New Mexico Public Education Department (NMPED) grant and will operate in cooperation with the STEM Outreach Center at New Mexico State University.

After School Programs will take place at the following school sites:

Bataan Elementary

2200 Hwy 418 SW
Deming, NM 88030
(575) 544-0900

Chaparral Elementary

1400 East Holly
Deming, NM 88030
(575) 546-2047

Memorial Elementary

1000 S. 10th Street
Deming NM 88030
(575) 546-2502

Deming Intermediate School

500 West Ash
Deming, NM 88030
(575) 546-6568



Red Mountain Middle School

2100 Hwy 418 SW
Deming, NM 88030
(575) 546-0668

Bell Elementary

1100 East Maple
Deming, NM 88030
(575) 546-9712

Columbus Elementary

PO Box 210
Columbus, NM 88029
(575) 531-2710

Ruben S. Torres Elementary

1910 8th Street NW
Deming, NM 88030
(575) 544-2723

Deming High School

1100 South Nickel
Deming, NM 88030
(575) 546-2678

Enrollment:

This program is available to students in K-12 who attend the participating schools listed above. Your child will be officially enrolled in the program when their school site receives their completed enrollment forms. Registration forms and information are available in the office of each participating school site and can be found on the school and district websites.

Registration/Capacity:

Registrations will be accepted beginning **Monday, September 26th**.

All students will have the opportunity to enroll and participate in the DPS After School Program at their school site. All registrations will be taken on a first come, first serve basis.

Waiting lists will be used and will be maintained during the school year if necessary. Families will be notified throughout the school year as spaces become available. In the event of an opening, the first person on the waiting list will be called and then subsequent people notified in order on the list.

Staff:

Our qualified staff will strive to provide strong leadership and create an enriching environment to foster growth and success. Background checks are completed on all employees and volunteers participating in the programs. District staff will work closely with school site staff to ensure an enriching program.

School Site	After School Coordinator	After School ADMN/Oversight
Bataan Elementary	Kirk Zimmerman	Mrs. Ivy Baca
Bell Elementary	Kathy Lopez	Mr. Eduardo Hernandez
Chaparral Elementary	Crystal Ziller	Ms. Virginia Chavez
Columbus Elementary	Ricardo Gutierrez	Mrs. Viridiana Sanchez
Memorial Elementary	Mrs. Amber Abbott	
RST Elementary	Jazmin Munoz	Mrs. Charlotte Sandoval
Deming Intermediate	Anamaria Sandoval	Mr. Toby Soderberg
Red Mountain Middle	William Richmond	Mr. Jesus Saenz
Deming High School	Shared: Stephen Libby & Andrew Wyman	Ms. Claudia Smith

*Teachers to be determined – See After School ADMN for specific information if needed.

Program Schedule/Time(s):

The DPS After School Program will begin on October 3, 2016 and end on May 5, 2017.

August	September	October	November	December	January	February	March	April	May
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Students will attend the program Tuesday-Thursday each week.

Monday	Tuesday	Wednesday	Thursday	Friday
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Hours of Operation:

ALL Elementary Sites	School Dismissal – 5:00PM
Deming Intermediate School	School Dismissal – 5:30PM
Red Mountain Middle School	School Dismissal – 5:30PM
Deming High School	School Dismissal – 5:30PM

Inclement Weather:

Outdoor activities will be limited due to heat, wind chill, when it is raining or during severe weather. Indoor activities will be substituted.

School Closings:

The DPS After School Program will only run on those days when school begins and dismisses at the normal time. There will be no program on days when school start time is delayed, if school dismisses early due to weather or on days that there is no school.

During the school year there may be unforeseen circumstances, which may cause the DPS After School Programs to be cancelled. Circumstances could include inclement weather, conferences or other school functions. Advance notice will be given when possible.

Daily Schedule:

Elementary Sites	
3:00-3:30	Homework
3:30-4:15	Activity 1
4:15-5:00	Activity 2

Deming Intermediate / Red Mountain Deming High	
3:30-4:00	Homework
4:00-4:45	Activity 1
4:45-5:30	Activity 2

Description of Activities:

Activities will vary by site according to need, interest and staffing requirements. All participating schools will be required to provide activities in the following areas:

Academic Support – Homework Assistance/Homework Club

All Students will receive homework support on a daily basis.

Students will have access to a certified teacher who can provide support, if needed, with completing homework. Students that do not need help will have structured time devoted to completing their homework before going home.

Enrichment

Social Skills

Youth Development/Leadership

Intramural Team Sports

Participating schools will schedule a variety of academic opportunities, seasonal activities and intramural athletics which will allow students the opportunity to work together and develop social, team, creative, and athletic skills.

(Examples of approved programs: Music, Choir, Dance, Theatrical Production, Youth Writers Club, Basketball, Volleyball, Field Sports, Gym Sports, Science Exploration, Good Neighbors, Student Leadership, etc.)

STEM / STEAM:

Participating school sites will also provide academic enrichment via STEM / STEAM opportunities which will present students participants with fun, challenging, and problem-solving activities in the areas of science, mathematics, engineering, technology and the arts.

Attendance:

If your child is absent from the DPS After School Program, he/she will be marked absent and no further action will take place.

Important: *If a waiting list exists at a school site and a student accrues (5) absences or is not attending as expected, he/she will be dropped from the program.*

**It is the responsibility of the parent to contact their After School Coordinator to discuss attendance matters.

Transportation:

<p>Bataan Bell Chaparral Memorial RST *Deming Intermediate *Red Mountain Middle School *Deming High School</p>	<p>Transportation WILL NOT be provided.</p> <p>Parents/Guardians must make arrangements to pick students when the After School program ends each day.</p> <p>Parent/Guardian MUST inform the School Site Coordinator if their child will walk home or ride their bike home following the After School Program. Students WILL NOT BE ALLOWED to do so during inclement weather days or during the winter months when it is dark at dismissal time.</p> <p><i>**Secondary students from Columbus / Palomas will have access to the DPS Activity Bus which shuttles to the area each evening.</i></p>
<p>Columbus Elementary</p>	<p>Transportation WILL be provided.</p> <p>Information regarding bus transportation will be provided to participants by the school site.</p>

Sign In/Sign Out Procedures:

Parent/Guardian(s) and/or their authorized contacts are required to sign their child out of the DPS After School Program each day.

Important: School demographic information is used for this purpose. Please see your school secretary to make sure your contact information is correct and that your secondary/emergency contact information is correct also.

Identification will be checked and a safety phone call will be made to parent/guardian if staff is unfamiliar with an individual who arrives and requests to check out a student.

Parent/Staff Communication:

Please advise your After School Coordinator if there are any significant changes in your child's life; these may include moving, illness within the family, death, etc. School issues can also affect a child's behavior. We encourage you to share this information with the site staff as you see necessary.

Photographing Program Participants:

At various times during the school year, photos may be taken of your child by authorized DPS individuals for public relations or educational purposes. A photo release statement is located on the registration form and must be signed by the parent/guardian for permission.

If you do not want your child's photo taken please let the site staff know during their first week of the program as well as decline permission for photo release on the student registration form.

Discipline Policy:

Students who choose to participate in the DPS After School Program are welcome to do so as long as their behavior and participation are positive and appropriate. School rules and expectations are still in place and are to be followed.

Students who choose to misbehave or are disrespectful to other participants and/or staff members will lose the privilege to participate.

Sick Child Policy:

If a child becomes ill during program time they will be taken to a separate area and made comfortable while waiting for the parent or other designated person to arrive to pick up the child.

Injuries & Accident Report:

Any injuries during the DPS After School Program will be documented by staff and reported to the After School Site Coordinator and Administrator.

Minor Injuries:

1. Wounds will be cleaned with soap and water and a bandage applied.
2. Ice packs will be applied if necessary.

In the Event of a Serious Injury or Illness:

1. Injury will be assessed and appropriate action will be taken. Staff member will stay with child at all times.
2. Child's enrollment form will be referred to for a list of persons having authority to pick up child. Staff will attempt to contact the parents/guardians first.
3. Emergency personnel will be called first if injury or illness appears serious, then parents/guardians.
4. If child must be transported to the hospital by ambulance, a staff member will ride with child taking enrollment forms along.

