

Iber Holmes Gove LEAP

Program Procedures and Policies

Supplementary Handbook

Hours: 2:45-5:45 pm Monday-Friday

Fee Structure: \$50 for the entire school year

Learning Enrichment After-School Program, commonly referred to as **LEAP**, is a federally funded after school enrichment program in the Raymond School District. The New Hampshire Department of Education requires that our services are designed to support the academic and social-emotional growth of our members, with priority given to students who are identified as needing academic support or who come from low-income families. Regular attendance is paramount to our members receiving the full benefit of our programs; therefore, our members are expected to attend consistently until the end of enrichment time at 5:00 each night. In the event that the program reaches enrollment capacity, students with sporadic attendance and dismissals run the risk of losing their spot to students on our waiting list. With that said, we will do everything in our power to ensure we have the staffing and capacity to not require a waiting list. We have no desire to turn anyone away or remove them from our program. Please make regular participation in LEAP a priority for your child.

Payment: Payment is due upon registration. Students will not be allowed to attend the program until payment has been received unless arrangements are made with the Site Coordinator and permission is granted. (If payment issues arise, please contact Pat Arsenault at 895-3394 ext. 4308. We will not deny any child our services due to inability to pay.)

Discipline: The after school program is an extension of the school day. Students will be disciplined under the same guidance laid forth in the student handbook as consistently as possible given the after school structure and environment. Suspensions may be issued in accordance to the guidelines set forth in the student handbook. In the event a member is suspended, they may not attend any form of activities or clubs provided by this specific program. In rare cases, problems may persist to the point that it is no longer feasible for a member to remain in the program. In this situation, please understand that it is an absolute last resort for us, when we have tried everything to resolve disciplinary issues before falling back on this option.

Policies: LEAP is a District program, and therefore all Raymond School District Policies are applicable. These can be found on the District [website](#). The Iber Holmes Gove Middle School Handbook, approved by the Raymond School Board, also constitutes District Policy and is applicable to LEAP. The handbook is updated annually, and parents/guardians must annually confirm that they have received the handbook through online student registration.

Cell Phones/Electronic Devices: During program hours, cell phones and other electronic devices are not to be used while participating in homework club, tutoring, or enrichment classes. Exceptions can be made at the teacher/group leader's discretion.

Pick-up Policy: Pick-up is no later than 5:45 pm. Late fees of \$1 per minute starting at 5:50 will be enforced on a session basis if a student is picked up late more than 3 times per session.

Lost & Found: We cannot be responsible for lost or stolen property. Most items left at the after school program will be put in the school's lost & found bin. Any items of value (video games, iPods, etc.) will be left in the Site Coordinator's possession until the next afternoon when they can personally be returned to their rightful owner. It is the student's responsibility to ensure that they leave with everything they brought with them.

Emergency Form: The registration form you fill out at the beginning of the program will also serve as your child's emergency information form. It is absolutely imperative that this form is filled out accurately thoroughly in the event you need to be reached in a hurry. Please provide timely updates when contact information changes.

Check-Out Policies: Students may be signed out by parents and people authorized on the emergency form. The Site Coordinator reserves the right and is encouraged to request ID from anyone she/he may not recognize. If your child will be picked up by someone not on the form, please be sure to inform the Site Coordinator in writing exactly who and what date this person will be picking up your child. *Please let us know immediately if there is anyone, especially a relative, that your child may recognize but you do not want them leaving with them, and please provide proper documentation legitimizing these claims.

Refunds: Because registration is the key component to planning and supplying a program like this, we are unable to offer refunds on fees. Our payment structure is a flat rate regardless if a member attends every day for the entire year or just one day.

By signing this you state that you understand and agree to the procedures and policies set forth in this document. Thank you for your cooperation and we look forward to providing you with the best after school programming we possibly can.

Parent Print Name *Date*

Parent Signature *Date*

Student Print Name *Date*

Student Signature

Date

