

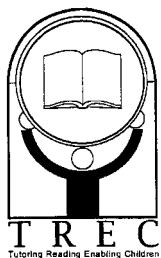
THE ZONE

PARENT INFORMATION HANDBOOK 2011-2012

MORRIS AREA COMMUNITY ED

AND

UNIVERSITY OF MINNESOTA MORRIS
TREC Program



University of MN, Morris

the

ZONE

I, _____ have read and understand the ZONE parent
(parent's name)
handbook. I understand that by signing this form, I agree to abide by the ZONE rules and
regulations and any of the consequences stated in this handbook

Parents Signature: _____ Date: _____

Names of Children in the ZONE Program:

**PLEASE DETACH THIS PAGE AND RETURN TO THE ZONE STAFF IN THE COMMUNITY ED
OFFICE ALONG WITH ALL REGISTRATION FORMS**

The Zone & TREC Program

Sponsored by:

University of Minnesota, Morris, Morris Area Community Education and Recreation, Morris Area Schools, and the Stevens County Family Service Collaborative

ZONE AFTER SCHOOL PROGRAM PURPOSE:

The primary purpose of the ZONE program is to provide a safe, fun, and learning environment for students to come to everyday after school. Tutors help students with their homework so as to increase academic achievement, especially in core areas of reading, writing and math. The program also allows time, and promote youth's readiness to transition into productive adulthood. This will be done by implementing a program that will assist with homework help, teach study skills, provide opportunities for civic responsibility, and teach healthy life skills.

ACTIVITIES:

Tutors provide a structured environment where students are able to complete their homework as well as read and or be read to. Tutors are responsible to provide extra work for each child if they have no homework. This work will be assessed by tutor with suggestions from parents and teachers. It is the tutor's responsibility to provide help in needed areas for each child. Children in grades 3-6 will be required to present their daily planners to their tutor at the beginning of The ZONE.

ENROLLMENT:

The enrollment form includes two pages of information for parents to fill out about student(s) attending the program. Information on the form includes: identification data, person(s) authorized to pick up your child, medical information, emergency information, and signatures from both a parent/guardian and the student. Permission and release information is also included.

There is a charge of \$2.50 a day to cover snacks and Bonus Time Tuesday events. Punch cards must be purchased in advance and can be bought at the Community Ed Office. There is a choice of a \$12.50 card (5 punches) or a \$50.00 card (20 punches).

****Parents must purchase punch cards and complete and return forms to Zone Coordinator Kelsey Wheaton in the Community Education office before their child is permitted to attend the program.****

FACILITIES:

The program will be held at the Morris Area Elementary Cafeteria, Media Center, and 1st, 2nd, 3rd & 4th grade pods during the school year with occasional planned field trips.

AGE OF CHILDREN:

Children who are in grades K-6 are eligible for the ZONE.

PROGRAM HOURS:

The ZONE program is open 3:15 p.m.-5:00 p.m. Monday through Fridays during the school year. The ZONE is not in session during the planned school holidays or UMM breaks.

****LATE POLICY (VERY IMPORTANT):****

The late policy for The ZONE is this: **If you are late more than three times during the year to pick up your child, Morris Area Community Education reserves the right to excuse your child/children from the program. The ZONE program ends promptly at 5:00 pm.** Our staff and tutors have other commitments and obligations to attend to

STAFF:

The staff includes:

- Zone Coordinator- Kelsey Wheaton
- Community Education Director- Cindy Perkins
- UMM TREC Coordinator- Heather James
- Service Learning Coordinator- Cheryl Kuhn
- University of Morris college students (Tutors)

IN THE EVENT OF SCHOOL CLOSING:

The ZONE will **not** be held on weather-related early dismissal days or when school is cancelled, but will be held on planned early dismissals.

CHECK IN AND CHECK OUT PROCEDURES:

Tutors will be responsible for handling the children's check in and check out each day. When a student arrives at the ZONE they are responsible to check in with a designated tutor. All children must be picked up daily by parents or other authorized persons. Only those persons parent's authorized on their registration form will be allowed to pick up the child. If someone other than an authorized person will be picking up your child, the ZONE coordinator must be **notified**. We will not release a child to any person not listed on the registration form. **Parents requesting that their children leave ZONE without a parent or other authorized individual must give written authorization for the children to do so.** The ZONE staff is not responsible for a child's welfare after he/she leaves the ZONE.

LEAVING FOR ANOTHER PROGRAM:

If your child is participating in another after school program that is on school grounds (examples gymnastics, flag football, cheerleading, etc...), our staff will be responsible for getting them to their designated area. If the event is not on school grounds (like soccer at Green River Park or something at the University) our staff will **NOT** be able to take them, as we can only be responsible for the students while they are on school property.

DISCIPLINE:

The ZONE will utilize the discipline policy established by Morris Area Schools.

Children are asked to follow one rule and that is respect. We have students show respect by listening, being kind, and being safe. We teach students to respect themselves, respect others, (including adults and tutors) and respect the property at the Zone (tables, games, homework carts).

Actions which may result in disciplinary actions include but are not limited to: damage to school property; physical or verbal assaults and threats; possession or use of weapons and illegal substances; and failure to follow directions of staff members.

Disciplinary actions include but are not limited to: timeouts; a conference with the student; a conference with the parents; and loss of privilege to attend the ZONE for a period of time or permanently. Parents will be notified in all discipline situations.

SNACKS:

Healthy snacks will be provided daily. The students are asked not to bring any other food to the ZONE.

PERSONAL BELONGINGS:

All children will bring and store their personal belongings in the ZONE designated area. Children should be dressed adequately for both inside and outside play. **The ZONE is not responsible for lost or stolen items.**

PHONES/ MUSIC PLAYERS

Cell phones, electronic hand held devices, iPods and or other music players are not to be used by students. They should be turned off and left in the backpacks upon entering the ZONE site.

PARENT PARTICIPATION:

Parents are encouraged to visit the ZONE site. Parents are also encouraged to express concerns or offer suggestions. Also, parents should let the TREC Site Coordinator, Kelsey Wheaton or their child's teacher know if there is certain tasks/homework they would like to see tutors work on with their child.

CONCERNS:

Concerns or questions about the Morris Area School ZONE program should be addressed to Kelsey Wheaton at 585-2230 or kwheaton@morris.k12.mn.us, or the UMM TREC Coordinator, Heather James at (320)589-6227 or hjames@morris.umn.edu

TYPICAL ZONE SCHEDULE:

| | |
|------|--|
| 3:15 | Arrival, Sign in, Snack time, healthy lifestyles discussions |
| 3:30 | Wellness/fitness activities |
| 3:45 | Homework help; computers, reading, math, and writing centers |
| 4:35 | Center choices, games, reading |
| 5:00 | ZONE ends for the day! |

IMPORTANT DATES TO REMEMBER:

September 12- ZONE STARTS
October 17-21 –NO ZONE (Fall Break MAES & UMM)
November 10 & 11 –NO ZONE (Conferences)
November 24-25 –NO ZONE (Thanksgiving Break)
December 9 –Last day of Zone for the Winter
January 24 – ZONE RESUMES
February 20 – NO ZONE
March 12-16 –NO ZONE (UMM Spring Break)
March 26 –NO ZONE (if no school)
March 28 – Early Dismissal ZONE 12:30-5:30 pm
April 6 & 9 –NO ZONE (MAES Spring Break)
April 11 – Early Dismissal ZONE 12:30-5:00 pm
April 27- Last day of Zone

ZONE Thursdays at the RFC: (schedule subject to change)

Your child will have the opportunity to swim at the Regional Fitness Center on these Thursdays for about 30 minutes. The schedule is as follows:

| | |
|--------------|-------------|
| September 22 | February 23 |
| October 27 | March 22 |
| November 17 | April 22 |
| December 8 | |

Please have your child bring a swim suit, towel, and a plastic bag

Bonus Time Tuesday Schedule:

On Tuesdays when the Zone is in session, the staff plan special activities for the children to participate in. Examples include: bingo, Halloween Party, relay races w/prizes, game day, bowling, drawing and painting, winter party, guest speakers, etc. Details will be sent home with your child.