



GOAL LINE DETROIT 2023-2024

PARENT HANDBOOK

PHILOSOPHY AND GOALS

The Community Education Commission and its GOAL Line program offer an alternative for parents whose children otherwise would be home alone after school. The GOAL Line program is self-supporting and located in the Northwest Activities Center. Our purpose is to provide safe, enjoyable, and affordable out-of-school experiences for children enrolled in partner elementary/middle schools.

Our goals are:

- To provide a flexible, developmentally appropriate play and success-oriented curriculum which complements the home and school by encouraging physical, social, emotional, and intellectual growth as well as positive feelings of self-worth in a group setting.
- To provide a warm, secure environment designed to encourage decision-making, problem solving, individual expression, and freedom within limits, where children respect and enjoy each other in a group setting.
- To provide a competent, caring and professional staff who understand and meet the needs of the children in group childcare.
- To provide frequent and open communication with parents to provide support and encourage involvement.

Any time you have a suggestion or concern, please talk with your site leader, or contact one of the following administrators:

- Ronald Newton – Goal Line Program Director – rnewton@cecdetroit.org
- Talisa McKissic - Program Associate - tmckissic@cecdetroit.org
- Rayford McKistery - Senior YMCA Program Dir. - rayford.mckinstry@ymcadetroit.org
- GOAL Line Detroit – info@cecdetroit.org

LICENSE TO OPERATE

Our site is licensed as Child Care Centers by the State of Michigan Department of Licensing and Regulatory Affairs. A licensing notebook maintains all license and regulatory documentation as required and is readily available.

ENROLLMENT POLICIES & PROCEDURES

In order to be eligible to attend the GOAL Line or to be on a wait list, the child must be currently enrolled in a partner school and be in grades K-8. The list of partner schools can be provided upon request.

A child is considered enrolled at GOAL Line once the availability of space has been confirmed and all required records (including enrollment and health forms, transportation authorization, permissions, letter of agreement, parent handbook, etc.), are received. Additionally there is a cost of \$25 per household.

WAITING LISTS

Enrollment at the site is limited. The length of the waiting list and its movement varies from year-to-year. Openings are offered as space becomes available throughout the year. GOAL Line cannot guarantee or predict when space will become available. If you are on a waiting list and are offered service, you may choose to either accept the service or be moved to the bottom of the waiting list (one time only).

Withdrawing from GOAL Line

Student withdrawals include but are not limited to, attendance issues, lack of participation, insubordination, and withdrawal by parents. Please refer to the Code of Conduct for more information on this topic.

DAYS & HOURS OF OPERATION

The program is held in designated areas from the end of the school day until 6:15 pm. We host the program Monday – Friday, excluding holidays and days where school is closed.

Our program follows partner school calendars and operates on days when school is in session. Please refer to the school calendars for specific dates.

EMERGENCY DELAYS, DISMISSALS & CLOSINGS

Schools are sometimes closed for emergency conditions such as snowstorms, facility problems, etc. In these situations:

- **If schools are closed, afterschool is closed.**
- **If schools are dismissed early for an emergency, afterschool is closed.**

Parents must make alternate arrangements for days when afterschool is closed or closes early for an emergency. Parents are asked to monitor the local news media for cancellation, delay, and early dismissal information.

ARRIVAL AND DEPARTURE POLICIES

After school, children are to immediately report to the designated area to sign/check in with staff of partner school. Students are transported and greeted by GOAL Line staff as they arrive, and attendance is taken. GOAL Line cannot assume responsibility for a child until he or she has signed/checked in with a GOAL Line staff member.

RELEASE AND DEPARTURE PROCEDURE

- Children will be released only to those persons specified on the registration form. At least one emergency contact must be listed on the Child Enrollment and Health Information or Child Information Record form for emergency pick-up situations.
- If a person not listed on the registration form must pick up the child in an emergency situation, parents are to provide an email from the address on file with GOAL Line Staff, or a signed note giving the person permission to pick up the child.
- Phone calls will be accepted to grant permission only if they can be readily verified through voice recognition or a return phone call. Staff will check the identification of anyone they do not recognize.
- Please inform anyone picking up your child of this policy so they are aware we must see a photo ID before releasing the child.
- Written permission is necessary for a child to leave the afterschool program to attend other activities in the building. Forms are available on-site and electronically upon request.
- The person who picks up the child must inform a staff member that they are leaving. Documentation of the child's departure will be recorded. Parents are responsible for the supervision of their child after they are released.
- Any person who is suspected of being impaired by alcohol or drugs will be asked to call another designated person to pick up the child. The police may be called if necessary.
- Please end all phone calls and greet the staff and your child promptly when entering the facility.
- Your child's safety and well-being are our priority!

WALKER POLICY

- Children in grade 4-8 are permitted to walk home with written permission on file from the parent.
- The Afterschool Walker Policy has been developed to give parents of GOAL Line children in grades 4-8 the option to authorize the release of their child to walk home or to a designated activity/destination.
- To help assure the safety of the child, the following conditions must be met for GOAL Line to release the child:
 - The child must be in grades 4-8.
 - Written permission from the parent must be on file before the child can be released.
 - It is the responsibility of the parent to determine that the child has the necessary maturity level and skills, and to review safety procedures with the child before authorizing release.
 - There are no adverse safety factors, including but not limited to inclement weather conditions, as determined solely at the discretion of the Program Director or the staff. In this circumstance when a child will not be released, the parent will be contacted to pick up the child.
 - The child must first get permission from a GOAL Line staff member and then sign out on the attendance sheet before leaving.
 - The child must walk home or to a designated activity/destination.
 - Children are not permitted to wait on school grounds to be picked up.

CUSTODY ISSUES

- All parents/guardians listed on the Child Enrollment and Health Information shall be authorized to pick up his/her child on any day that Afterschool is in session and will be permitted to designate others to pick up his/her child on any day that Afterschool is in session -- unless Afterschool is provided with a copy of a court order or decree that authorizes restriction of these parental rights and the Program Director is apprised of the court order or decree.
- For parents with joint or shared custody, either parent will be permitted to pick up the child on any day Afterschool is in session and to designate others to pick up the child on any day Afterschool is in session.
- If one parent is the legal custodian of a child, only the parent with legal custody will be permitted to designate others to pick up the child, so long as the court order or decree provided to Afterschool supports such a determination.

STAFFING & SUPERVISION

GOAL Line staff are well-qualified specialists who are committed to providing a warm, supportive environment to enhance the child's self-image.

A major responsibility of staff is to provide for the health and safety of each child. Staff members are on alert to monitor the safety and supervision needs of the children, anticipate possible hazards and take appropriate preventive measures. In any event where a change in the child's health is noticed, a child experiences an injury or when a child is too ill to remain with the group, precautionary measures will be followed. The parent will immediately be notified, given the opportunity to immediately collect the child, or the child can be placed in a safe zone until conditions have improved or the parent becomes available.

If staff or volunteers experience any illness, or become impaired, they will alert a member of support or management, another staff member will cover their activity until conditions have improved, or removal from the facility is necessary.

GOAL Line will not exceed the staff to child ratio of 1:18 and maximum group size of 72 for school age children required by the state. Maximum group size is defined by the number of children in one group that may be cared for at any time, excluding snack time, outdoor play or special activities. Because we desire to provide a higher level of quality care, we strive to provide continuity of care and to maintain a staff to child ratio of 1:18. We intend that no child will be left alone or unsupervised.

CURRICULUM

The GOAL Line curriculum, designed to meet the goals of our program, provides a variety of activities including arts and crafts, sports and games, music, technology and coding, building community, cooking, science and discovery, math, literature, fitness and wellness activities, special interest areas and special events. Activities are planned to meet the needs and interests of the children.

DAILY SCHEDULE

The children's daily schedule is flexible enough to provide adaptability but structured enough to provide predictability for the children. Times may vary but a typical schedule is:

Arrival Times	3:00	3:15	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15
3:00pm	Eat in Cafe		HW Help and SEL		Enrichment				Enrichment Dismissal				Dismissal	
3:30pm		Eat in Cafe		Enrichment				Enrichment						
4:00pm				Eat in Cafe		HW Help and SEL		Enrichment						
4:30pm					Eat in Cafe		Enrichment							

This schedule may vary due to dismissal time of students. Schedule is subject to change.

OUTDOOR PLAY

Outdoor play periods are required for the children each day as the weather permits. In inclement weather, indoor large muscle activities will be provided in the gym. The outdoor play period may be canceled or the length of time adjusted for extreme temperatures or threatening weather.

Children will stay indoors if the temperature is 32°F or below or if the temperature is 95°F or above. Outdoor play will not be provided when there are non-weather related safety issues outside.

Please see that children are dressed appropriately for active play for both indoors and outdoors. This includes appropriate shoes for active play, hats, gloves, and boots for winter snow play.

GOAL Line is commitment to promote healthy lifestyles by focusing on physical activity and healthy food options. Every child participates in at least 30 minutes of physical activity each day at GOAL Line. Some examples of physical activities are: walking, relay races, group games, aerobics, calisthenics, jump rope, running, dance and other fun physical activities.

SNACK

A snack, which provides nutritional value in addition to calories and contains at least one food from each of two of the four basic food groups, will be available each afternoon. This snack is not intended to be a meal. If your child does not like the food served or you would like your child to have more, please feel free to send a healthy snack with your child. Snacks are sealed and are distributed by staff prior to enrichment programming. A monthly snack menu is posted and emailed monthly.

MOVIES

Only G and PG rated movies will be shown to the children. Parents must specify on the registration form which movie ratings their child has permission to see.

FIELD TRIPS & TRANSPORTATION OF CHILDREN

Children may enjoy periodic field trips away from the site. Transportation will be provided by GOAL Line. Parents will receive specific information before each field trip, including the destination, the means of transportation to be used and the staff/child ratio that will be followed on the trip. Written permission from a parent/guardian is required for all field trips and swimming activities.

During field trips, each child will wear an information tag which includes the program's name, address, and emergency phone number. A person trained in first aid/CPR, a first aid kit, and emergency forms and health records for each child will be available on all trips.

Each GOAL Line staff member will have specific children they are responsible for supervising during the trip. Attendance will be taken before departure from GOAL Line, upon arrival at the field trip destination, periodically during the field trip, before departing the field trip site, and upon returning to GOAL Line site.

Adult volunteers may also be in attendance to assist with field trips, but are not directly responsible for the supervision of the children.

Swimming field trips to area pools will be supervised by certified lifeguards or water safety instructors and Afterschool staff.

HOMEWORK POLICY

GOAL Line is not an academic extension of the school day but we appreciate all the demands on school age children and their families and have a commitment to their academic learning. Although GOAL Line believes that homework is ultimately the child's responsibility, we will do all that we can to encourage children to work on it at GOAL Line.

Our daily schedule includes 20-30 minutes of quiet time Monday through Thursday for homework or reading. During this time, GOAL Line staff will be available to provide some assistance, if needed, but cannot be expected to check children's work for accuracy or completeness or to provide individual tutoring for children. Please check with your Program Director for more detailed information about your site's homework time.

CHILD GUIDANCE & MANAGEMENT POLICY

The GOAL Line child guidance and management policy applies to all staff, parents, and children while they are at the program. One of the goals for GOAL Line is for children to learn self-discipline so they may function independently in a socially acceptable manner.

Self-control and social skills are developed by guiding the children through everyday activities and interactions with others. Rules and limits are set for three main reasons:

- To prevent possible harm to self or others.
- To prevent damage to property, and to prevent infringement on the rights of others.
- To provide a safe and secure environment for everyone.

The following rules have been developed which will be in effect at all times:

- Show respect for people and property.
- Follow good safety practices.
- Follow directions the first time they are given.

In addition, each site will have specific rules which will be posted and discussed with the children. School rules will also be in effect to provide consistency for the children throughout their day.

The environment of the program will be structured to help children remember limits. Children will be treated with respect so they, may in turn, learn to respect others.

Positive language will be used to provide simple, consistent explanations. Reasonable efforts will be made to help children adjust to the GOAL Line group setting.

Children will be taught to be responsible for their actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents.

Children exhibiting inappropriate behavior will be redirected to an appropriate activity or provided with natural or logical consequences. A child who is having problems playing within the guidelines of the program may be removed to a non-stimulating, relaxing, supervised area for a period of time to regain control.

Parents will be informed of their child's behavior at GOAL Line and every attempt will be made to work together with the parents and the child to correct serious or recurrent behavior situations. If a child's behavior frequently requires extra attention from a staff member, parents may be called upon to participate in a partnership to develop a special behavior management plan, which meets the requirements GOAL Line. Please refer to the Code of Conduct for more information on this topic.

INCIDENT REPORTS

In cases of serious or recurrent misbehavior, an incident report will be written. Examples may include but are not limited to causing a physical injury, taunting, name-calling, encouraging others to exclude a child from a group, threatening physical harm, and damaging property.

Should a child's inappropriate activity or behavior result in damage to any CEC/GOAL Line owned or leased property, GOAL Line reserves the right to assess the parent or legal guardian for any and all amounts necessary to repair or replace the damaged items or property.

An incident report is intended to inform parents or legal guardians about inappropriate behavior. Staff will discuss the incident with parents or legal guardians, who are asked to sign the report, review it with the child, and discuss better ways to deal with the situation. Written incident reports are completed within 72 hours of the occurrence.

A copy of the incident report will be given to the parents and a copy will be sent to the CEC office.

Please remember that it is not acceptable for a parent or legal guardian to engage in an argument with or threaten GOAL Line staff and/or children. Examples of such behavior include but are not limited to loud voices, foul language, threatening or inflicting physical harm. This type of behavior may result in disenrollment from the program.

SUSPENSION

In cases of serious or recurrent incidents, parents may be called to pick up their child. Following an opportunity for the child to explain his or her actions, a suspension may be imposed. A parent conference may be required before the child returns to the program. After suspension, if the child's behavior continues to be inappropriate, the child may be discontinued from the program.

DISENROLLMENT

If, at any time, CEC determines that a child is unable to benefit from the program, unable to abide by the GOAL Line rules, or the child's behavior is unsafe or unmanageable, the child's enrollment may be discontinued from the program.

In such cases, CEC would communicate with the parent or legal guardian prior to disenrollment. A child whose enrollment has been discontinued from the program, for any reason, may not seek entrance in other GOAL Line programs in the current year and possibly future years.

BULLYING

Bullying behavior will not be tolerated in the GOAL Line. Bullying is any unwanted, aggressive behavior that involves real or perceived power imbalance. It is repeated, or has the potential to be repeated over a period of time.

Bullying includes intentional acts of one child towards another that causes the other child mental or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating or abusive environment for the other child.

If it is determined that a child is involved in bullying, disciplinary action will be taken, including warnings, consequences, restrictions, conferences, suspensions and/or disenrollment.

ACCIDENTS, EMERGENCIES & SAFETY OF CHILDREN

The safety of the children is of greatest concern at **GOAL Line**. Several procedures have been devised to assure the safety of the children. Each of the following is available at the site:

- A telephone for emergencies
- A staff member trained in first aid, communicable diseases, CPR, and child abuse/neglect recognition and prevention
- First Aid Kit

ACCIDENT/INJURY

In the case of a minor accident/injury, GOAL Line staff will administer basic first aid. For a more serious injury, first aid will be administered, and the parent will be contacted immediately to assist in deciding an appropriate course of action.

If an injury is life threatening, the Emergency Services will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Parents are required to grant permission for emergency transportation at the time of application.

- A written incident/injury report will be completed and given to the person picking up the child whenever a child:
 - has an illness, accident or injury which requires first aid
 - receives a bump or blow to the head
 - is transported by Emergency Services
 - is involved in an unexpected event which jeopardizes safety

If a child requires emergency transportation, the report will be available within 24 hours. Reports for serious incidents or injuries will be sent to CEC as required.

EMERGENCIES

If transportation is required for an emergency situation, it will be provided by the Emergency Services, school buses, or the parent depending on the nature of the emergency.

A written plan explaining the action to be taken in case of fire, severe weather alerts, or general emergencies will be followed. This plan includes a diagram of evacuation routes and is posted in each area.

In the event of an environmental or violent threat, children will be moved to a safe area, authorities will be contacted and their directions will be followed. Parents will be informed as soon as possible.

In the event of an emergency evacuation due to fire, weather conditions, utility emergencies, etc., the children may walk or be transported by school bus to a designated emergency destination. A sign will be posted at the Afterschool site indicating the location where you can pick up your child.

Parents will be contacted as soon as possible. If a parent cannot be reached, the emergency contacts listed on the registration form will be called.

MANAGEMENT OF COMMUNICABLE DISEASE

A GOAL Line staff member who has completed a six hour training course on the prevention, recognition and management of communicable disease will be on-site at all times. All staff receive training in hand-washing and disinfection procedures prior to working with children. A Communicable Disease Chart, which will be followed for appropriate management of suspected illnesses, is posted at the program. Parents will be notified of exposure to a communicable disease.

Staff members who have a communicable disease or are unable to perform their duties due to illness will be released, and a substitute staff member will replace them.

Any child or staff member exhibiting any of the following symptoms will be considered to be carrying a communicable disease and should not attend GOAL Line:

- temperature of 100°F in combination with any other sign or symptom of illness •
- diarrhea (three or more abnormally loose stools within a 24 hour period)
- severe coughing
- difficult or rapid breathing
- yellowish skin or eyes
- redness of the eye or eyelid, discharge, matted eyelashes, burning, itching or eye pain •
- untreated, infected skin patches, unusual spots or rashes
- unusually dark urine and/or gray or white stool
- stiff neck with an elevated temperature
- evidence of untreated lice, scabies, or other parasitic infestation
- sore throat or difficulty swallowing
- vomiting more than one time or when accompanied by any other sign or symptom of illness

If a child becomes ill with any of the symptoms listed while at GOAL Line, the parent or guardian will be notified to immediately pick up the child. The child will be separated from the group, supervised within sight and hearing of an adult and made as comfortable as possible.

Children who are not feeling well but who are not exhibiting any of the above symptoms will be isolated and observed for further signs of illness. If a child does not feel well enough to participate in the daily activities of the program the parent will be called to pick up the child.

The child will not be readmitted to the program until he or she is symptom-free for a period of 24 hours or until a physician's written permission verifies that the child is no longer contagious. A child who is absent from school for illness will not be permitted to attend GOAL Line that day.

MEDICATION POLICY

Due to storage and safety concerns at GOAL Line, it is strongly recommended that all medications be administered at home or during the school day.

In the event that medication must be taken during the hours of GOAL Line, a Medication Form must be completed and on file with GOAL Line staff before a child will be able to consume any medication during GOAL Line.

Medication forms are available on-site and must be updated each school year. Medications must be given directly to the Program Director and will be stored in a designated area inaccessible to the children.

Children who have permission from the school to carry and self-administer asthma medication using an inhaler during the school day are also permitted to do so at GOAL Line with the appropriate forms on file.

The parent must complete and sign a Request for Administration of Medication form, complete and sign a Request for Child to Carry Inhaler form and provide verification that the child has permission to carry the inhaler during the school day.

The child must keep the inhaler in their possession at all times while at GOAL LI Line NE and not share it with any other person. Any time the child is unable to maintain control of the inhaler it must be given directly to a GOAL Line staff member. It is recommended that the parent provide a second inhaler as a back-up for emergencies.

SPECIAL NEEDS POLICY

It is the intent of GOAL Line to provide group childcare services to children, without regard to disability. Enrollment of children with disabilities will be made as long as the child is determined to be a qualified child with a disability.

Factors include that the child will **not**:

- constitute a direct threat to the health or safety of themselves or others
- require supervision or personal services beyond that reasonably expected of the existing staff, or services not provided for children without disabilities,
- require specialized equipment not present in or available to the program.

Reasonable accommodations will be made to meet the special needs of the child. However, accommodations that would fundamentally alter the nature of or create an undue financial burden on the program, such as one-on-one care, cannot be made.

Parents will need to provide all pertinent information regarding the child's special needs and complete a written medical/physical care plan to assist the staff in the care of the child.

Evaluation of qualifications will be undertaken on a case-by-case basis. Input from the parents and the Program Director will be taken into consideration.

Initial enrollment decisions will be based on reasonable judgment concerning the likelihood that the child's participation in a group childcare setting can provide adequate educational, physical, and social adjustment, given the nature and extent of the disability.

Initial enrollment may be provisional for a period to be stated by the Director at the time of enrollment. Continued enrollment may be reconsidered at any time, for any child, based on the above listed factors.

PARENT PARTICIPATION

Parents are welcome to visit and observe the program at any time and are encouraged to participate whenever possible in the activities at site. You may wish to attend field trips, special events, special interest activities/projects or simply stop in to enjoy the daily fun! When visiting, please notify the GOAL Line Staff of the day you would like to visit. Parents must be accompanied by GOAL Line staff during their visit. The staff are also available to discuss a child's needs and parents are encouraged to share any thoughts and information about their child at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with the Program Director whenever it is necessary to engage in lengthy conversations.

The hours the Program Director is available for conferences is posted at the parent table. Parents are encouraged to inform the GOAL Line of any questions, suggestions, or concerns they may have. Concerns should first be addressed on-site with the Program Director. Every effort will be made to resolve issues/concerns at the site. If the situation cannot be resolved on-site, the CEC office may be contacted, and a conference may be arranged. If a solution is not found, parents may address their concern in writing to the CEC Administration. GOAL Line staff members are also to follow the same chain of command. To keep parents advised about GOAL Line, information will be shared through informal discussions, conferences, emails, texts, newsletters, and via the parent table. The parent table includes posted information and a folder for each family. Please check daily for mail and messages.

DISCONTINUATION OF ENROLLMENT

A child's enrollment may be discontinued, or enrollment may be denied by GOAL Line for any of the following reasons:

- Absent for 3 or more consecutive days. Two warnings will be given. Dismissal will result after the third offense.
- Recurrent late pick-ups after 6:00 PM.
- Child is unable to abide by the GOAL Line rules, or the child's behavior is unsafe or unmanageable.
- Child is unable to benefit from the program, or the program is unable to meet the needs of the child.
- Parent behavior is inappropriate, or the parent is unable or unwilling to work respectfully and cordially with the staff.
- Parent is unwilling to accept the resolution of the staff.

A child, whose enrollment has been discontinued for any reason, may not seek entrance in other GOAL Line sites for the current year and possibly future years. If a child's enrollment is discontinued due to the behavior of his/her parent, the parent may be precluded from the GOAL Line premises and/or from enrolling his/her children in the future, and this decision is entirely at the discretion of CEC/GOAL Line.

LATE PICK-UP

GOAL LINE staff members have evening responsibilities and are not expected to remain past 6:15 PM. Although no child would ever be left unattended, it is imperative that they are picked up on time, daily.

If a child has not been picked up by 6:15 PM and attempts to contact parents and emergency contacts have been unsuccessful, the Detroit Police will be contacted. Your child will have to be picked up from the closest police precinct.

Each time a parent has a late pick-up, they will be issued a late pick-up ticket. This ticket will be given to the person picking up the child and it will be on file on-site.

Any child that has received three (3) late pick-up tickets can be suspended from the program.

GOAL Line reserves the right to suspend and/or terminate enrollment for recurrent late pick-up.

ADDITIONAL INFORMATION

- Unless the parent or legal guardian informs GOAL Line, in writing, to the contrary, the parent or legal guardian gives GOAL Line permission to use and/or publish your child's photograph and/or likeness, your child's name, and/or your child's work (including but not limited to art work, drawings, writings, poetry, crafts, etc.) in the media, newspapers, the internet, newsletters, videos, publicity materials, and/or any other format or medium.
- The GOAL Line telephone must be available for emergencies. For this reason, children are permitted to use the phone only for emergencies at the discretion of the GOAL Line staff, and parents are asked to call their children only when it is absolutely necessary.
- Children are not allowed to use personal cell phones for texting or calling without the permission of a GOAL Line staff member.
- GOAL Line is a cell phone-free area. Due to the importance of greeting children and hearing about their day, parents are required to finish phone conversations before entering the building. Children and staff are not permitted to use personal cell phones at GOAL Line.
- Although staff will make every effort to help children keep track of their personal belongings, the final responsibility rests with the child.
- Appropriate items may be brought to the program, but if they are lost, stolen, or broken, GOAL Line cannot be held responsible for replacement or repair. This includes any electronic devices which may be used at GOAL Line only during homework time and on scheduled dates. Please check with your Program Director for more information.
- GOAL Line reserves the right to search the child's belongings if the need arises.
- In an effort to provide consistency for the children, the GOAL Line staff will have on-going communication with the school staff. By enrolling your child at GOAL Line, you consent to this communication.
- A parent may take photos of his/her child or children at GOAL Line sponsored events. However, parents may not post any photos from GOAL Line events on the internet or on social media if they include other children (children for whom you are not the parent or legal guardian). Many parents do not wish their child's photo to be on the internet or on social media, and GOAL Line respects their wishes.

GOAL Line Code of Conduct Acknowledgement of Receipt

THANK YOU

Thank you for choosing GOAL Line as your childcare provider. The fact that you have enrolled your child and are reading this handbook demonstrates your genuine concern for the welfare of your child. We appreciate the opportunity to work with you and your child; and we will make every effort to see that your family enjoys a positive experience with GOAL Line. Policies in this handbook will be followed even if no confirmation of receipt has been received.

I, _____, have received a copy of the 2022-2023 GOAL Line Parent Handbook.

Parent Name _____

Parent Signature _____ Date _____

TECHNOLOGY AGREEMENT

Use of electronic devices during designated periods at the GOAL Line is a privilege for the students. It is important for all students to follow the guidelines listed below for safety, responsibility and with respect for people and property.

- Devices used to aid in completion of homework (laptops, tablets, e-readers) may be utilized during the scheduled homework time in designated areas only and must remain flat on the table.
- Use of gaming devices may be permitted on special occasions but no more than once per week (at the discretion of the GOAL Line Staff).
- Personal cell phones are not to be used at GOAL Line and must remain in the child's backpack at all times.

DURING GOAL LINE CHILDREN ARE NOT PERMITTED TO:

- Communicate on any social media (including, but not limited to, social networking sites such as Facebook, Twitter, Instagram, Snapchat) unless instructed to do so by a GOAL Line staff member
- Take and/or post photos and/or videos with or without the consent of the children involved • Visit video-sharing sites such as YouTube
- Email, blog, visit chat rooms, or post on bulletin boards
- Make personal phone calls to family or friends. Children wishing to contact their parents may request to use the office phone, but this will be limited to emergency calls only.
- Play games which involve violence, profanity, or those deemed inappropriate by GOAL Line Staff
- Allow others to listen to music contained on their personal devices including, but not limited to, iPods, iPads, MP3 players, etc.
- Other inappropriate actions at the discretion of GOAL Line Staff

If you would like your child to have access to any electronic device at any time during the school year, please sign the agreement below.

I, _____, accept sole responsibility for any electronic device that (*parent's name*) my child, _____, may bring to GOAL

Line and the content on the device. I will not hold GOAL Line responsible for any electronic items that may be lost, stolen, or broken. I have discussed the guidelines above with my child and accept that failure to follow these guidelines may result in my child's immediate and/or permanent loss of the use of any electronic device at GOAL Line.

Parent Signature Date

Student Signature Date

AFTERSCHOOL PROGRAM WALKER POLICY

The GOAL Line Walker Policy has been developed to give parents of GOAL Line children in grades 4-8 the option to authorize the release of their child to walk home or to a designated activity/destination. To help assure the safety of the child, the following conditions must be met for GOAL Line to release the child:

- The child must be in grades 4-8. Younger siblings in grades K-3 are not permitted to accompany the child.
- Written permission from the parent must be on file before the child can be released. • It is the responsibility of the parent to determine that the child has the necessary maturity level and skills and to review safety procedures with the child before authorizing release. Parents are also responsible for obtaining all communication by GOAL Line including information from the parent table, tax receipts, incident/injury reports, etc.
- There are no adverse safety factors, including but not limited to inclement weather conditions, as determined solely at the discretion of Program Director or other GOAL Line staff. In this circumstance when a child will not be released, the parent will be contacted to pick up the child. If the parent does not arrive by 6:30 PM, the GOAL Line will issue a late pick-up ticket.
- The child must first get permission from a GOAL Line staff member and then sign out on the attendance sheet before leaving.
- The child must walk directly home or to a designated activity/destination.
- Children are not permitted to wait on school grounds to be picked up.

I have read and understand the AS Policy and agree to abide by it. I hereby grant permission to the GOAL Line Program to release my child, _____, to walk home:

on a daily basis at ____:____ PM only with written or verbal permission

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Date