



Seneca Nation Education Department

2016 Hënödeyësta' Drive, Suite 2

Irving, NY 14081

(716) 532-3341

After School Enrichment Program 2021-2022

The Seneca Nation of Indians Department of Education recognizes that parents are primarily responsible for their children's education and that education is essential for the growth and progression of the Nation. To assist parents in providing supplemental educational opportunities for their children, the After School Program is being provided by the Seneca Nation of Indians Department of Education - Cattaraugus Territory to assist students in Math, ELA and completing homework assignments.

Eligibility: Students Grades 3-5 & Grades 6-8
Program Dates: October 4, 2021 – June 9, 2022
Program Hours: Monday through Thursday
until 5:30pm
Location: Education Department Classrooms (ECLC Building)

Applications must be completed and returned to the Education Department – Cattaraugus.

Bus transportation can be arranged with your school district for your student to be dropped off directly at the program. **Parent must notify the school and complete required forms for the school district transportation department.**

Program calendar and schedules will be sent home with students after the first day of attendance at program.

**Seneca Nation Education Department
After School Enrichment Program 2021-2022
Application**

Student Name: _____ Grade: _____

School District: ___Gowanda ___Lake Shore ___Silver Creek

Primary Teacher's Name: _____

Student Address: _____

Parent/Guardian Name(s): _____

Phone #(s) _____ Email: _____

Does student have an IEP/504? Y / N If yes, please provide a copy.

EMERGENCY CONTACT INFORMATION

Contact Name & Phone

_____ Relationship: _____

Authorized to pick up child: Y / N

Contact Name & Phone

_____ Relationship: _____

Authorized to pick up child: Y / N

Please list others authorized to pick up child on the back of this form.

Health Information/Allergies: (Please list health/allergy information that we may need to be aware of)

Medical Information Certification and Emergency Authorization

I certify that my child is in good health to the best of my knowledge and that he/she has not been recently exposed to any contagious diseases. In the event of illness, injury or medical emergency, I authorize the adult staff of the Seneca Nation After School Enrichment Program, as an agent for the undersigned, to perform first aid on my child, I also give my consent for any medical or surgical care deemed advisable by any physician or surgeon licensed under the provisions of the Medical Practice Act on the medical staff of any hospital. I also authorize the Seneca Nation After School Enrichment Program to administer the sunscreen/insect repellent as specified to my child.

Parent/Guardian Signature: _____ Date: _____

Student Work and Data Release Form:

I understand that in order to provide the proper academic assistance to my student(s) the Education Department staff and teachers need **access to files and student data** related to my student. I also acknowledge that any files collected are kept confidential and used solely for JOM or department related purposes. By checking the lines below, I acknowledge that the Education Department staff will be permitted **access to the following school related files. This access will be granted from the date listed below until the end of the 2021-2022 After School Program.** I also acknowledge that this access can be cancelled at any time through a formal letter to the Education Department.

Student Work Samples: _____ I DO give permission _____ I DO NOT give permission

Student Data/IEP/Grades: _____ I DO give permission _____ I DO NOT give permission

Media Authorization

I understand that various forms of media may be taken of my child while they are enrolled in the program. This media will only be used for publicity purposes or general activity documentation.

Parent/Guardian Signature: _____ Date: _____

Programming Policies & Procedures:

- The program is designed with enrichment components, academic intervention and homework help. Your child is REQUIRED to work during all components of the program.
- **Program will begin at 3:30pm and end at 5:30pm.** Drop off by school district bus or parent for all groups. Parents are required to pick up students promptly at 5:30pm. Prior day notification to teacher of late arrival, and/or future absence when possible.
- Participants will be signed out of program by parent/guardian daily. If someone other than the parent/guardian or authorized pick up person(s) is picking up your child we need written permission to allow your child to leave with the alternate. No child will be released without adult supervision.
- Should parent/guardian contact information change, it is parent/guardian responsibility to notify the program in a timely manner.
- **Location sites for Enrichment program will be at the Education Department Classrooms located in the ECLC Building. Please look for orange traffic cones designating building entrance.**
- Students are expected to be respectful of staff and other students at all times. If behavior becomes a problem, parents will be notified and students will be removed from the program (see Discipline Policy)
- **Cell phones or other personal electronics will not be allowable during program.** Please be aware the Seneca Nation is not responsible for lost, damaged, or stolen devices. If your child is caught with an electronic device it will be taken and held till pickup occurs. The device will only be released to the parent.
- If a participant is found to have nits or lice she/he will be allowed to stay until the end of the program day and a parent will be notified.
- All injuries will be documented by program staff. For injuries requiring more than first aid, 911 will be called. Parent/guardian will be notified immediately.

Internet and iPad use Policy:

The After School Program utilizes technology in order to assist with academic and homework help. Students will not be permitted to access any websites that are deemed inappropriate in a school setting. Failure to comply with a teacher's request with regard to questionable websites will result in disciplinary action up to and including dismissal from the program.

Attendance Policy:

Any child absent from After School Enrichment program for more than four **(4)** consecutive days, without notification, will be dropped from the program. Any child that has more than fifteen **(15)** cumulative absences, without notification, will be dropped from the program.

Discipline Policy:

Bullying “Bullying” or “Harassment” is intentional written, cyber, verbal, or physical. Actions that are reasonably perceived as being intimidating, hostile, humiliating, or threatening will not be tolerated. Each incident will be documented and a follow up call/meeting will take place with parent/guardian.

Language No swearing or abusive language will be tolerated. Each incident will be documented and a follow up call/meeting will take place with parent/guardian.

Behavior Disrespectfulness and defiance will not be tolerated and will require a staff/parent/guardian conference to form an intervention approach to remedy the behavior pattern.

Vandalism & Stealing Vandalism and the willful or malicious destruction, defacement or theft of any equipment or property is strictly prohibited and should be reported immediately. Participant/parent/guardian will be financially responsible. The participant will be held to the consequence policy.

Weapons There will be **ZERO TOLERANCE** of weapons (including knives and firearms) on the premises. Participants are required to immediately report knowledge of a weapon on the premises to Program Staff. Any incidents will be grounds for immediate dismissal from the program.

Violence No fighting, wrestling, horseplay, or “hands on” will be permitted. Please report any incidents to program staff. Fighting will result in immediate removal of both children involved.

Drugs There will be a **ZERO TOLERANCE** of any drugs, tobacco products, alcohol, or controlled substances. Any incidents will result in immediate dismissal from the program.

Consequences Policy: Violations of the discipline policy will result in immediate suspension or removal, as noted in discipline policy above. Other violations will follow the three step consequences below.

- STEP 1** – documented verbal warnings will be given to child by Teacher or Program Supervisor. Supervisor will be notified of concerns and documentation will be filed. Parent will have to sign off on acknowledgment of verbal warning.
- STEP 2** – parents are given a written report and notification of possible suspension by Teacher and/or Program Director. Parent conference will take place with ASEP staff.
- STEP 3** – third written report documented and immediate phone call to parents requesting a conference is to take place. Parent may be requested to pick up student based on severity of incident. Suspension from the program may occur immediately. Duration of suspension is to be determined by the Supervisor/Director and Teacher.

By signing below I consent with the program requirements, policies & procedures, attendance, internet and discipline policies outlined in this document. I understand that these policies must be followed at all times during the After School Enrichment Program to ensure the function of the program and also the safety of my child. I acknowledge the policies and will make sure my child will follow them.

Student Signature

Student Name – Print

Date

Parent/Guardian Signature

Parent/Guardian – Print

Date

Authorized Pick up List

Contact Name & Phone# _____ Relationship: _____

Contact Name & Phone# _____ Relationship: _____

Contact Name & Phone# _____ Relationship: _____

Contact Name & Phone# _____ Relationship: _____

Contact Name & Phone# _____ Relationship: _____