



City of Oberlin After School Enrichment Program “Policies, Rules, & Procedures”

Play...Learn and Grow Together!

While attending City of Oberlin After School Enrichment Program (OASEP), all children are asked to comply with the already existing rules of their school, as well as, the After School Enrichment Program rules. In order to maintain a safe environment, we ask that you please review them with your child.

1. Be respectful to other students, our college mentors and staff members.
2. Follow all the directions the first time they are given.
3. Stay in assigned area.
4. You are only allowed to leave assigned area with staff member escort only.
5. Keep hands, feet, inappropriate comments, and objects to yourself.
6. Walk appropriately on school property.
7. Use respectful and appropriate language at all times, using ‘inside voices’.
8. Bring your homework and all assigned work to the afterschool program every day, so staff can help you with your assignments during homework time. You will not be allowed to return to your locker or classroom for work/books that you forgot.
9. If you come to after school with homework that needs to be completed, a staff member will help you complete your homework, but will not do the homework for you.
10. Children are not permitted to leave OASEP before scheduled time without proper advance notification from a parent or guardian, to the after school staff supervisor.

After School Discipline Policy

The OASEP is a means of providing additional educational support and opportunities for students to be involved in a fun, safe, educational environment. Therefore, it must be recognized that inappropriate behavior by the students, especially in the form of threats and bullying against other students and/or staff, does not promote a favorable learning environment, and will not be tolerated.

As with any other zero-tolerance policy, there will be consequences for the following types of misconduct:

1. Failure to follow rules, policies and procedure’s of the OASEP.
2. General misconduct, including loud or boisterous behavior that tends to disturb other students, and includes running in the classroom/halls, minor defacement of property, and pushing or shoving others.
3. A student’s persistent refusal to follow the instructions of program staff, program supervisor, or program teachers. This shall also include a student’s refusal or failure to properly identify oneself on request.
4. Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and/or actions or gesture directed to or in the presence of any student or staff members.
5. Mutual physical confrontations between students (fighting).
6. Possession and/or use of any tobacco or drug related items or ‘look a like’ items – this may include cigarettes, chewing tobacco and other tobacco-related products, lighters, alcoholic substances, drug-consumption devices, and any substance suspected of being a ‘drug’.
7. A behavior that may result in physical or mental abuse to one’s self.

Disciplinary Actions

1. Verbal reprimand
2. Special assignments or removal from area and or activity
3. Program staff/student behavioral contract
4. Parent Contact
5. Suspension from After School Enrichment Program:
 - a. First Offense – 1 day suspension
 - b. Second Offense – 3 days suspension
 - c. Third Offense – Parent/Staff conference to determine continued enrollment in the program
6. Permanent withdrawal of OASEP privileges – includes non-academic activities (i.e. games, gym activities, computer lab, art activities, etc.)

Attendance Policy

The OASEP enrollment process, the parent or guardian must identify the days their child will attend the program. This important information assists the School Administration and OASEP staff to ensure that students are not being dismissed to their buses and returning to an unsupervised situation at home. The OASEP and School Administration are working together to create a safe transition from school to OASEP and, therefore, attendance by students and communication with parents is very important. The OASEP and School district cannot be held responsible for students and families who neglect to follow the attendance procedures in place. As a result of our need to ensure the safety of students, the following policies must be followed:

1. Students enrolled in the OASEP are expected to attend on days identified by the parent/guardian during the initial enrollment process. Changes to that schedule must be submitted to the schools and City of Oberlin Recreation Division (440)775-7254 or email Recreation@cityofoberlin.com prior to going into effect.
2. If your child is not going to be attending on a regularly scheduled day, we asked that the School Administration and the OASEP Staff be notified (440)775-7254 or email Recreation@cityofoberlin.com the days before or in writing, prior to the absence.

Inclement Weather Policy

In the event of inclement weather, City of Oberlin Afterschool Enrichment Program follows school district's lead for school delays and cancellations.

If school is cancelled, the OASEP will be cancelled.

In the event that the OASEP is in session, and the weather becomes dangerous, the parents are encouraged to arrive early to pick up their children from the program.

Child Pickup Policy

All parents shall pick up their child from the OASEP at the cafeteria of Eastwood Elementary School. Parents are reminded to drive slowly when arriving to pick children up. Please turn off your car's ignition and take your key with you. Siblings of After School children should never be left unattended in the car.

All parents or designated adult pickup person must enter the school lobby and come to cafeteria to pickup their child. The children will be in the cafeteria area with staff of the OASEP. All parents or designated adult pickup person must find your child's name in the OASEP sign-out book and print and sign your child out before exiting the premises. For the safety of your children, he/she will only be released to the parents or designated pickup person. Should another adult be picking up your child, please send written notification and be advised that they may be asked for photo identification. Once a child is released to his/her parent or designated pickup person, the child's care and safety are the responsibility of the parent or designated adult.

In order that your child is not left feeling confused or upset, we ask that you make every attempt to pickup your child on time. The program ends at 6:00 pm. Sharp!

In the event that a child is not picked up from the OASEP on time (before 6:00pm), the parent must notify the City of Oberlin Recreation Division or Program Supervisor, by phone 440-775-7254 before 4:30 p.m. and 440-396-1431 (after 4:30 p.m.). Any child left at the After School Program after 6:15 p.m. will be transported to Oberlin Police Department, 85 South Main Street for their safety and parents will be notified that they can pick-up their child at the Oberlin Police Department.



Please return bottom half of paper to Oberlin After School Enrichment Program

I have read and reviewed the contents of the City of Oberlin After School Enrichment Programs Parent's Manual, and I agree to accurately carryout the policies and procedures of the City of Oberlin's After School Enrichment Program.

Child's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____

