



Youth Club Program Overview/Parent Handbook

Table of Contents

	Page
1) Purpose and Mission of Youth 360 and Youth Club	1
2) Locations	1
3) Hours of operation	1
4) Contact Information	1
5) Program Model and Activities Available	1
6) Eligibility and Enrollment	2
7) Transportation	2
8) Arrival/Departure Procedures	2
9) Communication procedures	2
10) Closures	2
11) Behavior Support and Management	3
12) Participant Code of Conduct	3
13) Health and Safety/Emergencies	3
14) Food	4
15) Family and Community Engagement	4
16) Access/Special Needs	4
17) Privacy/Personal Information	4

1. Purpose and Mission of Youth 360 and Youth Club

Youth 360 connects local youth to their peers, parents and community to increase health and wellness. The more connected a young person is, the more likely they will become happy, healthy, thriving adults. Social connection is linked to increased rates of health and well-being and reduced rates of bullying, suicide, and substance misuse. Youth 360 builds connection by providing positive, meaningful activities and opportunities for young people and their families.

Youth 360 Vision: Youth and families thriving in a caring and connected community.

Youth 360 Mission: Provide activities and opportunities to help youth and families thrive.

Youth 360 will operate Youth Club, an after-school and summer break program. Youth 360 is a program of United Way of Mat-Su and was developed in collaboration with other local Mat-Su organizations, including the Mat-Su School District and Mat-Su Health Foundation.

2. Locations

Youth Club provides summer and after-school programs at Houston Middle/High School and Wasilla Middle/High School, starting in summer 2019. Expansion to future sites and age groups will occur as program resources allow.

3. Hours of operation

Youth Club is open from 12-5 pm during summer program and from 2-6 pm during the school year. Programs will be open from Monday-Friday, except on holidays, school closure days and for occasional staff professional development opportunities.

4. Contact Information

For questions regarding enrollment, program design or to get involved as a volunteer or activity vendor, please contact the Youth 360 Director.

- Youth 360 Director: Tyler Healy
- Phone: 373-3613; E-Mail: director@youth-360.org

5. Program Model and Activities Available

Youth Club offers structured and varied activities during summer and after-school programs. Youth Club activities are designed to encourage connection and a sense of belonging for participants, build skills and incorporate youth choice and leadership. Weekly activity schedules will be posted at Youth Club sites. Regular routines, activities and a positive, supportive program atmosphere will encourage youth participation, leadership and enrichment. Structured activities will be organized and facilitated by Youth Club staff, outside vendors and volunteers. Regular activity blocks include recreation, creative expression, games and activities, youth leadership, media and technology clubs, and many others. Specialized activities will also be offered based on youth interest and instructor availability. Occasional off-site field trips and enrichment activities may also occur. Parents/guardians will be notified of planned field trips and provided with any required permission slips with reasonable advance notice.

The Youth 360 project also provides for community-based activity funding for each youth that attends a participating Youth 360 school or site. This allotment system will be available in Fall 2019.

6. Eligibility and Enrollment

Eligibility: all students enrolled at a participating Youth 360 site school will be eligible to enroll in Youth 360 activities and Youth Club.

Enrollment process: Families must enroll their child in Youth 360 before they can participate in after-school or summer Youth Club activities. Families can enroll via enrollment forms available at your school or Youth 360 office (777 N. Crusey St., Suite A1, Wasilla, AK) or by visiting www.unitedwaymatsu.org.

7. Transportation

Transportation will be available via contracted busing to/from the program sites during the summer, and from the program to central community sites at the end of each day during the school year. Pick-up and drop-off sites will occur at centralized community locations. Specific bus routes and times will be available for parents upon enrollment. Please contact Youth 360 Director at 373-3613 for detailed information on transportation routes.

Bus conduct: Youth 360 follows Mat-Su Borough School District universal bus expectations, located at <https://www.matsuk12.us/Page/25483>. Youth Club attendees are expected to meet expectations and follow instructions from bus drivers in order to ensure safe travel for all. Director of Youth 360 and Youth Club Manager will be responsible for addressing bus conduct concerns received from bus drivers or others.

8. Arrival/Departure Procedures

Youth or parent/guardian will sign the youth in and out of the program upon arrival and departure. If a participant checks out of the program, they will not be permitted to return that day unless approved by club manager due to a reasonable excuse provided by parent or guardian (i.e., doctor's appointment, family engagement, etc.). Participants will not be released to anyone other than a parent, guardian, or person listed on the Youth 360 registration form as approved for pick-up. Parent/guardian can call program sites to provide permission for additional adults to pick up their child. With prior parental or guardian permission, Youth 360 allows for participants to depart from the program site unaccompanied by an adult. If a student leaves the program site unaccompanied without prior permission, parents and/or additional contacts will be contacted immediately.

9. Communication procedures

Youth 360 will utilize MSBSD mass communication systems for information on closures, schedule changes and other updates. Parents/guardians can contact their location's Youth Club Manager for questions on daily programming, basic communication regarding your child's schedule, or other day to day questions. During the school year, school offices at Youth 360 sites can connect parents and guardians to Youth Club staff.

10. Closures

Youth Club will follow MSBSD guidelines and decisions for site closures. Youth Club will be closed if host schools are closed or after-school activities are cancelled due to inclement weather, safety issues, transportation issues or any other reason. Youth Club will close if sufficient staffing is not available. MSBSD mass communication services and any other available means will be used to notify parents and families of closures, with as much advance notice as possible. Program schedules and information will be updated regularly to reflect any changes in offered program activities.

11. Behavior Support and Management

Youth 360 is committed to providing an environment in which participants feel connected, valued and supported. Staff, volunteers, vendors and visitors will use strengths-based, non-coercive, and individualized behavior management strategies when interacting with and supporting youth. Youth will be encouraged to utilize self-control and self-management and provided opportunities to do so by Youth Club staff.

12. Participant Code of Conduct

Youth 360 follows student rights and responsibilities as outlined in MSBSD Student Handbook (available at any school or online at <https://www.matsuk12.us/>). All Youth Club participants will be expected to uphold a culture and atmosphere of respect and consideration for others. With staff support and guidance, Youth Club participants play an active role in developing program norms and expectations.

Youth that engage in behavior that is unsafe or counter to Youth 360's philosophy of healthy connection will be subject to a progressive discipline system. Youth 360 Director will determine disciplinary response in coordination with Youth Club staff, Youth 360 leadership team and school personnel. Youth 360 will follow MSBSD school policies related to weapons, drugs and alcohol, bullying, physical/sexual harassment and misconduct and other major safety considerations, as outlined in MSBSD Student Handbook. Youth 360 staff, school personnel, behavioral health providers, families and youth can work together to develop an individualized plan to support youth as needed.

13. Health and Safety/Emergencies

Illness/Injury: Participants should stay home in case of illness. If a participant appears ill or contagious within the program, Youth Club staff will attempt to contact parent/guardian to pick up the youth. Serious medical issues or emergencies will result in an immediate call to parents. In case of medical emergencies, Youth Club staff will access the emergency medical system and provide care within their training and ability. By enrolling their child in Youth Club, parents provide permission for Youth 360 staff to make decisions regarding the emergency medical care or treatment of my child if the parent cannot be reached. CPR/First Aid Training is required for Youth Club staff.

Supervision: Youth Club attendees will always be supervised by at least two Youth Club staff and/or approved volunteers or vendors. Well-established routines and expectations will be established in order to maintain supervision and safety for participants. Sign-in and sign-out procedures will allow staff members to maintain an accurate count of attendees and their locations. Youth 360 employees are prohibited in meeting in closed door private or one-on-one meetings with students.

Ratios: Youth Club locations will be staffed by one Club Manager and two Youth Engagement Specialists for each site. This staffing model allows for a maximum of 30-40 youth participants at one time.

Mandatory Reporting: Per Alaska law, Youth Club staff are required to report child maltreatment. http://dhss.alaska.gov/ocs/Pages/childrensjustice/reporting/references_law.aspx#47.17.020

Emergency plans are in place for fire, earthquake, shelter in place, evacuation and medical issues. Youth 360 follows MSBSD facility emergency plans.

14. Food

Youth 360 will provide healthy meals and snacks for every Youth Club attendee daily through partnership with outside food providers. Youth Club staff will serve meals and ensure compliance with food safety, documentation and equal access requirements. Youth 360 attendees are expected to comply with basic program expectations surrounding food administration and consumption in order to ensure compliance with third party provider requirements. Meal replacements can be made for youth

with allergies or dietary restrictions. Contact Youth Club Manager or Youth 360 Director for more information.

15. Family and Community Engagement

Youth 360 seeks to build connections in our community and programs by providing opportunities for families and community members to engage in Youth Club activities and development. Families can volunteer at the program, donate supplies or materials or provide activities based on interests and skills. Youth 360 also plans to create family and youth advisory councils to provide local guidance for Youth Club programs. To get involved in Youth 360 or for more information, please contact Tyler Healy, Youth 360 Director at 373-3613 or director@youth-360.org.

16. Access/Special Needs

Youth 360 and Youth Club are inclusive and equitable spaces for youth. Program space will be accessible and available to all eligible participants. Youth 360 will provide reasonable accommodations to support youth with special needs and/or IEPs.

17. Privacy/Personal Information

Youth 360 will not share enrollees' personal information without permission from parent/guardian. Youth 360 may utilize program photos, videos, youth-submitted media and artwork, social media outreach and other means to publicize the program and provide updates to families, participants and community members. If you do not want your child's likeness or creative output used publicly, please contact Tyler Healy, Youth 360 Director at 373-3613 or director@youth-360.org. Youth 360 will also conduct periodic private and anonymous surveys of participants and families in order to gather feedback and improve the program. Parents and participants are not required to complete surveys, and responses will be private and anonymous.