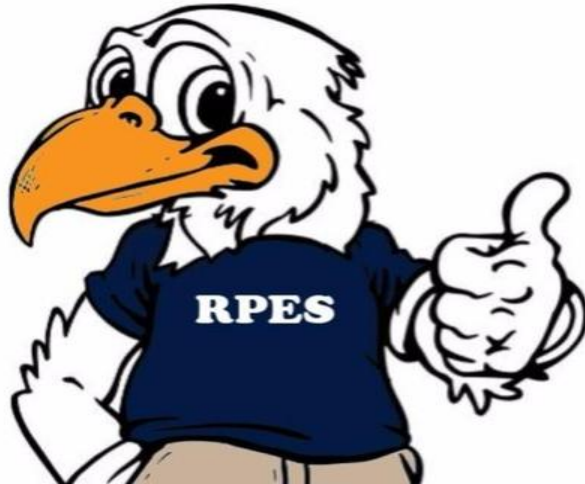


2025



EAGLE Club
After-school Program
Parent/Guardian
Handbook

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Dear Parents and Guardians,

Welcome to Richardson Park Elementary School's EAGLE Club, our official afterschool program for the 2024–2025 school year! Participation in high-quality afterschool programming plays a vital role in supporting your child's education and overall development. Research shows that students involved in consistent after school activities demonstrate improved attendance, academic growth, stronger relationships with staff, and a positive attitude toward learning.

This Handbook is intended to provide students and families with important information about the EAGLE Club's activities, procedures, and policies. We kindly ask that you review this Handbook carefully and keep it accessible for reference throughout the school year.

Important Reminder:

To ensure that your child receives the full benefit of the program, we recommend that they remain for the entire duration each day (until 6:15 p.m.). While early pick-ups are discouraged, we understand that occasional exceptions may arise. In such cases, please notify the Program Director or your child's homeroom teacher in advance to coordinate arrangements.

We sincerely appreciate the support and partnership of our EAGLE Club families. Should you have any questions about the Handbook or program expectations, please do not hesitate to contact me directly.

Best regards,

LaToya Irving

EAGLE Club Program Director

Email: Latoyas.irving@redclay.k12.de.us

Phone: 302-992-5570 ext. 226

(Available via **Remind** as well)

Mission/Goal

EAGLE Club's mission is to support the strategic goals of Red Clay Consolidated School District by providing an affordable, safe, structured, and engaging academic, wellness, and enrichment after-school program open to all children in grades 2nd thru 5th to develop the whole child.

Staff will provide a safe, positive learning environment that will support social, emotional, cognitive, and academic development, while promoting physical health and enriching relationships with RPES Staff and community partners

EAGLE Club Program Leadership

EAGLE Club Program Director

On a daily basis, the Program Director will ensure the structure and functioning of the program. The Director will be your daily point of contact for Eagle club. The Program Director will ensure that the program has routine and runs safely and effectively for everyone involved.

LaToya Irving, Program Director
Latoyas.irving@redclay.k12.de.us
office- 302-992-5570 ext. 226

EAGLE CLUB Administrator

The Administrator oversees the Program Director and ensures that essential components of programming are in place for EAGLE Club. To guarantee quality programming at a school-wide level, the Administrator will assist in enforcing policies and procedures, monitoring programs, and supporting partnerships with community-based organizations (CBOs).

Erin Brown (formerly Ms. McGinley), Program Administrator
erin.mcginley@redclay.k12.de.us
office- 302-992-5570 ext. 807

Application & Enrollment Procedures

EAGLE Club does not discriminate against applicants on the basis of race, color, national origin, sex, age, religion, or disability status. Application forms for the Program are available at the RPES front office, and completed application forms will be collected by RPES staff and given to EAGLE Club Program Director for review. Parents of applicants who are accepted into the Program will be notified by letter. The application must include the student's personal information, emergency contacts, full legal names of persons authorized to pick up the student, parent/student signatures, and all other requested information. A copy of each student's application will be kept on file for 1 full year in the counselor's office. It is the responsibility of the enrolling parent/guardian to update information in the application should any changes occur in an emergency, telephone, or other information. Each site has a limited number of enrollment spaces available. When all spaces are filled, each subsequent applicant's name will be placed on a waiting list, and the applicant's parent/guardian will be contacted as space is available. To be placed on the waiting list, a completed application must be submitted to the Program Coordinator. A completed application must be submitted for each school year.

Schedule of Operation

3:45- 4:15 p.m. Students receive dinner in cafeteria

Students will receive a meal for dinner during arrival time. Meals are currently being provided by Red Clay School District Nutrition Services. If your child has any food allergies, dietary restrictions, or prefers different or additional food, please feel free to send a snack with your child. Students will not be allowed to leave school premises, utilize staff vending machines, or share snacks/meals with other students.

4:15-5:10p.m. - Academic Enrichment

5:10-6:10p.m. - Student Clubs/ SEL (Social Emotional Learning Lessons)

6:10-6:15 p.m. Dismissal starts -Students are dismissed as Bus riders, car riders, or walkers

Hours and Dates of Operation

EAGLE Club program days and hours of operation are Tuesday and through Thursday only, from 3:45–6:15p.m., unless otherwise specified by the school. EAGLE Club will operate in one session: Spring (April 3- May 22, 2025). Please refer to the RCCSD calendar for school closure dates and refer to the school's website for up to date EAGLE Club calendar updates.

There is no afterschool programming on holidays, parent-teacher conference days, canceled days (such as days with inclement weather/snow days), or teacher professional development days. Therefore, there is no EAGLE Club on the following dates:

[Spring Session](#): April 22 & April 24th

Program Policies and Procedures

In order for afterschool programming to be engaging, safe, and structured, certain program policies must be implemented.

Dismissal Procedures

Students may begin to be picked up at 6:10 p.m. and must be picked up ON TIME each day. A student may be picked up by any persons listed on the Application and that person must present a valid picture id to staff.

The parent/guardian or designated pick-up person must sign out the child(ren) when he/she picks them up as a walker

There will be no child released from afterschool programming without an authorized pick-up person to sign them out.

1. Another person may pick up a student *if and only if* the parent/guardian has sent written authorization for that individual to pick up the student.
2. A student may walk home alone only if the parent/guardian has spoken to and received the okay from the Program Director or Program Administrator. As of right now, walking home alone is not acceptable.

The Program Director will keep all written authorizations and updates in the student's afterschool program file until the last day of programming.

Steps taken if a parent/guardian does NOT pick up their child(ren):

1. If a student is not picked up by the end of the program day (later than 6:30 p.m.), staff will call the phone numbers listed in the child(ren)'s enrollment application to locate an adult who can pick up the student.
2. If, after multiple attempts, the student(s)' parent, guardian, or emergency contact(s) cannot be reached, the school will contact DFS- Delaware Division of Family Services to file a report

Late Pick-Up Policy

Although staff understands that occasional tardiness may be inevitable, EAGLE Club prohibits regular extended late pick-ups. Therefore, EAGLE Club program participation can be terminated for students whose parents/guardians are late picking up their child(ren) on three(3) occasions.

- **On the first two occurrences, staff will issue a standard written notice to the parent/guardian, identifying the first and second late-pick-up dates.**

- On the third occurrence, afterschool staff will issue a standard written notice to the parent/guardian indicating that program participation has been terminated for the child(ren) for the remainder of the school year.

No Pick-Up Procedures

Refers students if:

- The student is left in EAGLE Club unattended after removal from the program.
- The student is not picked up and afterschool staff is unable to reach a parent/guardian or emergency contact after numerous attempts.

EAGLE Club staff will implement the following steps in the event that the student (who has been previously removed from the afterschool program) is left after school dismissal:

- The student will be held in the main office once school is dismissed (beginning at 3:45 p.m.).
- School staff will call the parent/guardian after dismissal to request immediate pick-up from school (at 3:45 p.m.).
- If the parent/guardian does not pick up the student within 30 minutes, a second call will be made to the parent/guardian and emergency contacts on the student's after school enrollment form (at 4:15 p.m.).
- If the parent/guardian does not pick up a student within an hour of the first call, or prior to 5:15pm, administration will act accordingly.

Early Pick-Up Policy

In order for your child(ren) to receive the full benefits of the EAGLE Club, it is recommended that they remain for the entire duration of the program. Daily early pick-ups are not recommended or encouraged; however, if an early pickup is necessary, please contact the Program Director or notify your child's homeroom teacher to make arrangements.

Student Policies and Procedures

All rules apply during EAGLE Club programming as in the regular school day.

Behavior Expectations

The parents, students, and staff of EAGLE Club are asked to treat each other with respect, tolerance, kindness, and consideration. Students must exhibit professional, respectful classroom conduct at all times and will be asked to leave a class or activity for inappropriate behavior, including yelling, using profanity, or fighting. The following procedures will be followed consistently in the event participants behave unacceptably.

- a) **First offense:** The Program Director will discuss the problem with a student's parent/guardian.
- B) **Second offense:** The Program Director will notify the parent/guardian and it may be required to meet with program staff to develop a behavioral plan/contract in order for the child to remain in programming.
- c) **Third offense:** Student will be dismissed from the program immediately and parent/guardian will be notified via phone and will receive a program dismissal letter. The Program Administrator and School Principal will also be notified immediately.

NOTE: Serious or disruptive/destructive behavior that interferes with normal Program operation will not be tolerated and will result in immediate dismissal with no previous notice to a parent/guardian.

Any inappropriate behavior by a parent, including verbal abuse of a student or staff member or confrontations with staff members in the presence of a student, is grounds for termination of the family's participation in the Program without notice. It is expected that all students are required to meet RCCSD behavioral standards as outlined in the Student Code of Conduct handbook online:

<https://www.redclayschools.com/cms/lib/DE01903704/Centricity/Domain/196/RCCSD%20Student%20Code%20of%20Conduct%202020-21%20-%20ENGLISH.pdf>

Attendance

Students will only benefit from afterschool with consistent attendance, whole-hearted commitment, and effort. As such, students can have **two (2) unexcused absences per month** any number over that may result in immediate removal from the program (not including excused absences or COVID-19 quarantines). Please try to provide advance notice to the Eagle Club Program Director if you know your child will be absent from the program in advance. If a student has an excused absence from school then they will also have an excused absence from Eagle Club as well.

Health Policy

Student's Illness / Accident / Emergencies

If a student is absent from school due to illness, s/he may not come to the Program that day. In general, a student must have attended school during the school day to attend the Program. If a student becomes ill or is injured during the Program or exhibits any of the following conditions, his/her parent/guardian or emergency contact person will be contacted and asked to pick up the student within one hour of notification: · contagious disease · fever over 100 degrees Fahrenheit · vomiting or diarrhea · accident requiring medical attention · head lice If a student is in need of urgent hospital attention, staff will call 911, the student will be transported to the hospital by ambulance, and the student's parent/guardian will be held responsible for all costs incurred. Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the Program Director as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations.

COVID-19 Protocols

Please have your student(s) stay home if they are experiencing signs or symptoms of COVID-19. Please follow RCCSD <https://www.redclayschools.com/covid19> for the next steps and contact the school nurse if you have any questions.

Abuse and Neglect Policy

ALL STAFF are mandated reporters and as such, are required by Delaware law to make an immediate oral report to the Department of Services for Children, Youth, and Their Families, Division of Family Services, when they know of, or suspect, child abuse or neglect under Chapter 9 of Title 16 of the Delaware Code and to follow up with any requested written reports (16 Del. C. §903) <https://dpr.delaware.gov/boards/investigativeunit/mandatorychild/>

Parent Satisfaction and Communication

If you have a question, concern, or an idea for the program, contact a Program Director. **Your voice matters!** Open communication with your afterschool program leaders helps the program run well, so please keep in touch.

