

Double Time Extended Learning Community

623 South Center Street, Springfield, Ohio 45506 • Phone: 937-325-0933 • 937-532-4803

Advancing students' learning and development

Dear Parents/Guardians,

Welcome to the 2010-2011 school year. Once again, the Springfield Academy of Excellence (SAE) and Forging Responsible Youth (Forging) are partnering, to provide your K-6 students with the Double Time (TnT) Extended Learning Community. We have four main goals in place to help students to succeed: academic intervention (individual student tutoring, using certified teachers), academic enrichment (fun learning opportunities), positive youth development (life skills and wellness), and parent involvement/support. Extra time for learning and exploring is crucial to nurturing *the whole child*, so we offer a variety of enrichment activities, such as these:



- Tutoring with Certified Teachers
- Field Trips
- Outdoor Play
- Arts and Crafts
- Junior and Advanced Band
- Guitar and Piano Lessons
- Theater with Yellow Springs Kids Playhouse
- Team Building and Leadership/Community
- Service
- Mad Scientist Club/Math Magic
- Gang Green Organic Gardening Club



We're happy to have your family joining us, and we're looking forward to an exciting year. If you have any questions, please call or stop by, anytime. Visitors are always welcome.

Sincerely,

Liz Hale
Executive Director
Forging Responsible Youth
(

Edna Chapman
Principal
Springfield Academy of Excellence

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Double Time Program Information

Contact Person: Liz Hale, 937-532-4803 (cell)

Classroom Extensions: SAE Before School, Annex Lab, 325-0933, Ext. 244 or Ext. 313
SAE After School, Portables, Ext. 305, Ext. 307, Ext. 308, Ext. 311

Hours of Operation: 7:30 a.m.-8:30 a.m. and 3:00 p.m. –6:00 p.m., **Monday –Friday on Regular School Days Only** (Before/After School Program is not open if school is closed or during Academic Camp)

After School Clothing: Double Time is an active (and sometimes messy) program. To protect their uniforms, students may bring blue sweatpants and a plain light blue or navy blue t-shirt to change in to— **AFTER SCHOOL ONLY**. Students may also choose to wear logo t-shirts issued by Double Time, SAE, or Forging Responsible Youth—**AFTER SCHOOL ONLY**. Please mark each item with your child's name and wash them regularly. No other clothing will be allowed except uniforms or the items listed above. **We play outdoors, so your child will need tennis shoes (boots in winter) and appropriate outerwear daily.** We provide smocks for art.

Behavior Expectations: All students must abide by SAE behavior expectations, when participating in before- or after-school activities.

Transportation: Parents are expected to pick up their children, **no later than 6:00 p.m.** Repeated late pick-ups (after 6:00 p.m.) will result in your child being suspended or expelled from the program.

Donations Wish List: Board games, markers, colored pencils, hand sanitizer, 5 oz. paper cups, napkins, arts and crafts materials, disinfectant wipes, copy paper, pencils/pencil top erasers, gift certificates, boys and girls hygiene items, new socks/underwear (all sizes)

Volunteer/Employment Opportunities: Parents are encouraged to volunteer their time and talents to Double Time. A limited number of employment opportunities are available.

Background checks required.

Sample TnT After School Schedule:

3:00-3:30	Quiet Entry Activity/Circle Time/Snack/Restroom
3:30-4:00	Outdoor Play
4:00-5:00	Homework/Reading/Centers Activities
5:00-5:45	Enrichment Activity Choices: Students choose from 3 or more activities (see monthly calendar)
5:45-6:00	Clean Up/Student Pick-Up

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DOUBLE TIME EXTENDED LEARNING COMMUNITY FIELD TRIPS 2010-2011

At Double Time, we try to provide new learning experiences for our students. We feel that connecting with community resources and taking field trips are especially valuable learning tools.

You, as parents/guardians will be notified in advance, whenever we plan to take a field trip, so that you'll know where we're going, what we'll be doing, the hours of the trip, and how to dress your child. We, generally, **WILL NOT** notify you, in advance, if we plan to take a routine walking trip, within the immediate neighborhood, or when we will be transporting students to routinely scheduled activities, i.e. off-site music lessons. Our monthly activities calendar will provide dates, times, and locations of off-site activities, not within walking distance.

An appropriate number of Forging or SAE staff members and/or adult volunteers will always be with your child on these trips. The number of adults going on a trip depends on the ages of the children, the number of children, and the nature of the trip.

I, _____(parent/guardian), give permission for _____(child) to participate in field trips, walking trips, and routine off-site activities, as planned by Forging Responsible Youth and/or Springfield Academy of Excellence staff. I agree to release from all liability and indemnify Forging Responsible Youth and Springfield Academy of Excellence, and their officers, agents, representatives, volunteers, and employees from any and all liability, claims, judgments, cost or expenses, including attorney fees, arising out of any injury or illness incurred by my child while participating in or traveling to or from the field trip. **I agree to instruct my child to cooperate with the Double Time staff and volunteers, who are in charge of the field trip.**

I understand that I will be notified, in advance, when trips are planned (except as mentioned, above). Listed below, are any special problems that my child has, which should be considered, before he/she goes on a field trip:

I have carefully read this statement, and my signature acknowledges that I fully understand and agree to the content and meaning.

Parent/Guardian Signature _____ **Date** _____

(This form is valid for one year from the date signed)

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Transportation Release 2010-2011

I, _____ (parent/guardian), give permission for _____ (child) to be transported for program activities. I understand that my child will be transported by qualified Forging Responsible Youth staff or professional contractors, in vehicles deemed appropriate by Forging Responsible Youth. **I will instruct my child to cooperate with Forging staff and volunteers and to obey the following rules for being transported by Forging Responsible Youth:**

Rules for Students Being Transported by Forging Responsible Youth

1. Behavior in or around the vehicle must not threaten life, limb, or property of any individual.
2. Upon boarding the vehicle, the student must go directly to an available or assigned seat.
3. Students must stay seated, at all times.
4. Students must wear their seatbelts, at all times.
5. Students must obey the driver promptly and respectfully.
6. Noise must be kept to a minimum. Quiet conversation is allowed.
7. Students must not curse or use other profane language.
8. Students must not eat or drink in the vehicle, without permission.
9. Students must not bring weapons into the vehicle.
10. Students must not have alcohol, drugs or tobacco in their possession in the vehicle, except for prescription medication required for the student and known to Forging staff.
11. Students must not throw or pass objects on, from, or into the vehicle.
12. Students must not use cell phones, video games or music-listening devices, while in the vehicle.
13. Students may carry into the vehicle only objects that can be held in their laps. Animals are not permitted in the vehicle.
14. Students must not yell to passersby from the vehicle.
15. Students must keep head and arms inside the vehicle, at all times.

I have carefully read this statement, and my signature acknowledges that I fully understand and agree to the content and meaning. **I understand that if my child does not obey these rules, he/she will lose all transportation privileges.**

Parent/Guardian Signature _____ Date _____

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INFORMATION AND CONTACT WITH SPRINGFIELD ACADEMY OF EXCELLENCE RELEASE 2010-2011

Dear parents/guardians,

In order for Double Time to effectively help your child be successful in school, we need to coordinate closely you and with their teachers and other school personnel, to make sure that we keep track of how they are progressing. Double Time will respect your wishes, regarding these permissions, at all times. Please sign this form and return it to Forging Responsible Youth, so that we will know how to proceed. Thank you.

Sincerely,

Liz Hale
Executive Director
Forging Responsible Youth

Edna Chapman
Principal
Springfield Academy of Excellence

I, _____ (parent/guardian), give permission for Springfield Academy of Excellence to release the following information, regarding _____'s (student's name) to Forging Responsible Youth and the Double Time program:

TEST SCORES	_____ YES	_____ NO
IEP	_____ YES	_____ NO
GRADE REPORTS	_____ YES	_____ NO
ATTENDANCE REPORTS	_____ YES	_____ NO
DISCIPLINE REPORTS	_____ YES	_____ NO
PROGRESS REPORTS	_____ YES	_____ NO
IMMUNIZATION RECORDS	_____ YES	_____ NO

Please list any special instructions or restrictions, regarding this release: _____

I understand that any released information will be kept confidential, and that it will be used solely to develop effective program activities for my child.

Parent/Guardian Signature _____ **Date** _____

(This form is valid for one year from the date signed or until rescinded in writing by the parent/guardian)

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Acceptable Computer Use Policy 2010-2011

These are rules that will be explained to program participants, as a group, before any individual may use the computer or access the Internet. Please help your child to understand these rules, and then you both can sign below. Thank you.

1. Do not use a computer to hurt other people or their work.

This might include deleting someone's work or writing something mean about someone.

2. Use the computer with care. We need it to last.

3. Do not delete things or change settings or controls on the computer.

4. When using the Internet, do not download anything, including games or music videos, without permission. Do not open any pop-ups.

5. Do not visit any chat rooms (includes MySpace, Facebook, YouTube, etc.).

6. Only look at, show, or send messages that are friendly, helpful, and appropriate.

7. Do not look at or bother another person's files or things, unless you have that person's permission.

8. Do not load software or use a disk, without permission.

9. If, by accident, you find something that you know breaks these rules, please tell an adult, right away, so that the problem can be fixed.

I understand and agree to Forging Responsible Youth's Acceptable Computer Use Policy. I understand that any student who breaks these rules, will not be allowed to use the computers.

Student Signature _____ Date _____

Parent Signature _____ Date _____

(This form is valid for one year from the date signed)

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Permission for Publication 2010-2011

Dear Parents/Guardians,

Double Time is happy to welcome you to another year of our website, newsletter, and promotional materials. All of these items provide agency information and highlight program news and happenings. It's a great way for Forging to communicate with our families, with our sponsors, and with the larger Clark County community.

Forging Responsible Youth supports and respects each family's right to decide whether or not to allow your child's participation in promoting our agency. We use photographs and videotapes, but NEVER with children's names. We also like to share children's artwork and quotations, which we identify with first name only. We need your permission, before anything of your child's will be used. Please complete the bottom of this form to let us know how to handle your child's photographs and work.

These forms will be respected and kept on file. If you have any questions or concerns, please call me at 532-4803 (cell).

Sincerely,

Liz Hale
Executive Director
Forging Responsible Youth

PLEASE COMPLETE AND CIRCLE YES OR NO FOR EACH ITEM:

I, _____, as parent or guardian of _____ (child's name), grant permission for _____'s (child's name) artwork and public statements, identified by my child's FIRST NAME ONLY, to be included in materials published or shown by Forging Responsible Youth. **YES NO**

I, _____, as parent or guardian of _____ (child's name), grant Forging Responsible Youth, its agents, and assignees the absolute right and permission to take, use, and show photographs and videotapes of _____ (child's name) for publicity purposes in connection with Forging Responsible Youth. I understand that images of my child will NEVER be identified with his or her name. **YES NO**

Parent/Guardian Signature _____ **Date** _____

Name of Child _____

Parent Phone _____ **Parent Email Address** _____

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MISCELLANEOUS PERMISSIONS 2010-2011

Authorized Release: Your child will be released ONLY to those persons listed below with proper identification. Forging Responsible Youth WILL NOT release a child to anyone perceived by staff to be intoxicated or otherwise incapable of safely transporting children. Children, on the transportation list, will be dropped ONLY at the listed home address, unless notified by the parent/guardian.

I, _____ (parent/guardian), give permission for Double Time staff to release my child to the following individuals:

- 1. Your Name _____ Phone _____
- 2. Name _____ Phone _____
- 3. Name _____ Phone _____
- 4. Name _____ Phone _____
- 5. Name _____ Phone _____

Movies: I, _____ (parent/guardian), give permission for _____ (student's name) to watch movies with G, PG, or PG-13 ratings. **G** ____ YES ____ NO **PG** ____ YES ____ NO
PG-13 ____ YES ____ NO

Double Time will respect your wishes, regarding the above permissions, at all times.

Parent/Guardian Signature _____ **Date** _____

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