



Dodger Academy  
Parent Handbook

Updated Spring 2020

# Dodger Academy Directory

Located at Butler Elementary  
945 S. 18th Street, Fort Dodge, IA 50501  
Phone: 515-574-5882

School Principal: Carmen Banwart, 574-5882, [cbanwart@fdschools.org](mailto:cbanwart@fdschools.org)  
Program Coordinator: Erin Brookshire, 574-5863, [ebrookshire@fdschools.org](mailto:ebrookshire@fdschools.org)

## Group Leaders:

Erin Habben, FD Parks and Recreation  
Tammy Tu, Cooper Elementary  
John McBride, Fort Dodge Senior High  
Amber Rouse, Fort Dodge Senior High

## Volunteers:

ICCC Human Services and Early Education students  
Ed Birkey and the FDSH Robotics club  
SCOUTS of America  
Abbey Stanek with 4-H through ISU extension  
ICCC Dental Hygiene students  
FDSH Athletic teams  
Cayci Bidleman  
Northwest Bank  
Julie Pingel  
Mary Ann Roux

# ABOUT DODGER ACADEMY

The program starts immediately after the close of the school day. Children report to the cafeteria at Butler Elementary School. They check in and are provided a healthy snack that meets the USDA guidelines. After they clean up their space from the snack, they are allowed to play games and socialize with their peers until enrichment activities begin.

The first section, 2:45 – 3:30 p.m., consists of snack and social time, which allows for the students from other buildings to arrive and get checked in.

After snack, students are grouped by grade level and participate in enrichment activities that include a variety of academic, cultural, and recreational activities that guide learning and engage children in wholesome activities from 3:30- 4:15 p.m. Activities provided include, but are not limited to: STEM/STEAM, Character Education, nutrition, science experiments, keyboarding, violence and substance abuse prevention education, and physical education. Community collaboration with the Fort Dodge Kennel Club, Scouts of America, Noon Kiwanis, Webster County Conservation, the Webster County Health Department, Community and Family Resources, and CJ Bio assist in providing enrichment activities that guide learning and engage students in leadership activities which otherwise might not be available to them.

From 4:15- 5:15 p.m., all students participate in Power Hour. We focus on reading, math, writing and community circles. The activities are only 10-15 mins long so the students can practice the skill but not lose interest. Teachers are provided with grade level educational materials supporting the regular school day. For those students who finish their work early, hands-on activities and games are provided aligning with what is being taught during the school day. Accommodations are made for students who need more time to complete their work.

Dodger Academy (formerly BLAST) has been in place in the district for over 10 years. Based on the outcome data, the program has been very successful both in raising the academic bar for students and in supporting working families in our community. The enrichment activities give students access to experiences they might not otherwise have, building the background knowledge they bring to their learning.

# PROGRAM GOALS AND OBJECTIVES

OUR MISSION: Dodger Academy provides a safe after school program supporting working families, emphasizing improvement of reading and math skills and encouraging student success.

OUR GOALS: Our goals directly align with the FDCSD's goals and objectives.

- TK – 5th grade students demonstrate reasonable progress in math by being grade level proficient in this area
- TK – 5th grade students demonstrate reasonable progress in reading by reading at grade level or above
- TK – %th grade students complete their homework to their teacher's satisfaction

Annual outcome data is collected from numerous sources including Iowa Assessment proficiency results, district developed measurement norms for reading, attendance and behavior and parent and teacher surveys to measure the impact and success of the program.

Program Strategies and Activities:

- Academic Assistance
- Enrichment Activities
- Parent Involvement
- Community Involvement

## REGISTRATION

When registering a child for Dodger Academy, the parent/guardian will be asked to pay the first month's program fees, a supply fee of \$25 per family, and will be required to complete:

1. Dodger Academy Registration Form (1 per family)
2. Dodger Academy Emergency Treatment Release (1 per child)
3. Dodger Academy Enrollment Agreement and Fee Procedures (1 per family)
4. Dodger Academy Discipline Policy and Behavior Contract (1 per child)
5. Parent Handbook Acknowledgement (1 per family)
6. Bus Transportation Form (optional – 1 per family)
7. Child Care Assistance – Online Application (optional)

## HOURS OF OPERATION

Dodger Academy will be open on regular school days, beginning 3:10 p.m. until 6:00 p.m. from the first day of school until the last day of school. The program will not operate on any early release days (including any release for weather conditions) or when school has been cancelled by the district for inclement weather. Cancellations will be made via district notification and through the Dodger Academy Facebook page.

## SNACKS

Dodger Academy participates in an afterschool snack program. A nutritious snack is provided to all students who are enrolled in Dodger Academy.

## PROGRAM FEES

**FEES:** A one-time non-refundable supply fee of \$25 must be paid per family. The cost of the program is \$120 per month. We do offer a multiple child discount so each additional child will be charged \$80 per month. All payments must be made to the program coordinator by the 25th of the month prior to your child attending. If payments are not received by the first of that month, your child will be sent home on their early out/no Dodger Academy schedule.

**PAYMENTS:** To make a payment you may pay the coordinator when you pick up your child from Dodger Academy, you may pay through Infinite Campus by logging into your Parent Portal or you may send payment to school in an envelope marked "Dodger Academy". If your child attends a school other than Butler Elementary, please allow an extra day for the payment to be mailed to Butler Elementary.

**LATE PAYMENTS:** A late fee of \$5 will be added to your bill after 30 days of no payment. If payment is not received by the 1st of that month your student will be sent home and not allowed to participate in the program until the bill is paid.

**TERMINATION:** Failure to pay any outstanding fees by the end of the month could result in your child being dismissed from the program. The child may re-enroll if the parent/guardian pays all outstanding fees and a penalty fee of \$25 for reinstatement. Parents/guardians of a child who is suspended or dismissed from the program for inappropriate behavior are responsible for tuition for the day(s) of suspension and/or through the end of the month if the child is dismissed from the program.

WITHDRAWAL: Parents/guardians are responsible for notifying the program coordinator, in writing, prior to the date they intend to withdraw their child(ren) from the program.

## TRANSPORTATION

Butler Elementary School students will be walked to the cafeteria by a classroom teacher. FDCSD will provide transportation from each building to Butler Elementary. Cooper and Duncombe students are bussed together, Feelhaver and Riverside are bussed together and FDMS students arrive directly from the middle school. All busses arrive by 3:30 p.m. Transportation home from the program will not be provided and will be the responsibility of the parent/guardian.

## PICK-UP PROCEDURES

Children shall be picked up only by the parent/guardian or authorized adults on the registration forms. The parent/guardian must give advance permission for any other type of arrangement such as:

- If the child is to be picked up by someone else that day.
- If the child is to walk, bike, skateboard, or take other means home, Dodger Academy staff is authorized to dismiss the child.

ID CARDS: All persons authorized on the Dodger Academy Registration Form for child pick-up must show a current picture ID, driver's license, State or Military ID card before children are released.

If a parent/guardian needs to have their child picked up by someone who has not yet been authorized for pick-up, the parent/legal guardian must call Dodger Academy and provide his or her name and current ID information so his or her identity can be verified. When he or she arrives they will provide their name and a picture ID.

If a person not previously authorized or phoned in by the parent/guardian comes to pick up the child, Dodger Academy staff will not release the child until the parent/guardian or other authorized adult has been contacted to confirm the identity of the pick-up adult and approve the child's release.

It is the parent/legal guardian's responsibility to notify the program coordinator of any injunctions barring any person, formerly authorized to pick up the child from Dodger Academy.

**SIGN-OUT:** The parent/guardian or authorized adult must sign out the child on a sign-out sheet and note the time of departure. This procedure is essential for security purposes so that staff will have a record of which children have left.

**LATE PICK-UPS :** If for any reason the child cannot be picked up by the time the program closes, the parent/guardian should contact one of the designees previously authorized for them for pick-up of their child. Children will only be released to authorized adults.

## **ABSENCES**

If a child is to be absent from Dodger Academy, the parent/guardian must call, text or email the program director to notify staff of the absence prior to the end of the regular school day. If staff does not receive notification of the absence, staff will follow up with a call to the parent/guardian or another adult designated as a contact in case of emergencies, to verify the child's absence.

If after a period of time, the parent/legal guardian is uncooperative with this notification procedure, or the child is habitually truant, it may be grounds for termination of the child from the program.

## **ILLNESSES**

Sick or moderately ill children should be kept home so they can rest and are less likely to infect other children. Children kept at home during the regular school day should not be sent to Dodger Academy.

The child/youth should stay home if he/she:

- has a fever of 100.4 degrees or more, and should remain at home for 24 hours after the temperature returns to normal without medication to keep the temperature down.
- has vomited or has had diarrhea, and should remain at home for 24 hours after it has stopped.
- has a persistent cough.
- has any rash with fever.
- has open or draining skin sores.
- has inflamed or draining eyes or ears.

If a child becomes ill during Dodger Academy, staff will contact the parent/guardian or other responsible adult named on the child's registration form to pick up the child.

Dodger Academy staff will not be responsible for storing, holding, dispensing, or administering medication to the children.

## EMERGENCY CARE / FIRST AID

All Dodger Academy Staff will be trained and certified in CPR and first aid.

A parent/legal guardian or other adults authorized by the parent/legal guardian in emergencies will be contacted in cases of serious injury.

The program can not transport children to out of area physicians, so if staff is unable to locate the parent/guardian or an emergency contact, staff will secure appropriate treatment at the nearest medical facility.

If the injury or illness requires an ambulance, the child will be transported to a designated site or physician. In all cases of injury or illness, attempts will be made to contact the parent/legal guardian immediately and involve them in the decision regarding treatment. An adult staff member will accompany the child to the source of emergency care. The adult will stay with the child until the parent/guardian or parent/guardian's designee assumes responsibility for the child's care. The parent/guardian is financially responsible for any medical care or special transportation incurred on the child's behalf.

## EMERGENCY PLAN / PROCEDURES

Dodger Academy will follow the regular school procedures for closing school in case of emergencies occurring during the after school program time. If school was closed earlier in the day before the start of Dodger Academy, Dodger Academy will also be closed.

Dodger Academy will use the automated calling system if the program is closing due to weather or any other type of emergency. In the event of a site evacuation, children will be taken to Epworth Methodist Church at 2025 11th Avenue South. Dodger Academy staff will remain with the children until they are picked up by a parent/guardian or other authorized adults.

More details about our Emergency Procedures can be found at in the 800 series of School Board policies at [fdschools.org](http://fdschools.org).

# DISCIPLINE POLICY / PROCEDURES

The school policy regarding student behavior applies to the Dodger Academy after school program as well. All behavior issues are documented and placed in the child's Dodger Academy File. If a child's behavior becomes a concern, the parent/guardian will be contacted by staff or the program coordinator to discuss a proactive behavior plan. Students may be placed on a suspension from the program if the behavior cannot be managed. We recognize that Dodger Academy may not be an appropriate environment for all children. If a child has ongoing behavior issues, we reserve the right to remove him/her from the program.

Dodger Academy is a means of providing additional educational support and opportunities to students beyond the normal school day. Therefore, it must be recognized that inappropriate behavior by the students does not promote a favorable learning environment and will not be tolerated. The following behaviors will not be permitted:

- Hitting, kicking, spitting, biting, or any kind of assault or fighting
- Vandalism or any willful damage of school, staff or student property
- Theft
- Failure to do what is requested
- Profanity/abusive language, disrespectful, demeaning or threatening words or actions toward another student/staff
- Possession of a weapon
- Smoking or possession of alcohol, tobacco, or other drugs
- Throwing objects not meant to be thrown
- General misconduct, including loud or boisterous behavior that tends to disturb other students and includes running in the classrooms/halls, minor defacement of property, and pushing or shoving others.

The discipline procedure will be as follows:

1. The first referral will result in a conference among the staff, program coordinator and the child. Staff will write an incident report explaining the disruptive behavior and the action that was taken to try and stop the inappropriate behavior. A verbal contract with the child will be reached and the parent/legal guardian will be informed about the incident and the agreement.
2. After the second written referral, the program coordinator will call the parent/legal guardian. The behavior of the child will be discussed and the parent will be asked to participate in resolving the problem.

3. If a third referral is necessary, the parent will be called by the program coordinator and conference will be scheduled. Depending on the severity of the situation, the child may or may not remain in the program until a conference is held and a decision is reached.
4. After the conference, the program coordinator and school principal will determine whether or not the child's behavior will result in exclusion from Dodger Academy.
5. If a child is excluded from Dodger Academy, he/she may not be considered for re- enrollment.

Anytime an incident report is written a copy will go to the parent/guardian, the child's teacher, and school principal.

## Biting Policy

Biting is a very common behavior among children from birth to three years of age. In young children, biting may be a result of the developmental stage of the child, the environment, the inability to communicate effectively, or unmet emotional needs. Biting in school age children is much less common. In the event that a biting incident does occur, Dodger Academy staff will handle the incident in accordance with its standard discipline policy, with the following additions:

- Ensure all children are safe
- Immediately respond to the child who was bitten by offering appropriate first aid treatment, concern and support
- Contact the parent of the bitten child and give a written report of the incident
- Assess the program environment and make any needed changes to group size, structure, etc.
- Repeat biting incidents may lead to termination from Dodger Academy

## FAMILY INVOLVEMENT

Current research provides evidence that family involvement in after school programs increases students' achievement and success. Here are a few findings that link family involvement to the child's success:

- Children achieve more when their parents are involved. (regardless of socio-economic status, ethnic background, or parents' education levels)
- Children exhibit more positive attitudes and behavior when their parents are involved
- Children have higher graduation rates and greater enrollment rates in post-secondary education

- Youth risk behaviors, such as alcohol use, violence and antisocial behaviors decrease as family involvement increases

This family engagement in after school time is also associated with improved parent-child relationships and better after school programs.

At Dodger Academy we ask that parents/guardians ask them specific questions about their day that do not require a yes/no answer.

Dodger Academy will be holding family involvement nights. These will include, but are not limited to, Internet Safety Night, Flashlight Reading Night, Safety Fair, Financial Literacy Fair and an end of the year ceremony. We will try to distribute these dates early in the year for families to plan accordingly.

As Dodger Academy continues to be family-focused we want our families to think of this after school program as a place that supports their needs and interests as parents, and as a place that connects them to the school helping them to become more involved in their child's education.

## PARENT HANDBOOK ACKNOWLEDGMENT

I verify that I have received, read, and understand the policies and procedures in the Parent Handbook for Dodger Academy.

\_\_\_\_\_  
(Child's/Children's Name(s) -PLEASE PRINT)

\_\_\_\_\_(School Attending)

\_\_\_\_\_  
(Parent/Guardian Name - PLEASE PRINT) (Date)