Eagle After School Program 2026-2027
Student and Parent Handbook
Nita M. Lowey 21st Century Community Learning Center
School District of Mauston

Mission:
To surround students with a community of support, empowering them to succeed in school and life.

Introduction
Welcome to the Eagle After School Program, a Nita M. Lowely 21st Century Community Learning Center (CCLC) Program. This program is a collaborative effort between the School District of Mauston, community partners and individuals. The program is funded through the U.S. Department of Education and the Wisconsin Department of Public Instruction. The mission of the program is to provide a variety of enriching activities to elementary students, while strengthening the connection between school and families.

While the main focus in the program is academic enrichment, other components will focus on building social, physical, and emotional skills through activities in fitness, sports, arts, culture, science, math, language arts, reading, and technology.

The components of the Eagle After School Program include:

- A healthy snack
- Academic enrichment
- Physical fitness and wellness
- Recreation and Cultural Arts
- Homework help

Statement of Purpose
The purpose of the Eagle After School Program (EASP) is to improve the lives of the students through programs that incorporate and foster independent learning through enriching activities. The program also offers a safe, structured environment for young people. Students will be engaged in activities and ongoing relationships with caring adults and high school student mentors that will increase student confidence and encourage success at home, in school, and in the community.

Program Goals and Expectations
- To improve student's academic performance in reading and math by extending the regular school-day curriculum using a variety of activities.
- To increase the school-family connection by providing families with engaging services to assist them to support their children's educational endeavors.
- To offer enrichment activities that provide students with opportunities for participation in activities related to the arts, recreation, physical fitness, and character education.

Student Recruitment, Registration and Enrollment

- 4K-5th grade students, who attend West Side Elementary, Grayside Elementary, Mauston Montessori or St. Patrick's schools are eligible to participate in the program.
- EASP is open to all elementary students; targeted toward students with the greatest need for academic support and youth development.
- Enrollment is ongoing and available by calling 608-847-5616 ext. 2206

Hours/Days of Operation

- The Eagle After School Program is held on regular school days, Monday through Friday, until 5:30 pm.
- The program will **not** operate on teacher workdays, parent-teacher conference days, early release days, or other days as designated by the School District of Mauston.
- The program will not operate during school vacations (holidays).
- When school is closed early due to inclement weather or facility issues (no water, electricity, etc.), students will be sent home by the method designated on their school registration forms.
- If the program closes during after school hours, parents or guardians will be contacted and asked to pick-up their child(ren) immediately.

Attendance

- Regular attendance is essential to meet the program's goals and the expectations of the US Department of Education and the Wisconsin Department of Instruction.
- Regular attendance allows students to receive the program's full benefit..
- Students are expected to attend at least 3 days a week to meet the grant attendance requirements.
- School-day absences, absences for school sponsored activities and suspensions will be counted as excused absences.

Arrival

- EASP begins immediately after the regular school day ends.
- EASP students will be met each day by Eagle After School Program staff.

Locations

- West Side Elementary will host EASP students in grades 4K-2nd grade.
- Grayside Elementary will host EASP students in 3rd-5th grade.

Daily Schedule

- Students will be divided by grade levels.
    - A typical daily schedule may be as follows:
        1. Attendance, free play/quiet work, snack, restroom
        2. Academic, physical or cultural enrichment
        3. Homework assistance/homework practice, cooperative play.

Snack

- The Eagle After School Program will provide a light snack based on USDA guidelines at no charge to families.

Enrichment

- Eagle After School students will participate in academic, physical, and cultural enrichment opportunities on a rotating basis each week..

Homework Practice and Tutoring

- Eagle After School Program staff will provide a limited time for homework. Staff will encourage each child to use this time wisely and assist as much as possible. Parents are responsible for ensuring homework completion and accuracy.

Field Trips

- In general, Eagle After School field trips during the school year are offered on a limited basis. Parent/Guardian permission is required before a child may participate in a field trip. Also, inappropriate school behavior or failure to comply with program goals can result in denial of field trip privileges.

Departure and Student Dismissal

- Pick-up is no later than 5:30 p.m.
- Students will be allowed to walk home on a case by case basis, with prior parent permission and knowledge.
- Students will only be released to authorized parents and guardians as listed in Skyward Family Access. Families may add additional people to the pickup list by calling Stephany Georgeson at 608-350-9058 or email sgeorgeson@maustonschools.org
- If no one comes to pick up the child by closing, parents will be called. If parents cannot be reached, emergency contacts, as designated in Skyward Family Access, will be called.
- If no one can be reached to pick up the child thirty minutes after the program closes, and EASP staff have not been notified of an emergency, custody of your child may be turned over to local law enforcement.
- Staff will not be responsible for escorting children to or from an extracurricular (outside of EASP) activities.

Transportation Home

- Transportation home at the end of the program day should not and will not be a barrier to attending the Eagle After School Program
    - Please call the program director, Stephany Georgeson @ 608-350-9058 to coordinate transportation

Children's Belongings

- Each student will utilize a designated place to store their belongings.
- Cell-phones are not allowed and must stay in lockers or backpacks.
- Toys, prizes, and other personal belongings must stay in lockers or backpacks.
- Parents are advised not to allow their children to bring valuables to the program.
- The program is not responsible for lost or stolen items.
- All personal items should be labeled with the child's name.
- All personal property (coats, clothing, school bags, etc.) must be taken home daily.

Communication

- Eagle After School staff members will maintain regular communication with parent/guardian(s) of enrolled students. Email, text messages, automated phone messages, newsletters, and flyers are examples of methods the program may utilize to notify parents of program updates and upcoming events.
- Parents are expected to communicate any changes in family schedules, contact information, dismissal procedures, academic or behavior concerns, or health or medical status updates to the Eagle After School Program Director.

Emergency Situations

- Emergency drills (fire, tornado, etc.) will be scheduled during the year.
- EASP staff will follow the school district's emergency plan in the event of an emergency.

Health/Accident Procedures

- The EASP will follow all School District of Mauston policies and procedures regarding Student Health and Safety.
- If your child is injured at the EASP, staff will administer first aid. If the injury is serious and medical attention is needed, staff will first call 911 and then you will be contacted.
- If you cannot be reached, staff will attempt to contact the emergency number you have provided.
- Parents are responsible for any medical care charges in case of an accident involving a student.
- Please contact school administration for more information on student accident insurance.
- Parents/guardians are asked to contact the school nurse regarding medication requests.

Health/Medical Issues

- In consultation with parents and site staff, accommodations for students with health or medical issues will be developed on a case-by-case basis.
- If a child becomes ill, parents will be notified. Parents are responsible for picking up sick children as soon as possible. Staff will supervise an ill student while isolating them from the other EASP participants until a parent arrives.

Toileting Policy

To ensure a safe and developmentally appropriate environment for all students, children enrolled in the Eagle After School Program must be fully potty trained.

Fully potty trained means that the child:

- Can recognize when they need to use the restroom.
- Can use the toilet independently (including wiping).
- And can manage their own clothing and hand washing with minimal assistance.

EASP staff are not permitted to assist students with changing clothes due to bathroom accidents. If an accident occurs, families will be contacted to help their child or pick them up if needed. Frequent

accidents may result in a conversation about the child's readiness for the program and possible removal from the program if frequent accidents persist .

We understand that occasional accidents happen. If your child has specific needs or requires support in this area, please contact the EASP Director to discuss possible accommodations.

Student Discipline and Removal from the CLC Program

- Please refer to the Mauston Elementary Schools Student Handbook and the District Wide Student Responsibilities Handbook
- Participation in the Eagle After School Program is a privilege. It is our desire to serve all students who are in need of the program's services; however, certain situations may require that a child be removed from the program either on a temporary or permanent basis.
- Reasons for removal from the program may include, but are not limited to the following:
    - Specific incidences or repeated behavior problems.
    - Conditions that cause health and safety concerns for the child (i.e. parents who are chronically late for student pickup, etc.)
    - Inability to adjust to the program schedule or requirements.
    - Students who display chronically disruptive behavior that
        - inflicts physical or emotional harm on self, other students or staff.
        - threatens the safety of others.
        - ignores or repeatedly disobeys rules.
- The EASP uses a three-strike disciplinary process
    - First Strike - a letter is sent to the student's home reminding the student and family of program expectations and the student can not attend EASP for 3 days.
    - Second Strike - if the student continues to not follow the program's expectations or school rules/policies, a second letter will request a conference with an adult family member, the student, and the program director before the student will be allowed to attend the program again. A plan will be developed during the conference to support the student's continued enrollment in the EASP. At a minimum, the student can not attend EASP for 5 days.
    - Third Strike - removal from the program
- In cases of severe discipline problems, parents may be called to pick up their child immediately and the child may be dismissed from the program at that time

Technology Use and Code of Conduct

- Please refer to Mauston School District policy and Mauston Elementary Schools Student Handbook.

Volunteers

- The Eagle After School Program LOVES volunteers!
- The EASP follows all of the School District of Mauston's volunteer policies and procedures.
- Parents, grandparents, family friends, and other members of the community are a necessary part of the Eagle After School Program.
- Volunteers will, from time to time, lead student enrichment activities and provide supervision.
- To volunteer, please contact the Eagle After School Program Director, Stephany Georgeson @ 608-350-9058.

Personnel

- Only highly qualified staff will support the Eagle After School Program.
- Personnel will consist of classroom teachers, classroom aides, high school-student teacher assistants, a program coordinator, and volunteers.

Annual Surveys

- To comply with the Nita M. Lowely 21st Century CLC grant, EASP Staff, day-teachers, students and families will be encouraged to complete multiple surveys regarding the Eagle After School Program.

School District of Mauston Policies and Elementary Student Handbook

- All SDM Policies and Elementary Handbooks can be found on the School District of Mauston website: https://www.maustonschools.org

Important Phone Numbers and Contact Information

Stephany Georgeson
Out of School Time Coordinator
School District of Mauston
T: (608) 847-5616, Ext. 2206
C: (608) 350-9058