



“Wednesday-Only” Program Handbook

Open Wednesdays from 12:45pm-5:30pm for Grades 5-8

15815 NE 18th Street, Vancouver, WA 98684

(located on the campus of East Park Church)

Phone: (360) 600-5211 Fax: (360) 254-1178

www.totallyepic.org

info@totallyepic.org

EPIC's mission: to provide a safe place for the 5th thru 8th grade students of our community to come after school for academic support and fun, building relationships and learning to make positive choices that will set them up for future success.

REGISTRATION AND ENROLLMENT

Forms will be sent home with the students with their program handbook or can be found on the website at www.totallyepic.org. Registration forms are also available upon request in the EPIC office. Scholarships for the one time annual registration fee of \$10 are available upon request by contacting the EPIC staff.

Enrollment Eligibility:

Students in grades 5th through 8th are eligible for enrollment. EPIC encourages students of all backgrounds to attend. EPIC does not discriminate on the basis of sex, race, color, creed, national origin, religious affiliation, or ethnic background.

Students who wish to “check out” EPIC will be allowed 1 guest pass. After this time, parents are requested to ensure registration forms are completed and returned in a timely manner. All “guests” are required to sign an EPIC Code of Conduct form upon entry to EPIC. Guests are not permitted to use the computers.

FORMS:

The registration form includes parent permission for student participation, emergency medical release information, hold harmless agreement, transportation responsibility, and permission to photograph your student. In addition, parents are requested to have their student sign agreement to all the terms and conditions of the registration form which includes a Code of Conduct, Dress Code and a Six-inch rule policy. Please note: EPIC expects all forms to be kept current. The parent must provide new information to the staff regarding information changes on these forms.

HOURS OF OPERATION

Regular School Days/Wednesday only at this time: EPIC is open from 12:45pm-5:30pm.

Scheduled No School Days: EPIC is closed. (follow the ESD calendar)

Unscheduled No School Days or Early Dismissal: EPIC is closed when school is canceled due to weather or other unforeseen emergencies.

TRANSPORTATION:

Hearthwood Elementary and Pacific Middle School: The Evergreen Public School bus will provide transportation to EPIC from these schools. Bus #s and routes will be provided prior to the start of the program. Bus passes are required, EPIC will provide these passes.

Burton Elementary, Harmony Elementary and Cascade Middle School: An EPIC staff member will meet with the students and transport them to EPIC by vehicle. Each child is responsible to be at the designated pick up spot on time. EPIC is not responsible for returning to pick up a student who is late or has a meeting with a teacher. Please communicate ahead of time if your child will not be attending that day by leaving a message with EPIC. *In order for EPIC to pick up any child from school, we must first have a registration and pick up authorization on file.

ARRIVAL AND RELEASE OF STUDENTS

While EPIC will follow its transportation guidelines, EPIC is not responsible for arranging transportation to or from the program. This is the responsibility of the parents and the students. Students who walk to or from the program are strongly encouraged to walk in groups. It is the student's responsibility to sign in upon arrival. Parents are encouraged to pick up and sign out students at the front desk. If parents are unavailable to pick up their child, they are responsible for making other arrangements and communicating that with the child. Late fees for pick up after 5:30pm will be posted on site and enforced. Once a child has signed out, they must immediately leave the premises and grounds. EPIC discourages students waiting for their ride outside in the parking lot or on the EPIC campus. Students are responsible to leave only with persons they can safely arrive home with. Parents are to discuss at length with their child the family policy for release of student prior to registration at EPIC. EPIC does everything we can to assure your child is in good communication with their parents when leaving the premises; however, EPIC is not responsible for a child who chooses to go against their parent's permission when leaving. If there are any restraining orders in place restricting contact with your child, EPIC must be provided with a copy of the order on file if the need arises for enforcement.

PARENT'S EXPECTATIONS OF EPIC

- Their children are in a safe, supportive environment.
- They may communicate with staff members regarding concerns related to their child and/or the program.
- They will be contacted regarding any concern of their child and together with staff will strive to obtain a better understanding and improvement of the situation.
- They will regularly be informed of EPIC activities, through email and flyers. Please make sure to ask your child about weekly activities.

EXPECTATIONS OF THE PARENTS

EPIC expects that the parent will:

- Keep the child's records up to date.
- Ensure their child has responsible transportation to and from EPIC.
- Follow health policy and provide current medical insurance for their child attending the EPIC activities.
- Be attentive to any communications from EPIC. A weekly email and monthly flyers are sent as a reminder to parents in regard to activities.
- Contribute where you can.** EPIC is a non-profit organization dedicated to assisting families in providing a safe and fun environment for your children. Please note the section on "HOW DOES EPIC RECEIVE SUPPORT?" and sign up where you can to help bring better programs, more staff and better equipment on board here at EPIC.

STUDENT'S EXPECTATIONS OF EPIC

Students may expect that EPIC will:

- Provide a safe, supportive, consistent environment.
- Allow use of EPIC materials, programs, equipment and facilities on an equal basis.
- Receive respectful treatment.

EXPECTATIONS OF THE STUDENTS

EPIC expects that the students will:

- Be responsible for their actions. Be respectful. The 3 R's. RESPECT FOR SELF, RESPECT FOR OTHERS, RESPONSIBILITY FOR OWN ACTIONS.
- Remain with the group and staff at all times.
- Take care of equipment and materials properly and return them to their place when done, or before taking out new ones.
- Ensure they follow their parent's directions regarding transportation to and from EPIC. It is ultimately the student's responsibility to communicate effectively with their parents regarding their whereabouts and activities.
- Act properly, according to the EPIC Code of Conduct.

DISCIPLINE AND DISCHARGE

Students are entitled to a pleasant and harmonious environment at EPIC. We cannot serve students who display chronically disruptive behavior.

- Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behaviors that:
 - Require constant attention from staff.
 - Inflict physical or emotional harm to others.
 - Abuse of staff, volunteers or others.
 - Ignoring or disobeying the rules guiding activities at EPIC.

Please note if a student cannot abide and adjust to the rules of the EPIC setting and behave appropriately, the student may be discharged. Before the student is discharged, every reasonable attempt will be made by the staff to assist the student to adjust to the EPIC setting.

UNRESOLVED INAPPROPRIATE BEHAVIOR GUIDELINES

Each student has the opportunity to resolve conflict or behavior problems with a warning from a supervising adult unless the behavior is detrimental to the safety and well being of the students or the EPIC reputation and its participants.

After the initial warning and if the problem persists, an EPIC Problem Solving Form will be handed out or mailed to be completed by the student and a signature is required by the parent prior to being readmitted to our program. One way to assist students in taking responsibility for their actions is to have them fill out this form. This helps them identify areas in need of improvement and steps needed to change inappropriate behavior. Parent support and follow through at home, by counseling with your child and signing the forms promptly is requested. A copy of this Problem Solving Form will be placed in your child's file for future reference.

Please refer to posted Disciplinary Procedures and Guidelines for in depth information.

OTHER POLICIES AND PROCEDURES

Please Note: EPIC attempts to provide students with continuity by following similar guidelines in accordance with the local school handbooks. Please consult your child's school handbook for your answer to questions that are not found in the EPIC handbook. Discipline guidelines are also posted at the EPIC site. Please contact the staff for further questions.

STUDENT'S GUIDE FOR REPORTING RULE BREAKING

What can I expect when I report someone for breaking the rules?

EPIC is very safe conscious. We depend on one another to keep us all safe. This means that if you are concerned about someone's behavior or see something that threatens the safety of our students or staff, you need to tell an adult right away. When you do, here is what to expect:

The adults will listen to you. You may be asked to write down what happened. You may be asked to tell the story several times. It may also be necessary that you tell the story of what happened in front of the person who did it. All of these things are done to protect people's rights and safety (yours and ours). Your parents may be notified if the situation is unusual.

Parents are encouraged to contact the staff with any questions or concerns related to safety.

Reporting something to an adult or leader does not have to be scary. You may in some cases bring a friend to support you if it helps you. Keeping EPIC safe and enjoyable is everyone's job. You can expect our thanks and positive consequences for helping in this important part of being a community member. You can also expect that we will work with you and your parents to prevent any retaliation for your help.

EPIC is a better place when our students all care about each other and trust the leaders to keep things safe.

SNACKS

Snacks will be offered free of charge to each student that attends. However, other snack items are available for a fee in the EPIC Café. Any monies returned to the student are the sole responsibility of the student.

INSURANCE

It is the parent's responsibility to ensure the student is covered by medical insurance coverage.

HEALTH AND SAFETY POLICY

If a student has a known medical condition please make certain the staff is informed on what to do if an emergency arises. Please make sure that any medication is available on site and that the appropriate form for its use has been completed.

If a student has any of the following conditions, the parent will be notified to pick up the student immediately: contagious disease, fever of over 100 degrees, vomiting or diarrhea, accident requiring medication, head lice. (See school district policy for more information.) In the case of an accident or illness, parents of the student will be called immediately. In serious cases, the student will be taken to a local hospital by ambulance or emergency vehicle for treatment and parents will be called ASAP.

MEDICATION

Students cannot possess or use prescription or over the counter medicines unless a physician specifically directs the student's parents and EPIC that the medication is necessary at EPIC. This includes Tylenol, aspirin or Benadryl products. A form is available for this purpose in our office. The 'Medication at EPIC Form' must accompany the medication, in the original or duplicate container, accompanied by the doctor's prescription for its use.

VISITORS AND OBSERVATIONS

Parents and community members who have checked in with the staff may observe EPIC. Tours of the facility must be arranged in advance. Staff and volunteers are not allowed to leave the students to give a tour unless staffing allows. The staff/volunteer's attention belongs to the students attending EPIC.

HOW DOES EPIC RECEIVE SUPPORT?

Concerned parents, school administrators, community members and the leaders of East Park Church saw a need in our community and developed EPIC as a necessary outreach located on the campus of East Park Church. Our mission is:

... to provide a safe place for the 5th thru 8th grade students of our community to come after school for academic support and fun, building relationships and learning to make positive choices that will set them up for future success.

EPIC was established in 2010 to meet the need for more mentoring programs identified by the Research Institute. EPIC is a non-profit 501 (C) 3 organization. EPIC's active board of directors and staff are dedicated to serving the youth of the community regardless of religious affiliation or ethnic origin. East Park Church donates the space and utilities for the program during after school hours, for which we are very grateful. The EPIC Board has committed to generating funds for all other expenses for the operation of this program through fund raising and community support.

SUPPORTING ORGANIZATIONS

Tully's Coffee
McMenamins
Chuck's Produce
Whole Foods Market
...plus countless donations from our community (see www.totallyepic.org for a complete list)

FUNDRAISERS THAT MAKE THIS PROGRAM POSSIBLE

EPIC Golf Tournament
EPIC Auction and Walk-a-Thon
Applebee's Pancake Breakfast
RightResponse first aid products, www.rightresponse.com, EPIC partner #PPHTYB
(see www.totallyepic.org for a complete list of fundraisers and dates)

THE POWER OF A VOLUNTEER...this could be YOU!

One hour, once per week or once per month or just one time...share what you know and make a difference in a child's life. We need people who can offer homework help, make a craft, play pool, build a bike, change a tire, play a board game, knit...etc. Take that hour to share what you've got, it may be the most rewarding thing you have ever done!

Questions or concerns...feel free to call us @ (360) 600-5211.

Or Email us @ info@totallyepic.org

www.totallyepic.org