

Morgan County Schools

**Nita M. Lowey 21st Century Community Learning
Centers**

MC After 3

2025-2026



Parent Handbook



After-School Parent Handbook

Welcome to the **MC After 3** After-School Program! I am pleased that you will be allowing your children to participate in this great program!.

This handbook contains information pertaining to your work with the After-School Program. Please read it carefully and keep it, as you are responsible for the information it contains.

MC After 3 believes students need someone who will recognize their achievements (no matter how small), share their triumphs and struggles, be honest, fair, kind and considerate, help them feel secure and model for them what it is to behave appropriately and be a friend. If a student learns nothing else in our program than that they are a worthwhile person who should be treated with respect and who treats those around them with respect, we have succeeded. Parenting is a hard job but the rewards are worth it and we are here to help! Let's have a great year!

Summer Goller, MC After 3 Program Coordinator
304-702-9841

Nita M. Lowey 21st Century Community Learning Center Grant

Important Phone Numbers

*If there is an emergency requiring immediate attention by the fire department, law enforcement or an ambulance, call **911**. Make sure you know the street address of the school you are calling from. After calling the appropriate people, then call the site coordinator. Please call parents and tell them what is happening and where to meet their student, if applicable (at the hospital, for example).

Emergency Number for all centers 911

Warm Springs Middle School

271 Warm Springs Way

Berkeley Springs, WV 25411

Phone: 304-258-1500

Principal: Jamie Harris

MC After 3 Site Coordinators : Autumn Fox and Richard Soos

Widmyer Elementary School

128 Widmyer Circle

Berkeley Springs, WV 25411

Phone: 304-258-2024

Principal: Rhett Beckman

MC After 3 Site Coordinator: Lorra Root

Morgan County Board of Education

247 Harrison Avenue

Berkeley Springs, WV 25411

Phone: 304-258-2430

Superintendent: David Banks

Asst. Superintendent: Jeromy Duelly

Purpose of this handbook

This After-School Program parent handbook is intended to provide information important to you as a parent/guardian of a child in the MC After 3 After-School Program. Throughout the year, additional resources may be provided for you. The handbook is subject to change without notice.

Vision Statement

A vision statement is a short description of what a program is about. What follows is our current vision statement. Like our program, it is a work in progress.

We envision a partnership between our schools, our families and communities working together to provide a safe, stable and enriching after school environment that promotes and models respect, positive self-esteem, academic achievement and communication while appreciating and affirming individual differences and a commitment to helping all students be life-long learners.

Program Goals

Our program goals are to provide an academic performance, tutoring and homework help and student enrichment by providing a safe and supportive after school program. The after school program is varied and has a focus on engaging students to internalize a love of learning while providing a safe, supportive place for students to spend their out of school hours.

History and Funding

The After-School Program is funded by a Nita M. Lowey 21st Century Learning Center Grant. The grant co-applicants are Morgan County Board of Education and the Morgan County Partnership. Other

community partners are Starting Points, the Boys and Girls Club, WVU 4H Extension, and Blue Ridge Community and Technical College. MC After 3 is open to all Widmyer and Warm Springs Middle School students. Our After-School Program is committed to fostering community involvement and to cooperating with other programs in existence.

Daily Schedule

The program runs Monday – Thursday program from school day dismissal until 5:15 (Widmyer) and 5:30 (WSMS). The day includes a meal or snack, physical activity, academic time and then, if scheduled, a STEAM (Science Technology Engineering Art and Mathematics) lesson.

When there is a scheduled early dismissal, there will be **no** after-school program on that day. For instance, when school is dismissed three hours early for teacher training, the After-School Program **will not** be held on that day.

* Attendance

Regular attendance is important. Please commit to your student regularly attending MC After 3. This will be beneficial for your student as they have regularly scheduled time to complete academic work as well as make friends and participate in activities they may not otherwise have access to.

Supper/Snack

A nutritious evening snack and/or supper will be served every day during the After-School Program. These meals are prepared by the Boys and Girls Club of Morgan County. The meals are prepared according to the USDA guidelines.

Mealtime provides an opportunity to talk with kids in a relaxed setting. Staff members and volunteers will sit at the table with students whenever possible and talk with students. This time and attention provides an opportunity for students to learn about making appropriate conversation and about table manners. Parents are welcome to volunteer at any time throughout the program, but are especially needed at meal and snack times to help.

Recreation – Physical Activity

As long as the weather allows, we will use the outside areas at the middle school or the playground at the intermediate school for recreation time. Sportsmanship is an important lesson we can teach at the After-School Program and large-group games are an excellent way of teaching these lessons. Please make sure your child has appropriate clothing. If you need help supplying clothing, please contact Summer Goller and she will direct you to a community resource.

Children need to feel safe in the After-School Program and these feelings of safety must extend to recreational activities. Playground rules will be enforced. **After-School Program staff and volunteer will be walking around the playground during free play times.**

Enrichment

One of the main purposes of the After-School Program is to enhance and extend the learning that goes on during the school day. This enrichment will primarily be in the form of community and partner

involvement during the STEAM portion of the program but teachers can request materials to prepare for use in implementing their lesson plans. The emphasis in the After-School Program is on hands-on activities that help students learn in new ways. We can think outside the box at MC After 3. Learning is the goal. Parents, your input is valued so if you have any ideas for enrichment activities please let the staff know.

Homework Time/Tutoring

Students need to have time every day to work on their homework during the After-School Program. We strongly encourage communication regarding student's educational needs between After-School Program staff, school teachers, and parents. Students who do not have homework will have the opportunity to **participate in the teacher's lesson** during homework/academic time.

In order for homework time to be used effectively, it must be consistently a part of the After-School Program schedule. Students are responsible for bringing their homework with them but staff members should make sure they have copies of classwork and upcoming tests from all teachers who have students attending the After-School Program. Communication is the key.

Check-out Time

Parents/Guardians list people who have permission to pick up their son or daughter on the information sheet. They also can give permission for their son or daughter to sign themselves out and walk home if they are in high school. Please make yourself familiar with these information sheets.

Parents, if we do not recognize the person who comes to pick up a child, we will ask to see photo identification (such as a driver's license). If you call or send notes giving permission for your child(ren) to leave at a time other than the ending time, it is important to abide by these wishes. Whoever receives this verbal or written message will make sure the other After-School Program staff people are aware of this information.

Eligibility

Any student attending Widmyer or Warm Springs Middle School is eligible to attend the After-School Program.

Before a child attends the After-School Program, we need to have them complete a permission form. If these forms are given to you, please give it to the site coordinator or program director. This year, parents have the opportunity of refusing to allow their children to participate in the West Virginia Department of Education's Program Evaluation. If permission is denied, parents will send back the informed consent denying data collection. We must maintain impeccable records of all our forms, including informed consent.

Discipline

School rules apply and all discipline issues will be handled by the MC After 3 teachers and staff. Parents will be contacted if a serious issue arises, but parents may call and inquire about their student at any time.

Student's Illness

If a student is absent from school due to illness, they may not come to the After-School Program that day. In general, a student must have attended school during the school day to attend the After-School Program.

If a student becomes ill or is injured during the after-school program, parents/guardians will be contacted and asked to come and pick up their student. If a parent cannot be reached and the student is in need of urgent medical attention, project staff will transport the student to the doctor's office or hospital. The After-School Program requires that each student have emergency contact information on file before they attend the After-School Program. In addition to listing contact information for parents or guardians, this form asks for information on other people who may be contacted in an emergency situation when the parents or guardians are not available.

Medication

As a rule, After-School Program staff cannot administer medication to students. We will have a first aid kit at both sites. Any injury or illness needs to be reported to the site coordinator who will determine if a parent or guardian needs to be called.

Special Needs/Accommodation

We will make reasonable accommodations for the inclusion of any student who is able to benefit from the After-school Program so long as their presence and the accommodations made for them do not significantly hinder or lessen the benefits other student experience in the After-School Program.

We all have different abilities and different strengths. We make every effort to include all students in all the activities planned during the After-School Program. Sensitivity to the needs of students will go a long way toward making everyone feel welcome in our program. As staff members, volunteers or parent volunteers, you are the models students will emulate. If you are open to people with differing levels of ability, students will learn to treat all people with respect. There is no room in the After-School Program for criticism of people based on their abilities.

Child Abuse Reporting

All staff and volunteers of the After-School Program are mandatory reporters of child abuse.

Special Events

From time to time, there may be special events as part of the After-School Program. These may include family programming in the evenings, open houses and dinner theatre presentations. As a parent or guardian, you are welcome and encouraged to come.

Family Support Programming

In addition to after-school programming, the After-School Program anticipates offering several family support programs throughout the school year. Information on these programs, as well as who is eligible to attend these programs, will be provided through your site coordinator. As these sessions are planned, you may be offered the chance to participate in the sessions or to work during the sessions.

Weather

When there is no school due to a previously scheduled vacation, there is no After-School Program.

When school is cancelled or dismissed early due to bad weather, there will be no After-School Program.

Advisory Board

The After-School Program operates as part of MC After 3 with the direction of its own Advisory Board.

The purpose of the advisory board is to:

- 1) provide and procure services, volunteers, and in-kind contributions as specified in our grant,
- 2) inform the public and promote the program in the county,
- 3) serve as a sounding board to provide feedback to project staff, families, and community members to facilitate an effective and successful program and
- 4) to strategically plan for the sustainability of the project.

Advisory board members are drawn from the communities in our school district. The board usually meets every other month. If you have an issue or concern you would like to have discussed by or with the advisory board, please bring it to the attention of the program director for placement on the next meeting agenda. Parents are very much encouraged to be board members. We would LOVE your feedback! If this is something you would be interested in, please contact Summer Goller at 304-702-9841.

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