

# 2024-2025 Discover Zone Parent Handbook

## *A Middle School Enrichment Program*



**Monday, Tuesday, Thursday, Friday after school until 6:00 pm**

Discover Zone is a community-based program that collaborates with Lewis & Clark Middle School to deliver non-school time, skill-building activities with young people in grades 6 – 8.

**Discover Zone** offers a program for 2024-2025 school year 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. The program provides a safe place for middle school students after school under the supervision of qualified and caring adults. This program includes opportunities for hands-on enrichment activities, service-learning projects, field trips, guest speakers, fun physical activities, healthy snacks, and relaxation time.

If medications must be given, the medical release form is located at <https://www.unitedwayyellowstone.org/sites/unitedwayyellowstone/files/MedicationAuthorizationForm.pdf>. Calendars of planned activities will be emailed to parents before the first of each month.

**Location:** Discover Zone at Lewis & Clark Middle School, 1315 Lewis Ave., Billings, MT.

### **Registration Information**

Register your interest online at [www.unitedwayyellowstone.org](http://www.unitedwayyellowstone.org). Upon receipt of your interest notification, you will receive an email with a link to complete registration. It's that easy! The only cost is a \$25 one-time registration fee if you are a new student.

## **Activities**

Many of the Discover Zone activities take place on site at Lewis & Clark Middle School. However, some activities may take place within the Billings community and may require transportation. If a field trip or service learning activity are planned, they will be listed in the monthly calendar.

When field trips are scheduled, parents are required to complete a permission form which will be sent as a link via email that lists the activity, date, time, and location. The school district's transportation buses and MET Transit will provide transportation if the field trip/service learning project is outside of walking distance.

## **Snacks**

Snacks are provided once a day, unless otherwise specified in the calendar.

## **Early Outs, PIR, and Holidays**

At this time, we do not offer Discover Zone during early outs, PIR days, or whole days.

## **Absences and Illnesses**

If a child(ren) do not arrive as intended, the Discover Zone staff will contact the parent(s). If the parent(s) cannot be reached, the Discover Zone staff will contact the child(ren)'s emergency contact persons. If a child becomes ill, or arrives ill at Discover Zone, the parent will be contacted and expected to promptly pick up the ill child within 30 minutes of notification. If your child walks, rides their bike, or takes public transportation, they may leave after we have notified you. If they need to wait for transportation, your child will be isolated from the other children until the parent, or authorized person arrives.

## **Children's Rights**

1. To have a safe environment.
2. To use all equipment and space on an equal basis.
3. To have their ideas and feelings respected.
4. To have discipline that is fair, equal, and respectful.
5. To have staff members who care about the, enjoy being with them, and help them grow.

## **Children's Responsibilities**

1. To learn the rules and accept the consequences for their actions.
2. To control their feelings so their actions do not harm people or school property while in the program.
3. To follow directions and remain with the group and supervisor at all times.
4. To return materials and equipment to the place they found them for other children to use before taking out a new activity.

## **Parent's Rights**

1. To know their child(ren) are in a safe environment.

2. To share concerns with the staff about anything they do not feel is in the best interest of their child(ren).
3. To know about their child(ren)'s behavior. If there is a concern, to spend time talking with the staff about a solution.
4. To know if their child(ren) do not report to the program as intended.
5. To notify your Discover Zone Site Coordinator by phone or written notice if a child(ren) will not attend.
6. To notify the Discover Zone Site Coordinator in writing when an unauthorized person is picking up the child(ren).
7. To keep the child(ren)'s records up-to-date with changes in phone numbers, physical, and email addresses.
8. For your child(ren)'s safety, you must sign your child(ren) in each morning and out each evening.
9. To pick up your child(ren) on time.
10. To notify the Site Coordinator if there are issues that might warrant special attention and would not be indicated in the registration process (i.e. a special crisis in the child's life, a death in the family, medication that they may be taking, etc.).
11. To notify the Out-of-School Time Program Support Assistant of any enrollment, phone number, address, or email changes as soon as possible by calling 406.272.8512 or by email at [CAREacademy@uwyellowstone.org](mailto:CAREacademy@uwyellowstone.org).

### **Emergency Procedures**

In case of a serious medical emergency:

Step 1: The Site Coordinator will call the parent(s). If neither parent can be reached, the next step will be taken.

Step 2: If the parent has listed an alternate emergency number, that number will be tried (i.e. grandparent, neighbor, or close friend). If those individuals cannot be reached, then step 3 will be followed.

Step 3: Our staff have been certified in CPR training and if warranted, will administer CPR until the paramedics arrive. The child will be taken by ambulance to the emergency room at a local hospital at the parent's expense.

Step 4: Discover Zone's responsibility ends when the child has been transported to the emergency room at the hospital. It is suggested that parent(s) have a notarized permission form on file with the hospital to treat their child(ren).

In case of poisoning, staff will immediately contact Poison Control (1.800.222.1222) and follow their instructions.

### **CARE Academy Contact Information**

**For day-to-day activities, please call or email:**

Discover Zone: 406.409.1970 [maseyc@billingssschools.org](mailto:maseyc@billingssschools.org)

Chaelene Massey, Youth Development Coordinator

**If you have questions, concerns, or need to report an emergency to the Program Director, please contact:**

Michelle Lamberson, Director

Phone: 406.272.8505

Email: [ostdirector@uwyellowstone.org](mailto:ostdirector@uwyellowstone.org)

**If you have questions in regards to enrollment, waiting list, etc., please contact the Out-of-School Time Manager at the United Way of Yellowstone County office:**

Sheila Veatch, CARE Manager

Phone: 406-272-8512

Email: [CAREacademy@uwyellowstone.org](mailto:CAREacademy@uwyellowstone.org)

**If you have questions in regards to billing, staffing, etc., please contact the Out-of-School Time Manager at the United Way of Yellowstone County office:**

Haiven Hayes, CARE Manager

Phone: 406-272-8515

**Looking for ways to be more involved with the Discover Zone Program?**

The success of Discover Zone is dependent upon the positive relationships built between Discover Zone, community agencies, community volunteers, parents, students, and schools.

If you, or anyone you know, would like more information about volunteer opportunities with Discover Zone afterschool/summer programming at Lewis & Clark Middle School, please call Michelle Lamberson at 406.672.4214 or email to [ostdirector@uwyellowstone.org](mailto:ostdirector@uwyellowstone.org).

**You can join our CARE Academy/Discover Zone Parent Advisory Council!**

**CARE Academy Parent Advisory Council**

**Staff Liason:** Michelle Lamberson

**Meeting Frequency:** Quarterly

**Meeting Duration:** 1 ½ hours

**Time Commitment:** It is expected that committee members read materials and consider points of discussion prior to the meeting. There is expected post-meeting work. Committee members spend 1 to 3 hours per quarter.

**Purpose:** The Parent Advisory Committee (PAC) is comprised of parent representatives and family caregivers from each CARE Academy/Discover Zone location who meet quarterly. The PAC serves as an advisory, not a decision-making body, that makes recommendations and provides advice to the CARE Academy Director relating to programs, activities, and resources in order to 1) help the program attain its goal of providing each child with the best Out-of-School Time experience possible and 2) have policies and programs that support families' strengths and needs.

- Increase community support for CARE Academy/Discover Zone.
- Enhance the quality of the program through recommendations and feedback.
- Assist in identification of community resources.
- Act as an advocate for CARE Academy/Discover Zone.