



MANY OPTIONS

Program  
Handbook  
2007-2008

# Welcome to MANY Options!

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### **Important Contact Information:**

**Mailing address:**

MANY Options  
24 Vernon St  
Keene, NH 03431

**Phone:** 603-355-3040 x108

**Email:** manyoptions@mfs.org

MANY Options runs 2:30 – 5:30  
Monday through Friday.

**Pick-up time is between 5:15 - 5:30.**

Please notify the MANY Options Coordinator if there are changes in regards to a participant's address, health, emergency contacts, or pick-up information.

## I. Program Schedule

**First Day: Tuesday, September 4<sup>th</sup>, 2007**

**Last day: June 13<sup>th</sup>, 2008**

**The MANY Options program has 5 Sessions throughout the school year:**

- September 4<sup>th</sup> -10<sup>th</sup>: Welcome Week
- **Session 1:** September 10<sup>th</sup> – October 26<sup>th</sup> (No school Oct 5<sup>th</sup>)
- **Session 2:** October 29<sup>th</sup> – December 21<sup>st</sup> (No school Nov 6<sup>th</sup>, Nov 12<sup>th</sup>, Nov 21-23<sup>rd</sup>)
- January 2<sup>nd</sup> – 4<sup>th</sup>: Welcome Back Week
- **Session 3:** January 7<sup>th</sup> – February 22<sup>nd</sup> (No school Jan 21<sup>st</sup>, Jan 25<sup>th</sup>)
- **Session 4:** March 3<sup>rd</sup> – April 18<sup>th</sup> (No school March 21<sup>st</sup>)
- **Session 5:** April 29<sup>th</sup> – June 13<sup>th</sup> (No school May 26<sup>th</sup>)

### Policy for Closings:

MANY Options follows the SAU 29 calendar. **The program will not be held on school holidays, teacher workdays, or when school is closed for emergencies or inclement weather conditions. If school is cancelled or closed early, MANY Options is not open.** If you are in doubt about the weather situation and you have not heard about closings through the proper media, you may call the Program Coordinator at 355-3040, x108. Students should follow their normal routine in getting home if school is closing early due to unexpected emergencies.

**MANY Options is Closed on the following days:**

- October 5<sup>th</sup>
- November 5<sup>th</sup>
- November 12<sup>th</sup>
- November 21<sup>st</sup> – 23<sup>rd</sup>
- December 24<sup>th</sup> – January 1<sup>st</sup>
- January 21<sup>st</sup>
- January 25<sup>th</sup>
- February 25<sup>th</sup> – 29<sup>th</sup>
- March 21<sup>st</sup>
- April 21<sup>st</sup> – 25<sup>th</sup>
- May 26<sup>th</sup>

## II. Activity Schedule

MANY Options is designed to provide structured, supervised after school activities for students in grades 5-9. Students will have time to participate in activities of their choosing with guidance and supervision of the staff members. Although options are planned and structured by the staff members, student input is essential to their enjoyment of the activity. The afternoon begins with students arriving, signing in and receiving a snack. The students then have the choice of doing homework, playing educational games, reading, working on a puzzle, or creating arts and crafts. At 3:30, the group will have a short check-in time during which announcements are made by staff, participants or both. This time will also be used for team and character building activities

The students then travel to their daily option and participate in that activity from 4-5pm. At 5pm all participants return to MANY Options for pick-up. Occasionally there may be opportunities to participate in events related to MANY Options outside of normal operating hours. Events in this category may include rewards trips, performances, or other special events and will be announced to families in advance to allow for planning.

From 4-5pm daily participants will take part in the option they have chosen. Options will run in seven week sessions. Participants will sign up before the session begins for the option they would like to participate in each day. Once participants have signed up, parents/guardians will receive a list detailing the chosen activity for each day, the location of the activity and any special instructions. We encourage you to keep the information so you know where your child is and what activities they are doing each day. **Regardless of activity, pick-up will occur at our Vernon Street location unless prior arrangements have been made.**

**Monday – Thursday Schedule:**

2:30-2:45 Snack/Free Time/Check Planner  
2:45-3:45 Activity Time  
3:45-4:00 Circle Time  
4:00-5:00 Options  
5:00-5:30 Free Time

**Friday Schedule:**

2:30-3:45 Snack/Free Time  
(homework optional)  
3:45-4:00 Circle Time  
4:00-5:00 Options  
5:00-5:30 Free Time

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**III. Participant Pick Up**

Should a participant's ride fail to pick them up by 5:30 pm and written permission for the participant to walk home has not been given by the caregiver, the following procedure will be enacted. **Parents or legal guardians will be charged \$1.00 per minute that the participant is with MANY Options staff after 5:30pm.** At 5:35pm staff will attempt to contact primary caregivers and emergency contacts. At 6:00pm, if there has been no contact made with caregivers or emergency contacts, the staff will contact the Keene Police Department and follow the directions they give.

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**IV. Medication/Illness**

If a student needs medication, they should arrange with the school nurse to take their medication at the end of the school day. **It is important to note that medication will not be administered by MANY Options staff.** Parents/guardians may come to the program to administer necessary medications. If a student requires medication for life-threatening emergencies, exceptions can be made.

In the event of illness, the staff will notify the parent/guardian and the parent/guardian, or designee, agree to pick up the student promptly. A student should not attend MANY Options on days they do not attend school or leave early from school due to illness. Should the need occur, basic first aid will be administered. In the event of an emergency, program staff will contact a student's parent or guardian.

## V. Personal Belongings

MANY Options is not responsible for personal items that are lost, stolen, or broken. Weapons or dangerous objects are prohibited as well as toy guns or toy weapons. Any toys, books, magazines, games or other materials that depict violence or inappropriate situations are prohibited. Participants are also not allowed to use iPods, cell phones, personal games, or electronics of any kind at MANY Options. Inappropriate items will be held by staff and returned to the participant's parent or guardian.

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## VI. Fees

Fees are determined on a sliding fee scale and are based on a 36 week program. Invoices will be sent out monthly reflecting the amount due and the total balance. Fees can be paid via cash, personal check, or money order. Payments can be dropped off or mailed to our office. Please indicate the name of the student the payment is for. MANY Options also accepts child care reimbursement from the state. The income requirements for child care assistance are different from requirements of other programs. Families should speak with the program coordinator if they want more information about financial assistance through this program.

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## VII. Discipline

MANY Options teaches participants to accept responsibility for their actions and solve problems on their own. The staff speaks to participants about behaving respectfully and encourages behavior to be kind, fair, safe, and responsible. MANY Options staff will work with participants to discover the source of the participant's problem before developing, with the student, choices of alternative behaviors to be used in the future. MANY Options understands that participants choose their behavior and make choices that make sense to them (though not always to us). Every choice made has a consequence, positive and/or negative. Our goal is to empower participants by showing them that they have some control of situations by the choices they make. This feeling of empowerment results in positive behavior because the student recognizes the investment in and responsibility for their actions.

### **Discipline will be:**

- Respectful, with no exceptions.
- Appropriate, with the solution relevant to the problem.
- Consistent, and support the expectations.
- Constructive, and will teach the participant how to react in future situations.
- Cooperative, as the participant understands their responsibility for their actions and participates in the problem solving process.

### **Discipline will never include:**

- Physical punishment
- Yelling
- Verbal abuse
- Frightening or embarrassing remarks

## VIII. Stars and Stops

Stars and Stops is a rewards and consequences system for participants in MANY Options. Stars and Stops are earned by the participants based on their behavior each day.

### Stars

Stars will be earned by those participants that follow the MANY Options community rules by exhibiting kind, respectful, caring, and positive behaviors. Participants choose when to turn in their stars. The stars can be used to “purchase” items from the MANY Options Store. The participants can turn them in on a regular basis or save them for larger rewards. Stars may only be turned in during regular “store” hours.

The MANY Options store has a rotating stock. Items in the store have included: journals, soft footballs, hair accessories, batteries, yo-yos, pencils, glow accessories, jewelry, free mini-golf passes, free go-kart rides, mad-libs, modeling clay, jump ropes, and chalk.

### Stops

Stops are earned by participants for negative behaviors. Participants may earn up to three stops in one day. Stops are not carried over to the following day.

A student who is not following the community rules will receive one “stop”.

The second infraction will result in a second “stop” and a five minute “chill out” time for the participant. The “chill out” time is meant to give the participant time to collect him/herself so they may rejoin the activity and participate in a positive manner. While “chilling out” participants will be given written tips to help them regain control (count to 10, take deep breaths). Participants may choose to take more time to collect themselves and always have the right to voluntarily “chill out” regardless of “stops”. “Chill out” will always take place in an area supervised by MANY Options staff.

When the participant earns their third “stop” in a day they will be suspended from the program for one program day. Parents/guardians will be notified when a participant earns a suspension and will be asked for their assistance in solving the problem and preventing its reoccurrence.

If a pattern of misbehavior and non-compliance emerges, the participant may be prohibited from returning to MANY Options until a behavior plan is developed and agreed upon by the participant, a parent or legal guardian and MANY Options staff. Additional incidents could result in the termination of the participant’s enrollment in MANY Options. Termination of enrollment is rare and considered a last resort. However, violent, threatening, or illegal behaviors will result in immediate removal of the participant from the program without regard to stops in order to ensure the safety of all participants. MANY Options staff will call the parent/legal guardian or the designated emergency contact and it is their responsibility to pick up the participant promptly.

**No refunds will be given for behavioral suspension or termination of enrollment.**