



# Youth Club Program Overview/Parent Handbook

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## **1. Purpose and Mission of Youth 360 and Youth Club**

Youth 360 connects local youth to their peers, parents and community to increase health and wellness. The more connected a young person is, the more likely they will become happy, healthy, thriving adults. Social connection is linked to increased rates of health and well-being and reduced rates of bullying, suicide, and substance misuse. Youth 360 builds connection by providing positive, meaningful activities and opportunities for young people and their families.

**Youth 360 Vision:** Youth and families thriving in a caring and connected community.

**Youth 360 Mission:** Provide activities and opportunities to help youth and families thrive.

Youth 360 will operate Youth Club, an after-school and summer break program. Youth 360 is a program of United Way of Mat-Su and was developed in collaboration with other local Mat-Su organizations, including the Mat-Su School District and Mat-Su Health Foundation.

## **2. Locations**

Youth Club provides summer and after-school programs at Houston Middle School, Houston High School and the Wasilla Club on the campus of Wasilla Good Shepherd Lutheran Church. Expansion to future sites and age groups will occur as program resources allow.

## **3. Hours of operation**

Youth Club is open from 12-5 pm during summer program and from 2:15-6:00 pm during the school year. Programs will be open from Monday-Friday during the school year and Monday-Thursday during the summer program. Some special events may occur, but programs are typically closed on holidays, school closure days and for occasional staff professional development opportunities.

## **4. Contact Information**

For questions regarding enrollment, program design or to get involved as a volunteer or activity vendor, please contact the Youth 360 Director or your school's youth club.

- Youth 360 Director: Tyler Healy
  - Phone: 907-373-3613; E-Mail: [director@youth-360.org](mailto:director@youth-360.org)
- Youth 360 Outreach Coordinator: Jennifer Walther
  - Phone: 907-745-5824; E-Mail: [outreach@unitedwaymatsu.org](mailto:outreach@unitedwaymatsu.org)
- Youth 360 Houston High School
  - Phone: 907-892-9591; E-Mail: [houston@youth-360.org](mailto:houston@youth-360.org)
- Houston Middle School
  - Phone: 907-892-9465
  - E-Mail: [houston@youth-360.org](mailto:houston@youth-360.org)
- Youth 360 Wasilla
  - Phone: 907-376-0360; E-Mail: [wasilla@youth-360.org](mailto:wasilla@youth-360.org)
- Text Line (all locations): Text "Youth 360" to 907-745-5826 to receive regular schedules and updates (no calls to this number please).

## **5. Program Model and Activities Available**

Youth Club offers structured and varied activities during summer and after-school programs. Youth Club activities are designed to encourage connection and a sense of belonging for participants, build skills and incorporate youth choice and leadership. Weekly activity schedules will be posted at Youth Club sites. Regular routines, activities and a positive, supportive program atmosphere will encourage

youth participation, leadership and enrichment. Structured activities will be organized and facilitated by Youth Club staff, outside vendors and volunteers. Regular activity blocks include recreation, creative expression, games and activities, youth leadership, media and technology clubs, and many others. Specialized activities will also be offered based on youth interest and instructor availability. Occasional off-site field trips and enrichment activities may also occur. Parents/guardians will be notified of planned field trips and provided with any required permission slips with reasonable advance notice.

## **6. Eligibility and Enrollment**

Eligibility: all students enrolled at a participating Youth 360 site school will be eligible to enroll in Youth 360 activities and Youth Club during the school year. Summer programs are open to any Mat-Su youth entering 6<sup>th</sup>-12<sup>th</sup> grade. Students not attending our host sites can apply for participation in school year programs, but preference is given to host school attendees.

Enrollment process: Families must enroll their child in Youth 360 before they can participate in after-school or summer Youth Club activities. Families can enroll via enrollment forms available at the youth clubs, host schools or Youth 360 office (777 N. Crusey St., Suite B111, Wasilla, AK), or by visiting [www.youth-360.org](http://www.youth-360.org).

## **7. Transportation**

Transportation will be available via contracted busing to/from the program sites during the summer, and from the program to central community sites at the end of each day during the school year. Pick-up and drop-off sites will occur at centralized community locations. Specific bus routes and times will be available for parents upon enrollment. Please contact Club Managers or Youth 360 Director for detailed information on transportation routes.

Bus conduct: Youth 360 follows Mat-Su Borough School District universal bus expectations, located at <https://www.matsuk12.us/Page/25483>. Youth Club attendees are expected to meet expectations and follow instructions from bus drivers to ensure safe travel for all. The Director of Youth 360 and Youth Club Manager will be responsible for addressing bus conduct concerns received from bus drivers or others.

## **8. Arrival/Departure Procedures**

Youth or parent/guardian will sign the youth in and out of the program upon arrival and departure. If a participant checks out of the program, they will not be permitted to return that day unless approved by club manager due to a reasonable excuse provided by parent or guardian (i.e., doctor's appointment, family engagement, etc.). Participants will not be released to anyone other than a parent, guardian, or person listed on the Youth 360 registration form as approved for pick-up. Parent/guardian can call program sites to provide permission for additional adults to pick up their child. With prior parental or guardian permission, Youth 360 allows for participants to depart from the program site unaccompanied by an adult. If a student leaves the program site unaccompanied without prior permission, parents and/or additional contacts will be contacted immediately.

## **9. Communication procedures**

Youth 360 utilizes Dream Class software and apps for student records and communication (youth-360.dreamclass.io). Upon registration, parents are provided with access information to view their child's records on Dream Class. Please contact your club manager if you do not have access to this system. Additionally, club directors and staff will notify host schools for information on closures, schedule changes and other updates. An opt-in text system is also used to provide program schedules, event and closure information, and other relevant messages. Text "Youth 360" to 907-745-5826 to receive these messages. Parents/guardians can contact their location's Youth Club Manager for

questions on daily programming, basic communication regarding your child's schedule, or other day to day questions. During the school year, school offices at Youth 360 sites can connect parents and guardians to Youth Club staff.

#### **10. Closures**

Youth Club will follow MSBSD guidelines and decisions for site closures. Youth Club will be closed if host schools are closed or after-school activities are cancelled due to inclement weather, safety issues, transportation issues or any other reason. Youth Club will close if sufficient staffing is not available, or program cannot be operated safely. MSBSD mass communication services, email, text and any other available means will be used to notify parents and families of closures, with as much advance notice as possible. Program schedules and information will be updated regularly to reflect any changes in offered program activities.

#### **11. Behavior Support and Management**

Youth 360 is committed to providing an environment in which participants feel connected, valued and supported. Staff, volunteers, vendors and visitors will use strengths-based, non-coercive, and individualized behavior management strategies when interacting with and supporting youth. Youth will be encouraged to utilize self-control and self-management and provided opportunities to do so by Youth Club staff.

Youth 360's goal is to build respectful and welcoming environments for all students at our youth clubs. If staff members witness or are informed of exclusion, bullying, harassment, or other behaviors contrary to this policy, they will immediately address the issue with the involved students and inform the club manager. Club manager will inform Youth 360 director and further follow-through and/or disciplinary action will be applied, up to and including removal from the program. Staff, youth, visitors, volunteers, and anyone else in attendance at Youth 360 locations will be expected to uphold this policy.

Any staff member, vendor or visitor found to be in violation will not be permitted to return to Youth 360 youth clubs or other program sites.

#### **12. Participant Code of Conduct**

Youth 360 follows student rights and responsibilities as outlined in MSBSD Student Handbook (available at any school or online at <https://www.matsuk12.us/>). All Youth Club participants will be expected to uphold a culture and atmosphere of respect and consideration for others. With staff support and guidance, Youth Club participants play an active role in developing program norms and expectations.

Youth that engage in behavior that is unsafe or counter to Youth 360's philosophy of healthy connection will be subject to a progressive discipline system. Youth 360 Director will determine disciplinary response in coordination with Youth Club staff, Youth 360 leadership team and school personnel. Youth 360 will follow local laws and MSBSD school policies related to weapons, drugs and alcohol, bullying, physical/sexual harassment and misconduct and other major safety considerations, as outlined in MSBSD Student Handbook. Youth 360 staff, school personnel, behavioral health providers, families and youth can work together to develop an individualized plan to support youth as needed.

No student shall be excluded, bullied, harassed, or otherwise made to feel unwelcome at Youth 360 based on any element of their personal identity, belief system or personal characteristics. Any student found to be in violation of these expectations will be subject to disciplinary action, up to and including removal from the program.

### **13. Health and Safety/Emergencies**

**Illness/Injury:** Participants should stay home in case of illness. If a participant appears ill or contagious within the program, Youth Club staff will attempt to contact parent/guardian to pick up the youth. Serious medical issues or emergencies will result in an immediate call to parents. In case of medical emergencies, Youth Club staff will access the emergency medical system and provide care within their training and ability. By enrolling their child in Youth Club, parents provide permission for Youth 360 staff to make decisions regarding the emergency medical care or treatment of my child if the parent cannot be reached. CPR/First Aid Training is required for Youth Club staff.

**Supervision:** Youth Club attendees will be supervised by Youth Club staff and/or approved volunteers or vendors. Well-established routines and expectations will be established to maintain supervision and safety for participants. Sign-in and sign-out procedures will allow staff members to maintain an accurate count of attendees and their locations. Youth 360 employees, vendors and visitors are prohibited in meeting in closed door private or one-on-one meetings with students.

**Ratios:** Youth Club locations will be staffed by one Club Manager and one to three Youth Engagement Specialists for each site. This staffing model allows for a maximum of 30-40 youth participants at one time.

**Mandatory Reporting:** Per Alaska law, Youth Club staff are required to report child maltreatment. [http://dhss.alaska.gov/ocs/Pages/childrensjustice/reporting/references\\_law.aspx#47.17.020](http://dhss.alaska.gov/ocs/Pages/childrensjustice/reporting/references_law.aspx#47.17.020)

**Emergency plans** are in place for fire, earthquake, shelter in place, evacuation and medical issues. Youth 360 follows MSBSD facility emergency plans.

### **14. Food**

Youth 360 will provide healthy meals and snacks for every Youth Club attendee daily through partnership with outside food providers. Youth Club staff will serve meals and ensure compliance with food safety, documentation and equal access requirements. Youth 360 attendees are expected to comply with basic program expectations surrounding food administration and consumption to ensure compliance with third party provider requirements. Meal replacements can be made for youth with allergies or dietary restrictions. Contact the Youth Club Manager or Youth 360 Director for more information.

### **15. Family and Community Engagement**

Youth 360 is dedicated to fostering connection within our community by offering various opportunities for families and community members to engage in Youth Club activities and development. The Family Connection Committee, which meets on the 4<sup>th</sup> Wednesday of each month, plays a key role in this mission. Families can get involved by volunteering on the committee, donating supplies, or leading activities at the clubs that align with their personal interests and skills. This collaborative approach helps strengthen the bonds between families, the community, and the Youth 360 program. To get involved in Youth 360 or for more information, please contact Tyler Healy, Youth 360 Director at 373-3613, [director@youth-360.org](mailto:director@youth-360.org) or Jennifer Walther, Outreach Coordinator, [outreach@unitedwaymatsu.org](mailto:outreach@unitedwaymatsu.org).

### **16. Access/Special Needs**

Youth 360 and Youth Club are inclusive and equitable spaces for youth. Program space will be accessible and available to all eligible participants. Youth 360 will provide reasonable accommodations to support youth with special needs and/or IEPs.

## **17. Privacy/Personal Information**

Youth 360 will not share enrollees' personal information without permission from parent/guardian. Youth 360 may utilize program photos, videos, youth-submitted media and artwork, social media outreach and other means to publicize the program and provide updates to families, participants and community members. If you do not want your child's likeness or creative output used publicly, please contact Tyler Healy, Youth 360 Director at 373-3613 or [director@youth-360.org](mailto:director@youth-360.org). Youth 360 will also conduct periodic private and anonymous surveys of participants and families to gather feedback and improve the program. Parents and participants are not required to complete surveys, and responses will be private and anonymous.