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## Empire State After School Program

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Dear Families,

We are currently enrolling students in the Empire State After School Program for the 2018-2019 school year. Completed applications are due to the ESASP office by **August 15, 2018**.

Students **grades K-5** will be eligible to apply to participate in the program. The program will be held five days a week from 2:15 p.m. – 5:15 p.m. Program will close on 10:20 dismissal days as well as Parent Teacher Conference days. Alternative options will be available for care on those days offered on a first come first serve basis. You may inquire with your school's enrichment provider for details.

Important information:

- **Students in grades 2-5 can be transported from the after school program** if they are currently receiving transportation from the District. However, please note that if accepted into the program, after school program time will replace their regularly scheduled home transportation (approximately 2:15 p.m.). This means that if your child needs to leave prior to the end of program (5:15 dismissal) the parent or guardian will need to coordinate transportation.
- **Students in Kindergarten and Grade 1 will need to be picked up by a parent or guardian** at dismissal of the after school program at their program site.

Dinner will be provided for all students during program hours. The program will offer academic support as well as mindfulness and enrichment activities. The Troy YMCA and Troy Boys and Girls Club will be providing enrichment programming.

Program is scheduled to begin **September 11, 2018** and will run through **June 20, 2019**. If you are interested, please complete the attached application and return to your child's school or the ESASP office. You will be notified by letter if your child has been accepted. If you have questions please feel free to contact me.

Sincerely,

Hilary Montesano



**Empire State After School Program Application**

**Program Start Date: September 11, 2018**

*Please return the completed form and survey to your child's school*

**Child's name:** \_\_\_\_\_

**Elementary School:** \_\_\_\_\_ **Child's Teacher** \_\_\_\_\_

**Child's Grade: (circle one) K, 1, 2, 3, 4, 5**

**Does your child have an IEP: (circle one) yes or no**

**Parent/Guardian Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Phone Numbers:**

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Emergency Contact Information:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**My child (grades 2<sup>nd</sup>-5<sup>th</sup> only) will take district transportation home from the after school program: (circle one) yes or no**

By circling yes, I understand my child will no longer have the regularly scheduled school day transportation home- only after school transportation. In the event my child does not attend the after school program, I understand that I am responsible for transportation home from school.

**Parent Signature:** \_\_\_\_\_

Additional information regarding my child:

*Please complete the survey and child release form*



**Empire State After School Program Child Release Form:**

Please indicate the names of the people who can pick up your child at dismissal time or in the case of an emergency if you are unable to do it yourself. We will not release your child to any unauthorized person. Persons who pick up your child may be asked to show identification.

I hereby give the staff at \_\_\_\_\_ permission to release my  
 (Name of School)

child \_\_\_\_\_ to the following person(s).  
 (Name of Child)

Name	Phone Number	Relationship
		Parent/Guardian
		Parent/Guardian

Date \_\_\_\_\_

**Parent/Guardian Involvement Survey/Needs Assessment  
Empire After School Program  
Troy City School District**

Dear Parents/Guardian,

As part of the requirements for participation in the Empire State After School Program, we ask that you complete the following survey. The purpose of the survey is gather data which will help develop strategies that enhance collaboration between schools, teachers, and families and increase parental engagement.

Please complete the entire survey. All data from the surveys will be confidential and identifiable only by school. Thank you for participating in this important element of the Empire After School Program.

**Demographic Data: Please fill in the blanks in the following sentence.**

My child/children attend \_\_\_\_\_(insert name of the elementary school).

I/We have \_\_\_\_\_child/children attending this school (insert number of children).

I/We have been in the Troy City School District as a parent or guardian for \_\_\_\_\_years.

My child/children are currently in grade(s) \_\_\_\_\_.

**Part I – Parental Engagement**

1) In a few words, how would you define parental engagement?

For questions 2 and 3 please check the items that apply to you:

2) In what ways are you currently engaged in your child's/children's education.

- \_\_\_\_\_ Help with homework
- \_\_\_\_\_ Read to my child/children
- \_\_\_\_\_ Attend PTA/PTO meetings
- \_\_\_\_\_ Communicate regularly with my child's/children's teachers
- \_\_\_\_\_ Volunteer in the classroom
- \_\_\_\_\_ Attend field trips
- \_\_\_\_\_ Attend parent/teacher conferences
- \_\_\_\_\_ Use of parent center
- \_\_\_\_\_ Other (please explain):

\_\_\_\_\_

3) My level of engagement in the schools would likely increase if the following was provided.

- \_\_\_\_\_ Child care
- \_\_\_\_\_ Transportation
- \_\_\_\_\_ Translators
- \_\_\_\_\_ School outreach to parents on ways to be engaged
- \_\_\_\_\_ Other (please specify, in the space provided, how your school might help to increase parental engagement)

4) From the list below, select your top 3 choices for a parent education program that you would **most** likely attend.

- \_\_\_\_\_ Bullying
- \_\_\_\_\_ Developing respectful relationships
- \_\_\_\_\_ Helping with homework
- \_\_\_\_\_ Improving parent child communication
- \_\_\_\_\_ Individualized Education Plans (IEPs)
- \_\_\_\_\_ Internet Safety
- \_\_\_\_\_ Keeping children safe
- \_\_\_\_\_ Motivating Children
- \_\_\_\_\_ Parenting
- \_\_\_\_\_ Special Education Law
- \_\_\_\_\_ Supporting Grandparents as Parents

5) My preferred times of day for parent workshops are

- \_\_\_\_\_ morning
- \_\_\_\_\_ afternoon
- \_\_\_\_\_ evening
  
- \_\_\_\_\_ weekdays
- \_\_\_\_\_ weekends

## **Part II – Parent Centers**

As part of the After School program, each school will have a Parent Center (some schools already do). The Center would be a designated place in the school building for parents to go. The Center would have different resources, materials and information for parents, with the hopes of improving the parent-school experience.

If there were a Parent Center in your building would you use it?

Yes  No

If **Yes**, please answer the following questions:

1) What type of **setting/equipment** would encourage your use of the Parent Center?  
(check all that apply):

- Computers connected to the internet
- Printers
- I Pads to be loaned to parents
- Cell phone charging stations
- Couches and chairs

2) I believe that a Parent Center should have information on: (check all that apply):

- Creating a resume
- Communicating effectively with teachers
- Counseling on Career Development
- Dealing with bullying
- Finding summer programs for children
- Getting a GED
- Helping with homework
- Interviewing techniques
- Listings of job openings
- Parenting in the 21<sup>st</sup> Century
- Understanding ADHD
- Understanding Financial Literacy
- Understanding Learning Disability
- Understanding Education Law
- Understanding the Curriculum
- Understanding and Using Technology
- other

### **Part III – Growing Parent Engagement**

Now, in the space below, explain your **biggest challenge** to being more engaged in your child's/children's education and school. Also, if possible, indicate some ways that this challenge could be addressed or fixed.