

TABLE OF CONTENTS

WELCOME TO YOUTH NET	2
Mission	
Goals	
Keys to a Successful Experience	
KEY CONTACTS	3
Marshfield Clinic Health System Center for Community Health Advancement	
Youth Net Center	
RESPONSIBILITIES & EXPECTATIONS	4
Marshfield Clinic Health System Center for Community Health Advancement Staff	
Parent	
Participant	
PROGRAM COMPONENTS	5
School Year	
Summer Programming	
OPERATING POLICIES & PROCEDURES	8
Referral and Enrollment	
Attendance	
Check Out	
Transportation	
Parking	
Regular Hours of Operation	
Early Dismissal	
Inclement Weather	
Newsletter – Field Trips – Student Conduct	
Electronic Devices	
Technology Use	
Alcohol and Other Drug Abuse	
Smoking and Tobacco Use	
Dress Code – Lost and Found	
Emergency Procedures	
Health and Safety	
Dispensing Medications	
Input/Grievance	
Mandatory Reporting	
Contribution	
BEHAVIOR MATRIX	12
BUS RIDER RULES	13
INTERNET USE POLICY	14

WELCOME TO YOUTH NET

Dear Parents/Guardians,

Welcome to the Marshfield Clinic Youth Net Program! For over 26 years, Marshfield Clinic Health System Center for Community Health Advancement has operated a comprehensive, afterschool program known as Youth Net. Youth Net serves 300 Marshfield area youth ages 8-18 each year.

The parent handbook is meant to be a helpful resource for Youth Net parents and participants. You will be able to find information regarding staff, daily schedules, volunteer opportunities and summer programming.

Marshfield Clinic Health System Center for Community Health Advancement

Marshfield Clinic serves patients through accessible, high quality health care, research and education. Marshfield Clinic Health System Center for Community Health Advancement partners with communities to support community health improvement plans and assists in developing healthy environments that foster resilient, successful children, youth and families. Through the Center for Community Health Advancement, Marshfield Clinic Health System offers individuals and groups a variety of volunteer opportunities to improve the quality of life and health within local communities.

Mission

To develop healthy environments that foster resilient, successful children, youth and families.

Goals

- Support academic performance
- Promote social/emotional learning
- Promote healthy lifestyles through education and physical activity
- Establish personal learning plans
- Encourage family participation
- Encourage positive relationships between youth, staff and volunteers
- Provide opportunities to volunteer

Keys to a Successful Experience

- Consistent attendance
- Communication between staff, parents and school
- Staff, parents and school development of personal learning plan

KEY CONTACTS

Marshfield Clinic Health System Center for Community Health Advancement

<i>Randy Neve</i> Manager	715-221-8404 (office)	neve.randy@marshfieldclinic.org
<i>Jennifer Smith</i> Program Manager	715-221-8409 (office)	smith.jennifer@marshfieldclinic.org
<i>Connie Sersch</i> Health Educator Teens United	715-221-8427 (office) 715-897-5694 (cell)	sersch.connie@marshfieldclinic.org
<i>Marissa Petersen</i> Health Educator Kids Zone	715-221-8410 (office) 715-897-5693 (cell)	petersen.marissa@marshfieldclinic.org
<i>Miranda Dupont</i> Health Educator Kids Zone	715-221-8412 (office) 715-897-5693 (cell)	dupont.miranda@marshfieldclinic.org
<i>Tiffany Kula</i> Program Assistant Teens United	715-221-8414	kula.tiffany@marshfieldclinic.org

AmeriCorps Members – Members from the Marshfield Clinic AmeriCorps program serve in the Youth Net program as well as work with students in Marshfield area schools.

Mentors – Mentors serve as a tutor and positive role model for youth enrolled in the Youth Net program.

Marshfield Area YMCA Staff – lead planned physical activities daily

Volunteers - A dedicated group of local individuals donate their time and talent to help make Youth Net a successful experience.

Mailing address

Marshfield Clinic Health System Center for Community Health Advancement (FIC)
1000 N. Oak Avenue
Marshfield, WI 54449
Phone: 715-221-8400
Fax: 715-389-8779
Email: communityhealth@marshfieldclinic.org
Website: <https://ccha.marshfieldclinic.org/>

Youth Net Center

Marshfield Clinic Health System YMCA
410 West McMillian Street
Marshfield, WI 54449
Phone: 715-383-1311

RESPONSIBILITIES & EXPECTATIONS

Marshfield Clinic Health System Center for Community Health Advancement staff agrees to:

- Provide a high quality program.
- Provide a safe environment.
- Listen to youths' concerns and answer their questions.
- Treat each youth with respect and dignity.
- Assure staff actions will reinforce a positive self-image.
- Be sensitive to all cultures.
- Encourage creativity, growth and foster self-esteem in each youth.
- Assist each child in academic success, social/emotional learning and healthy active living experiences.
- Provide consistent communication with parents, schools and other referral agencies.

Parent agrees to:

- Share concerns, opinions and suggestions with staff.
- View bulletins, newsletters and flyers to be aware of Youth Net and community activities.
- Insure 60% attendance for their elementary aged child.
- Work with staff to provide academic support, social/emotional learning and healthy active living for their child.
- Contribute to the development of a personal learning plan for their child.

Participant agrees to be a STAR:

- Be Safe: free from harm, danger or risk
- Be Trustworthy: dependable and reliable
- Be Accountable: responsible
- Be Respectful: polite and courteous

PROGRAM COMPONENTS

SCHOOL YEAR PROGRAMMING

Schedule

3:00 – 3:20 PM	Free Play
3:25 – 3:40 PM	Fitness Challenge
3:45 – 4:00 PM	Snack
4:00 – 4:15 PM	Healthy You: Mind and Body
4:15 – 4:45 PM	Academic Enrichment
4:50 – 6:00 PM	Recreational Activities

Personalized Learning Plans

All Youth Net participants go through a formal referral and enrollment process. Individualized personal learning plans are then developed that identify concrete strategies to enrich and support academic success, social/emotional learning and healthy active living. The case management team collaborates with parents, teachers, youth and other referring agencies to inform, develop, assess, and track youth progress.

Academic Success

Homework Support

All Youth Net participants receive homework support from staff daily. Participants who have not completed homework by 4:45 pm are moved to a late room where they receive individualized support until their homework is completed.

Enrichment Activities

Youth Net participants who do not have homework, or who complete their homework before 4:45 PM, participate in enrichment activities. Enrichment activities are play based learning opportunities that promote academic success and social/emotional learning.

Social/Emotional Learning

PBIS – Positive Behavioral Intervention and Support

PBIS is a process for creating safer, more effective programs by reinforcing positive behavior and preventing and addressing problem behavior. PBIS is implemented in three tiers. Tier 1 focuses on setting and teaching behavioral expectations in all areas of the building including the playground, hallway, bus and classroom. Tier 2 and Tier 3 allow staff to focus more closely on the needs of groups or individual students. Throughout the process, data is collected on student behavior. This data is then used by staff and the PBIS implementation team to identify and more effectively implement the practices that are right for their program.

Healthy You: Mind and Body

Youth Net programming includes activities to promote self-care and overall wellness. This includes trained staff providing the Mindful Schools curriculum, as well as monthly mental health topics.

Structured Recreational Programming

A variety of structured activities are available to participants each week during recreation time. These may include Legos, knitting, Scouts, yoga, etc.

Healthy Active Living

Nutrition Program

The Nutrition Program includes educational, hands-on sessions on nutrition and healthy eating for participants in grades 2-5. These sessions will be offered on a regular basis.

Daily Healthy Snacks

All participants are offered a healthy snack daily. A snack calendar is available in the monthly newsletter and the Youth Net building. Parents are asked to notify staff of any food allergies or restrictions at time of enrollment.

Marshfield Clinic Youth Net program participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving child care, participating in after school programs, or residing in homeless shelters.

Each day, more than 2.6 million children participate in the CACFP across the country. Participating facilities are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of child care, afterschool programs, and homeless shelters, and making it more affordable for low-income families.

If you have any questions about the CACFP, please contact:

Connie Sersch

sersch.connie@marshfieldclinic.org

715-221-8427

Daily Physical Activity

Youth will participate in 15 minutes of a staff lead fitness activity before they begin their homework. Daily fitness activities will also be provided after homework is completed.

COMMUNITY ENGAGEMENT

Family Dinners

Family dinners are offered monthly. Research has shown youth of families who eat meals together have fewer emotional and behavioral problems, have greater emotional well-being, are more trusting and exhibit helpful behaviors toward others and higher life satisfaction, regardless of gender, age or family economics.

Volunteer Opportunities

Throughout the year, staff and Youth Net participants are given the opportunity to volunteer with local organizations to have a positive impact on our community.

SUMMER PROGRAMMING

Youth Net Summer Program (Afternoon)

Youth will have the opportunity to participate in fun physical and enrichment activities. Field trips and outings will be planned weekly, including trips to Hefko pool. There will be an end-of-summer family grill out.

Students are encouraged to stay until the end of the day. Once they are checked out, they may not rejoin the group for other activities.

OPERATING POLICIES & PROCEDURES

The well-being of all youth is important. In order to ensure that Youth Net is a healthy and safe place, certain policies and procedures have been established.

Regular Hours of Operation

Regular hours of operation are 3:00 PM – 6:00 PM Monday – Friday. Youth must be picked up by scheduled closing time. If parent and/or emergency contacts cannot be reached within 30 minutes of closing time, Marshfield Police Department will be contacted.

Check Out

For safety reasons, parents must come to the front desk to check out and pick up their youth. Phone calls and text messages will not be a substitute for check out. All changes in check out authorizations will be documented in writing. Youth must be picked up by scheduled closing time. **In order to see a benefit from the program, Youth Net staff encourages participants to get picked up after 5:00.**

Attendance

Research links consistent attendance to better outcomes. All participants are encouraged to attend on a regular basis. Participants are required to attend at least 60% of the time. If your child's attendance drops below 60% you will be notified. **Attendance records are kept but parents will not be called if a child does not attend on any given day.** If your child will not be attending, please notify staff for any excused absence. Parents are encouraged to call to see if your child is in attendance.

Transportation

Transportation is the responsibility of the parent. Bus transportation to Youth Net is available. Students are expected to follow the bus code of conduct. Parents will be notified of any issues or concerns regarding busing.

Parking

Please utilize the parking stalls in the parking lot. Attend to arrows for traffic flow.

Early Dismissal

Youth Net is typically open on early dismissal days. Please check the newsletter for specific early dismissal schedules.

Inclement Weather

If schools dismiss early due to inclement weather, Youth Net will be closed. If afterschool activities are cancelled, Youth Net will be closed.

Newsletter

Newsletters are sent out monthly by email. A hard copy may also be picked up at the Youth Net front desk. Information is provided on early release days, family dinners, field trips, days of operation and healthy active living topics.

Field Trips

Youth Net sponsored field trips will be taken throughout the year. Field trips taken outside of the Marshfield city limits and/or outside of normal hours of operation will require permission form.

Student Conduct

Youth Net believes all participants have a right to a safe and healthy environment. Youth Net staff and parents have an obligation to promote safe, trustworthy, accountable and respectful behaviors.

Behavior that infringes on the physical or emotional safety of any participant including intimidation, harassment or bullying another participant through words or actions will be immediately addressed by staff and communicated to parents. If behaviors are ongoing, a team (including staff and parents) will meet to form a plan to address the behaviors and best support the participant.

If a participant is harming him or herself or another participant, parent contact will be made immediately and the participant will need to be picked up from Youth Net.

See PBIS Behavior Matrix (page 12) for participant expectations.

Electronic Devices and Other Personal Belongings

The use of personal electronic devices (i.e. cell phones, iPods, personal video games, DS, etc.) will not be permitted at Youth Net. Students are expected to place all electronic devices in their personal bags. Staff will confiscate devices and return them at time of pick-up if they are being used at Youth Net. If you need to make contact with your child, please call the Youth Net front desk. **Youth Net is not responsible for the loss or damage of any electronic devices or other personal belongings.**

Technology Use

Use of Technology at Youth Net is a privilege. This privilege relies on participants following the technology use guidelines. See Technology Use policy (page 14)

If a student violates the policy, participants may be removed from technology use at Youth Net and the school district will be notified.

Alcohol and Other Drug Use

The use, possession, concealment or distribution of any drug (including alcohol) and any drug-paraphernalia at any time on Youth Net property or at any Youth Net-related event is prohibited

Smoking and Tobacco Use/Possession

All forms of tobacco use and paraphernalia are prohibited on Youth Net property, including chewing tobacco and e-cigarettes.

Dress Code Guidelines

Youth Net is respectful of individual expression; however some guidelines need to be followed in regard to appropriate attire at Youth Net.

- no midriffs showing
- clothing items such as backless tops, halter-tops, strapless tops and tube tops are not allowed
- clothing and personal items which promote or support intolerance, alcohol, drugs, profanity, sexual conduct and violence will not be allowed on Youth Net grounds

Participants who violate the guidelines of Youth Net attire will need to call home to have a parent bring in appropriate clothing.

Lost and Found

Articles which have been lost by a youth will be placed in a box near the front desk. Parents are encouraged to check for lost items. Twice a year, unclaimed items will be donated to a local charity.

Emergency Procedures

Youth Net has emergency procedures that can be activated whenever an emergency occurs. Various drills are practiced throughout the year to prepare staff and participants.

Health and Safety

First aid given at Youth Net is for temporary care only. No matter how minor the injury may be, the parent should check the injury at home and provide further care.

In the case of a serious accident, the following steps will be taken:

- Parent or emergency contacts will be notified
- If needed, staff will call 911
- Staff member will stay with student and carry their medical consent form until the parent or emergency contact arrives

If a youth has a communicable disease, the youth must be removed from the program until the proper treatment has been given and/or the doctor releases the student. Youth with any of, but not limited to, the following symptoms should not attend Youth Net:

- Fever
- Diarrhea
- Vomiting
- Undiagnosed Rash
- Inflamed or Matted Eyes
- Severe cold, cough, and/or sore throat

If there are any special health concerns or problems, it is important that this information be relayed to appropriate staff.

All participants are expected to be safe while at Youth Net. Accidents occurring at Youth Net must be reported to Youth Net staff. Incident Reports will be kept on file.

Dispensing Medications

All prescription and non-prescription medications must be dispensed by a Youth Net staff member. Written authorization from a parent will be required. Any changes in medication will require a new form.

Input/Grievance Process

Input from youth and families are necessary for program success. Parents and participants are encouraged to discuss any program issues with the Health Educators. All issues, conflicts or grievances will be documented in writing. Conflict resolution will be facilitated by the Manager.

Mandatory Reporting

Wisconsin law provides that certain persons are mandatory reporters of child abuse and neglect; they must report if they have reasonable cause to suspect that a child seen in the course of their professional duties has been threatened with abuse or neglect or that abuse or neglect of the child will occur. This also includes self-harm. All Youth Net staff members are legally required to report any instance of observed or suspected child abuse or neglect to the proper authorities.

Contribution

Youth Net asks for a \$10/family contribution. Cash and checks are accepted. Make checks payable to Marshfield Clinic Research Foundation.

Behavior Matrix

	Safe	Trustworthy	Accountable	Respectful
All Settings	<ul style="list-style-type: none"> • Hands and feet to self • Be where an adult can see you • Tell an adult if you see an unsafe choice • Use equipment appropriately • Be in a supervised area 	<ul style="list-style-type: none"> • Be on time • Be honest • Be a problem-solver • Follow directions 	<ul style="list-style-type: none"> • Take responsibility for your actions • Take care of your surroundings • Clean up after yourself 	<ul style="list-style-type: none"> • Active Listener • Wait for your turn to speak • Personal space • Use positive, polite language • Be kind to others • Respect staff • Respect property
Classroom	<ul style="list-style-type: none"> • Return supplies to designated areas • Walk • Use materials appropriately 	<ul style="list-style-type: none"> • Be honest about your homework • Do your own work 	<ul style="list-style-type: none"> • Follow directions • Bring necessary materials to complete all homework 	<ul style="list-style-type: none"> • Take into consideration those doing homework around you • Voice level 0-2
Rec Areas	<ul style="list-style-type: none"> • Walk • Enter and exit safely 	<ul style="list-style-type: none"> • Participate in Rec Areas only after homework is completed 	<ul style="list-style-type: none"> • Contribute to the designated activity 	<ul style="list-style-type: none"> • Respect other peoples work/activity • Invite others to play • Voice level 0-2
Gym	<ul style="list-style-type: none"> • Enter and exit safely • Be aware of your surroundings • Play without harm 	<ul style="list-style-type: none"> • Play cooperatively 	<ul style="list-style-type: none"> • Agree on the rules of the game before playing • Follow the rules of the game 	<ul style="list-style-type: none"> • Invite others to play • Be a good sport • Voice level 0-4
Outside	<ul style="list-style-type: none"> • Enter and exit safely • Be aware of your surroundings • Stay within the boundaries • Play without harm 	<ul style="list-style-type: none"> • Play cooperatively 	<ul style="list-style-type: none"> • Agree on the rules of the game before playing • Follow the rules of the game 	<ul style="list-style-type: none"> • Invite others to play • Respect nature • Be a good sport • Voice level 0-4
Bathroom	<ul style="list-style-type: none"> • Flush • Wash your hands with soap and water 	<ul style="list-style-type: none"> • Leave promptly 	<ul style="list-style-type: none"> • Only use what you need • Put trash in garbage 	<ul style="list-style-type: none"> • Respect other people's privacy • Voice level 0-1
Hallway/ Stairs	<ul style="list-style-type: none"> • Stay to the right • Walk facing forward • Stay within the boundaries 	<ul style="list-style-type: none"> • Go directly to your destination 	<ul style="list-style-type: none"> • Keep hands and bodies off the wall 	<ul style="list-style-type: none"> • Be aware of others • Voice level 0-1
Bus	<ul style="list-style-type: none"> • Enter and exit safely • Sit and stay seated • Feet on floor • Keep aisle clear • Keep yourself and belongings inside bus 	<ul style="list-style-type: none"> • Eat or drink during designated snack time • Follow technology policy 	<ul style="list-style-type: none"> • Take all belongings when exiting bus 	<ul style="list-style-type: none"> • Respect bus and driver • Voice level 0-1
Speakers/ Presentations	<ul style="list-style-type: none"> • Stay seated until dismissed 	<ul style="list-style-type: none"> • Attend designated presentations 	<ul style="list-style-type: none"> • Appropriately contribute to presentation • Participate in activities 	<ul style="list-style-type: none"> • Look at and listen to presenter • Voice level 0

BUS RIDER RULES

Please go over these rules with your children and remind them of the rules. These rules are posted in the buses as well.

Be on time at bus stop. The bus will NOT WAIT, beep the horn or come back for your child if they miss the bus. Reminder that the bus can have a variance of 10 minutes on either side of the pick up and drop off times – this can be caused by students not riding, trains, weather, or other delays.

Obey the driver the first time – especially the signals for getting on and off the bus – this is a safety issue.

- For safety, please do not sit in the back seats of the bus unless given permission by the driver.
- Remain in your seat facing forward – moving around while the bus is moving is dangerous
- Do not kneel or stand on the seats, and keep your feet, legs, and backpacks out of the aisle.
- Do not stand up in the bus until the driver gives permission to do so.
- Keep your things in your backpack.
- Help keep the bus clean – Do not throw anything on the floor or out of the bus windows.
- Eating and drinking on the route buses is not allowed.
- For safety, please keep your arms and head inside the bus – windows can be opened only to the second notch.
- Please be considerate of others – everyone has the right to a pleasant ride.
- Keep the noise level down in the bus – please use inside voices.
- Use of profanity is not allowed.
- Weapons are not allowed on the bus.
- The driver may assign seats at any time for any reason.
- Animals are not permitted on the buses.
- Respect the property of others.
- Any damage to the property of others or to the bus will result in the parents being held liable for damages.
- Label all of your child's property – Marshfield Bus Service is not responsible for lost or misplaced items.
- Creating photos or videos is prohibited on the bus.

AN AUTHORIZED ADULT MUST BE VISIBLE TO THE DRIVER WHEN DROPPING OFF ALL SPECIAL EDUCATION, PRE-SCHOOL (3K AND 4K), AND KINDERGARTEN STUDENTS. PLEASE BE ON TIME WHEN MEETING THE BUS – BEING LATE TO MEET YOUR CHILD MAKES THE OTHER STUDENTS LATE IN GETTING HOME. REMIND ANY ALTERNATE ADDRESS CAREGIVERS OF THIS IMPORTANT RULE INCLUDING DAY CARES.

If your child will be bringing a friend home, you must have your child give a note to the driver. The note must be dated and signed by the parent along with the name of the child going to your child's home.

THE PARENT MUST ALSO CALL MARSHFIELD BUS SERVICE GIVING VERBAL PERMISSION.

Buses may have audio and video cameras in them.

BULLYING WILL NOT BE TOLERATED!!

THIS IS YOUR COPY TO KEEP AND REFER TO AS NEEDED DURING THE SCHOOL YEAR

INTERNET USE POLICY

User Expectations: Through the Internet, Youth Net participants may have access to materials that are illegal, defamatory, inaccurate or potentially objectionable to some people. Youth Net believes that the benefits of Internet access to participants in the form of information resources and opportunities for collaboration and interaction far exceed any disadvantages. This Internet Use Policy and additional Rules serve as a guide to foster appropriate use of the Internet. Prior to accessing the Internet participants will be required to be trained on appropriate use and etiquette. However, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources.

All users should be aware that inappropriate use of electronic information resources can be a violation of local, state, and federal laws. Violations can lead to prosecution. Unacceptable uses of the system will result in the suspension or revocation of Internet use and/or appropriate disciplinary actions. The user will be held responsible for his/her actions using the Internet. When accessing the Internet from the Youth Net Center, users are expected to abide by the guidelines established by Youth Net, which include, but are not limited to, generally accepted rules of network etiquette.

Privileges: Access to the Internet via the Youth Net Program is a privilege and not a right. This privilege may be restricted at any time for use not consistent with the educational and recreational goals of the program. To gain independent access to e-mail and the Internet, all students under the age of 18 must obtain parental permission. (Students 18 and over may sign their own forms.)

Youth Net will not be responsible for any financial damages users may suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions. Use of any information obtained via the Internet is at the user's own risk. The Youth Net Program specifically denies any responsibility for the accuracy or quality of information obtained through Internet services.

GUIDELINES FOR USE OF THE INTERNET

The use of computers must be consistent with the educational and recreational objectives of the Youth Net Program. The continued availability of the Internet at the Youth Net Center relies upon the proper conduct of end users. Guidelines are provided here so that participants and their parents or guardians are aware of the responsibilities that accompany the privilege of using the Internet.

A. Acceptable Use – Responsible users:

1. May use the Internet to research assigned classroom projects.
2. May browse the Internet for legitimate recreational or personal information needs.
3. May use the Internet to send electronic mail (e-mail) to others (see unacceptable uses #3, 6, 7 below).
4. Will abide by the rules of network etiquette which include using appropriate language and respecting the privacy of other users.
5. Will respect and uphold copyright laws and all other applicable laws or regulations.
6. Will respect the rights and privacy of other by not accessing private files.
7. Will follow the directions of the adult in charge of the computer lab or other room where computers are in use.

B. Unacceptable Use – Responsible users:

1. Will not access or transmit materials that are obscene or sexually explicit, including hate mail, harassment, discriminatory remarks and other antisocial behaviors.
2. Will not transmit any material in violation of any U.S. or state regulation. This includes, but is not limited to, copyrighted material and threatening or obscene material.
3. For their own safety, will not reveal any personal addresses, phone numbers, social security number, or other private information.
4. Will not attempt to gain unauthorized access to system programs or computer equipment.
5. Will not attempt to harm, modify, or destroy data of another user.
6. Will not intentionally waste limited resources of access time or file storage space.
7. Will not purchase any materials or service offered on the Internet for any commercial purpose while accessing it through the Youth Net Program.
8. Will not attempt to disable or circumvent any Internet and/or network security

Youth Net staff will determine what constitutes inappropriate use of the Internet. Their decisions are final.