

Boquet Valley Central School District

OASIS PROGRAM HANDBOOK

2024-2025



Lake View Campus
25 Cisco St, Westport NY 12993
(518) 962-8244

Mountain View Campus
530 Court St, Elizabethtown, NY 12932
(518) 873-6371

Table of Contents

Welcome Letter.....	3
Program Objectives.....	4
Program Expectations.....	4
Program Information/Policies.....	5
Contact/Site Information.....	7

Welcome Letter

Dear Parents and Guardians,

We aim to provide a safe place for students to receive help with their schoolwork, participate in enrichment activities with their peers, and have an opportunity to try new experiences. We are partnered with Cornell Cooperative Extension of Essex County, College for Every Student, Building Resilience in Essex Families, Adirondack Community Action Programs, other community organizations and staff to provide engaging activities for our students.

This program handbook contains information regarding the policies and procedures of our program. These policies have been put in place to ensure a safe and supportive environment for our students and staff.

If you have any questions or concerns please email me or stop by my office located in the Mountain View Campus.

Sincerely,
Marcail Miller
OASIS Program Coordinator
mmiller@boquetvalleycsd.org
(518)-873-6371 ext 2405

Program Objectives

Mission Statement

Boquet Valley Central School, through collaboration with local partners, seeks to enrich the educational experience of our students and families by providing safe and engaging learning experiences.

Program Objectives

- Increase academic achievement and support
- Improve social emotional competencies and protective factors
- Engage students to make successful transitions in school and to careers or higher education

Program Expectations

Behavior Expectations

Students are expected to behave in accordance with Boquet Valley Central School District's rules and policies

Our behavior expectations are all based in

1. Respecting the space
2. Respecting your peers
3. Respecting the staff
4. Respecting yourself

We believe that the success of our program will depend on a culture of mutual respect. To that end the following behaviors will not be tolerated:

- Vulgar or inappropriate language including swearing, name calling, and shouting
- Physical contact with another person in an angry or threatening manner
- Any demonstration of sexual activity or sexual contact with another person
- Harassment or intimidation with words, gestures, body language or other menacing behavior
- Behavior which extends to or results in theft or destruction of property

Discipline

Our staff will work with students to help resolve conflicts that may arise during the program. Parents/guardians will be notified of any safety related concerns, willful harm infractions or any repeated rule infractions. Students with repeated disciplinary incidents will be suspended from participating in the afterschool program. Children who continue to behave in unsafe or harmful ways may be removed from the afterschool program.

This amendment to the behavior policy in the OASIS Handbook (added for the 2024-2025 academic year) is to clearly identify steps that will be taken if a student is to behave in a manner that does not align with Boquet Valley Central School District behavioral policies while at OASIS:

Step 1. OASIS program staff will speak to the student about the inappropriate behavior and contact guardians. Please see above for a list of unacceptable behaviors.

Step 2. If unresolved/behavioral issues continue to occur the OASIS program staff will inform the respective building Principal. The Principal will take next steps they deem necessary.

Step 3. OASIS program staff will inform the building principal if the behavior continues.

Program Information/Policies

Hours of Operation

The Boquet Valley OASIS Program will operate Monday through Thursday for two hours after dismissal. After school programs will not be available on Fridays or on days where the school is closed due to weather or other emergency. The program will run on certain early release days. Please look for those opportunities when sign ups come out for the sessions.

Lake View Campus: 3:10pm - 5:15pm

Mountain View Campus: 2:45 pm - 5pm

The following are the session dates: (attached is the calendar highlighted to distinguish between the sessions)

Session 1: September 9th - October 10th

Session 2: October 15th - November 14th

Session 3: November 18th - December 19th

Session 4: January 6th - February 6th

Session 5: February 10th - March 20th

Session 6: March 24th - May 1st

Session 7: May 5th - June 5th

Mountain View

2:45-3pm: Snack/Attendance

3 PM - 3:45 PM: Open Library, Tutoring, Homework Club, or other academic enrichment opportunities

3:45 PM - 5 PM: Enrichment programs, recreational programming, experiential learning programming

5PM: Pick up, Walk to the Social Center, etc.

Lake View

3:10 - 3:25 PM: Snacks and unstructured play time

3:25 - 3:30 PM: Finish snack/clean up

3:30 - 4:00 PM: Gamified academic enrichment lesson

4:00 -5:00 PM: Programs

5:00 -5:15 PM: Parent Pick up

Snack

A nutritious snack will be provided at the beginning of the program each day for every participant. If a student has any allergies, this information should be included in their registration form.

Registration Process

In order for students to receive after school, early release day, or weekend program services, a completed OASIS Student Registration form needs to be handed in to the office of your respective campus location. These forms can be found on the Boquet Valley Central School website and Parent Square. The form will also be available as a hard copy in the main office by staff mailboxes at Lake View Campus or you can email/call Marcaill and she can get one for your student to bring home.

Sign-in/Sign-out procedures

Daily attendance records will be kept on all participants in the program. Afterschool staff will take attendance to ensure that all participants are checked in upon arrival. Only persons that have been previously approved will be permitted to sign for your child when picking up. In the event that someone else may be picking up your child, please inform the program staff as soon as possible. If we are not notified prior to checkout, your child will not be allowed to leave until we have communicated with you. This procedure is in place for the safety and security of the students. All participants must check out with after school staff as well. If you are picking your child up, then a member of our staff will be outside to greet you.

Pick-up Policy

- **The Mountain View Afterschool Program ends at 5 PM.**
- **The Lake View Afterschool Program ends at 5:15 PM.**
 - Please email Marcaill (mmiller@boquetvalleycsd.org) by 1:30 PM with pick up time and/or pick up person changes. Any changes past 1:30 PM, please call the Lake View office and inform them of the change.
 - OASIS pick up location for Lake View is the main entrance of the school which is locked when shut. Please do not use the ACAP entrance which is across from the playground. If you have children in both programs, they will be at ACAP for you to pick them up.
 - Please notify Marcaill if you plan to pick dual enrolled students up prior to 5:10pm.
- Parents/Guardians are responsible for picking up their child at the end of the program
- If a child's parent/guardian is repeatedly late to pick up their child, parents may be asked to find alternative after school care.
- Children will not be transported in personal vehicles at any time.

COVID Protocols

The afterschool program will adhere to the same COVID-19 protocols as Boquet Valley Central School. These protocols will be determined by the New York State Department of Health and will be updated to adhere to new policies as they develop.

Contact/Site Information:

Contact Information

Lake View Campus Main Office
25 Sisco St. Westport, NY 12993
(518)-962-8244
Serving grades 1-5

Mountain View Campus Main Office
7530 Court St. Elizabethtown, NY 12932
(518)-873-6371
Serving grades 6-12

Staff Directory

Marcaill Miller	Program Coordinator	mmiller@boquetvalleycsd.org	518-873-6371 ext. 2507
Barabra Taylor	ACAP Site Coordinator	btaylor@acapinc.org	518-873-3207
Lee Kyler	LV Principal/Ed. Liaison	kyler@boquetvalleycsd.org	518-962-8244
Elaine Dixon-Cross	MV Principal/Ed. Liaison	edixoncross@boquetvalleycsd.org	518-873-6371