



# HUB 360 After-School Program Parent Handbook

For Registrations:

Visit your school office or visit [www.hubsportscenter.org/HUB360](http://www.hubsportscenter.org/HUB360)

For Program Information call (509) 927-0602

Program Director: Ryan Barbieri

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## **WELCOME TO THE HUB 360 AFTER-SCHOOL PROGRAM**

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We are pleased to welcome you and your child to our HUB 360 after-school program. The HUB 360 program serves 6-8th graders from 3:00-6:00pm on school days. Staff mentor students with their school work, teach them about healthy living, provide an opportunity to experience a variety of sports – and provide a snack.

This program was developed to address a trend identified by numerous nationwide studies that have identified the hours from 3:00-6:00pm on school days as the most dangerous for middle school students, especially for latchkey kids. These are the hours when kids get into trouble. Studies also show the powerful long-term positive impact that a mentor can have in a middle school student's life. The combination of food, caring, mentoring and rigorous physical exercise has proven to be a powerful healer in a troubled student's life. Such programs are viewed as crucial to improving the high school graduation rates for this group. Strong data show that middle school is the last, best chance to reach these kids.

Currently, Evergreen, Selkirk, and Greenacres students participate in our program at the HUB Sports Center. Our East Valley Middle School students attend our satellite program at the school. Our North Pines, Bowdish, and Summit students attend the program at North Pines Middle School, and our West Valley City School and Centennial students attend the program at Millwood Community Center.

We look forward to getting to know you and your child this year!

Sincerely,  
HUB 360 Staff

## **LOCATIONS & HOURS OF OPERATION**

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**HUB Sports Center** (19619 E. Cataldo Ave., Liberty Lake, WA 99016):  
Tuesday and Thursday 3:00-6:00pm (extended hours for school half days: 12:30-6:00pm)  
For Evergreen, Selkirk, and Greenacres students

**East Valley Middle School** (4920 N. Progress Rd., Spokane Valley, 99216):  
Monday and Wednesday 2:15-4:20pm  
For East Valley students

**North Pines Middle School** (11900 E. Broadway Ave., Spokane Valley, 99206):  
Monday and Wednesday 3:00-6:00pm (extended hours for school half days: 12:30-6:00pm)  
For North Pines, Bowdish, and Summit students

**Millwood Community Center** (8863 E. Euclid Rd., Spokane, 99212):  
Tuesday and Thursday 3:00-5:00pm  
For West Valley City School and Centennial students

Program will commence at the beginning of October and conclude at the end of May/beginning of June.

## **CLOSURES**

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All School Holidays.  
Central Valley/East Valley/West Valley declared snow days.  
All closures will be announced by HUB 360 staff.

## **ENROLLMENT & REGISTRATION POLICY**

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Students must register by obtaining and submitting an application through their school office. Schools will pass applications on to the HUB Sports Center. Registration is done on a first-come, first-serve basis. Students must have an application on file in order to attend the program. They may begin attending once their application has been accepted and they are admitted into the program.

While we try our hardest to accommodate the most students possible, there are certain occurrences where we simply are not allowed to accommodate more than the maximum amount of students in order to maintain a productive program. Once the program has reached capacity, a waiting list will be started.

## **STUDENT PICKUP POLICY**

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Parents/guardians are required to come into the building and sign-out their child when picking up. Parents/guardians are required to provide identification to pick up students. This policy is in effect for the protection of the children.

In the event that an unauthorized person comes to pick up a student, HUB 360 staff will immediately contact primary parent/guardian. Students may not be released to an unauthorized person unless parent/guardian permission is granted. Police will be contacted if all efforts to contact parent/guardian have been made.

Parents/guardians are welcome to observe and/or participate in any games or activities during the day. Please contact the Program Director if you wish to volunteer at the program.

## **TRANSPORTATION**

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Students in the Central Valley and West Valley School Districts will be bussed to either the HUB Sports Center, North Pines Middle School, or Millwood Community Center.

Evergreen, Selkirk, and Greenacres students must be picked up from the HUB Sports Center by 6:00pm.

North Pines, Bowdish, Summit students must be picked up from North Pines by 6:00pm. Students walking or biking home need to have a parent permission note on file with their application.

West Valley students must be picked up from the community center by 5:00pm. Students walking or biking home need to have a parent permission note on file with their application.

East Valley Middle School students can take district activity busses home or may be picked up from the school by 4:20pm. Students walking or biking home need to have a parent permission note on file with their application.

## **FEES**

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The HUB 360 after-school program is free to all students.

**LATE PICK-UP POLICY:** Students picked up any time after 6:00pm at the HUB/North Pines, 5:00pm at Millwood, or 4:20pm at East Valley Middle School, an additional fee of \$1/minute will be charged per student, so please make sure you have picked up your child on time. In the case where all efforts have been made to reach any listed parents, guardians, and emergency contacts without success when a student has not been picked up an hour after the program has ended, they will be turned over to the Spokane Valley or Liberty Lake Police Departments. Failure to pay the fee may result in expulsion from the program.

## **DAILY SCHEDULE**

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Staff mentor students with their school work, teach them about healthy living, provide an opportunity to experience a variety of sports, schedule local business and community leaders to share information on skills, trades, industries and talents, and provide a snack.

### **Sample Program Daily Outline:**

3:00pm – Student check in

3:00pm – 3:20pm – Nutrition // Social activities

3:30pm – 4:30pm – Physical Activity – Games, Sports, Speed/Agility

4:30pm – 5:00pm – Enrichment – Arts & Crafts, Writing, Technology, Speakers

5:00pm – 6:00pm – Homework Help // Student Hall

6:00pm – Parent pick up and check out

## **SNACKS**

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A healthy snack will be provided to students upon arrival to the program by our staff. Students are welcome to bring an extra snack if they wish. Students are also provided a water bottle that they keep onsite in our classroom refrigerator. Keeping students hydrated is a priority, and they will be given many water breaks throughout the day. Water is also available at the program sites to re-fill the water bottles during the day.

Some students have food allergies. Students will be asked to not share food. Our number one priority is keeping all students safe, and your cooperation is greatly appreciated.

## **FIELD TRIPS**

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Each year HUB 360 students have the opportunity to take field trips to local businesses to learn about skills, talents, trades, and industries. Field trip announcements will be made at least a month in advance. All students need to have a permission slip filled out and signed by a parent/guardian. Failure to provide a permission slip will result in the student missing out on the field trip and staying behind with staff at the HUB, East Valley Middle School, Millwood Community Center, or North Pines Middle School.

Transportation will be provided to and from the field trip location by the Central Valley, West Valley, or East Valley school districts.

### Attending a field trip with your student:

Parents/guardians/family may attend or volunteer to help on a field trip only when all proper paperwork has been filled out, after a background check has been completed by the HUB Sports Center, and such request has been approved by the Program Director.

## **MEDICATION**

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Staff is unable to administer any type of medication. It is up to the parent/guardian to administer medication, including over-the-counter, before and/or during our program hours. Any special requests must be arranged with the HUB Sports Center prior to a child attending the program.

## **EPI PEN® INFORMATION**

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If your child will be bringing an Epi-Pen® with them to HUB 360, you will need to meet with HUB 360 staff. You will also be required to coordinate with staff to train them on proper administration of the Epi-Pen® on your child. Staff will administer the Epi-Pen® if the child is unable to do so. Please note that while staff will have been trained by a parent/guardian, they are not trained medical professionals. All staff will have completed Standard First Aid training and will administer the Epi-Pen® to the best of their ability.

## **SPECIAL NEEDS INFORMATION**

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The HUB Sports Center is committed to making reasonable accommodations as required by the Americans With Disabilities Act. Requests for any special accommodations must be arranged with the HUB two weeks, or ten working days in advance of any proposed scheduled day at HUB 360. Students that require the assistance of an aid may attend the program with an aid provided by the parent/guardian. All special need requests will be handled on a case-by-case basis.

## **PROGRAM CODE OF CONDUCT**

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Thank you for being a part of the HUB 360 program. We view this program as a privilege! HUB 360 consists of three sections; Homework/Study, Physical Activity and Enrichment. Our expectation is for each student to actively participate in each section. Students will be rewarded with “HUB Bucks” for each area of participation. These “HUB Bucks” can be redeemed for various rewards (prizes, bonus play time, use of the HUB iPads, etc). Our goal is to keep them engaged while they are here. If the student chooses not to participate there are consequences. If a student chooses not to take part in any one or more sections of the program, they will earn a non-participation for the day. A student will be allowed three non-participations before they are suspended from the program for one week. If a student earns another set of three non-participations they will be expelled from the program for the remainder of the school year. (Any and all non-participations given will be at the discretion of the HUB 360 teachers).

Students and HUB 360 staff will together create a set of “program rules”. Each student agrees to these rules, and signs the below code of conduct on the first day of the program.

### **HUB 360 Program Code of Conduct:**

- The HUB 360 Program has a ZERO TOLERANCE policy on BULLYING and THREATENING and will result in IMMEDIATE DISCIPLINARY ACTION.
- I will bring HOMEWORK and/or READING MATERIAL everyday to the HUB 360 program and participate in STUDY TIME.
- I will RESPECT my classmates and myself while attending the HUB 360 program.
- I will RESPECT the guests/volunteers and the teachers who lead our class during the HUB 360 program.
- I will RESPECT the facility, including all equipment that is used in the classroom during study time and/or on the court during physical activity time.
- I will abide by Central Valley/East Valley School District dress code at all times (gym clothes are okay).
- I will not use my cell phone or any other electronics unless otherwise specified by one of the HUB 360 teachers (CELL PHONES, MUSIC PLAYERS AND ANY OTHER ELECTRONICS ARE A PRIVILEGE). I also understand the consequences if I choose to use them during the HUB 360 program.
  - 1st Warning = Put it away
  - 2nd Warning = We take it for the rest of the session
  - 3rd Warning = Non-Participation
- I will demonstrate GOOD SPORTSMANSHIP when I am participating in the HUB 360 program.
- I will always DO MY BEST in all aspects of the HUB 360 program.

## **PARENT & SCHOOL COMMUNICATION**

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Parents/guardians may contact the site with any concerns during normal operating hours. Program Director can be contacted at the phone number or email address listed in the Parent Handbook with any comments or concerns the parent may have. Program staff works to develop relationships with parents/guardians and addresses student progress on a daily basis.

The HUB Sports Center maintains relationships with all middle school administration and communicates how each student is doing in the program in person or in writing a minimum of three times annually. All disciplinary actions are reported to the schools, and additional school discipline may be handed down as a result.

## **EMERGENCY PROCEDURES**

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In the event of an emergency, students will be evacuated through one of the exits of the building, and gather at the mailbox in the parking lot. East Valley students will follow East Valley Middle School evacuation procedures. North Pines students will follow North Pines Middle School evacuation procedures. And, Millwood students will follow Millwood Community Center evacuation procedures. In the event the HUB 360 program needs to seek shelter elsewhere the students will be evacuated to the nearest designated shelter area as directed by local authority.

In the event of a lockdown the following procedures will be followed:

- Children will be directed to hide under or behind tables and/or in closets.
- Doors will be locked.
- Windows will be locked and covered.
- Children will remain at the site under lockdown until it is determined to be safe by HUB staff or local authorities.

Parents will be notified where to pick up their children following an emergency through one or more of the following ways:

- HUB Sports Center Website and Social Media
- Telephone calls/messages/text messages
- Local news, if applicable

## **HUB SPORTS CENTER POLICIES**

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All HUB Sports Center policies may be found online at:  
[www.hubsportscenter.org/about-the-hub/policies/](http://www.hubsportscenter.org/about-the-hub/policies/)