



**Wayman Community
Development Corporation**
(your program Provider)

AFTER-SCHOOL LEARNING PROGRAM

PARENT HANDBOOK



Making a Difference through the partnerships of



Whitehouse
Elementary

Welcome Parents/Guardians!

Wayman Community Development Corporation (WCDC) is pleased to offer the After-School Learning Program at your child's/children's school site. Thank you for allowing us to administer the program to your child/children.

To better prepare you and your child for the After-School Program, we are providing you with a Parent Handbook to cover the following topics:

- General Information
- Attendance
- Disciplinary Policy & Action
- Pick-up Procedures
- Early Dismissal
- Program Schedules
- Signature Page

GENERAL INFORMATION

The After-School Learning Program (ASLP) is a free program in which youth who are accepted receive engaging hands on activities from certified teachers, cultural enrichment activities, snack and dinner. The ASLP is a 3-hour program that operates Monday through Friday from 3:00 p.m. until 6:00 p.m., including early release days that generally operate from around 1:00 p.m. until 6:00 p.m. The Program follows the calendar of Duval County Public Schools and is funded in part by Kids Hope Alliance (KHA), formerly Jacksonville Children's Commission. KHA also formed a partnership with Duval County Public Schools to complete and maximize the program experience.

ATTENDANCE

Participants of the After-School Program are required to attend the program daily. Also, students are expected to remain in the program daily for a maximum of three hours or a minimum of two hours. Following the daily hourly requirements provide the full attendance necessary in order to maintain the program at this school's site and to guarantee your child's continued participation in the Program. If a participant is absent for 2 consecutive days, the parent(s) will be contacted by the Program Manager to inquire about the absences. If the child does not return on the 3rd consecutive day, the child will be removed from the Program and place his/her name onto the wait list while selecting a new participant. Additionally, if a child is frequently absent, but not consecutively, he/she will

also be removed from the Program and their name will be placed on the wait list while selecting a new participant.

DISCIPLINARY POLICY & ACTION

The After-School Learning Program participants will abide by Program Policies and Procedures. Youth Participants who are found to be disruptive during the program will be subject to the following disciplinary actions:

1st occurrence: Verbal warning from Staff

2nd occurrence: Time-out

3rd occurrence: Written Referral; Program Manager will inform the parent and/or guardian; no Field Trip for student if one is scheduled at any time following the occurrence

4th occurrence: Program Manager will request a meeting with the parent and/or guardian

5th occurrence: Suspension from After-School Program (1- or 5-day suspension)

6th occurrence: Dismissal from the After-School Program

ACTIONS THAT RESULT IN IMMEDIATE DISMISSAL

The following offenses reflect a Zero Tolerance Policy:

- **FIGHTING:** We do not support “if someone hits you, you hit them back.”
- Any physical or verbal assaults or threats towards youth or staff members
- Vandalism
- Possession of a weapon of any kind
- Possession of drugs and/or tobacco product of any kind
- Inappropriate acts of sexual nature (including verbal)

Please Note:

We do not support any type of physical force or abusive language in disciplining children. Discipline will never be exercised through the refusal of food, rest nor bathroom breaks. Also, we understand from time to time that an authorized adult who is not the parent must pick up youth; however, when a referral, suspension or dismissal has been given to a student, it will not be released to anyone other than the parent and the document must be signed by that youth’s parent.

AFTER-SCHOOL PICK UP & SIGN-OUT PROCEDURES

Only the parent or an authorized person who is at least 18 years of age can pick up youth from the After-School Learning Program. Parents or authorized persons must pick up youth **no later than 6:00pm**. Program will not permit youth to walk home at any time during the program.

Parents or authorized persons must enter through the appropriate door, sign their youth out daily on the line corresponding to the correct date and wait as their youth arrive to the designated area. Please be sure to sign-out your youth on the **appropriate day and week** and **write the appropriate time** of sign-out. ***No signing forward!!!!!!!!!!!!!!***

Youth WILL NOT be released to anyone under 18 years of age or to anyone NOT LISTED as an Authorized Person on the Contact Card of the Youth's original program enrollment application. Proper I.D. is required to provide proof of authorization.

A written and signed note or a phone call to the After-School management is required in order to authorize an adult not listed on the Sign-Out Sheet to sign-out youth. As soon as possible, the adult must be added to the contact card by the parent/guardian.

This policy is in place for the safety of youth under After-School's care and supervision. We thank the parents and authorized persons in advance for abiding by this policy.

LATE PICK-UP

YOUTH MUST BE PICKED UP BEFORE 6:00PM. Late pick-up will be highlighted on the Sign-Out Sheet. For every 1-minute past 6:05pm, a \$1.00 LATE fee per student will be assessed to the parent.

1st Tardy – Fees will have to be paid

2nd Tardy – Fees will have to be paid and 2 days suspension

3rd Tardy – Fees will have to be paid and 4 days suspension

If youth are left on site for 30 minutes or more after dismissal at 6:00pm and the Program did not receive any information from the parent and/or guardian, the After-School staff will contact the Department of Children and Families (DCF) and release youth to their custody.

EARLY DISMISSAL POLICY

Your youth **MUST** report to the After School Learning program Monday through Friday to receive the academic learning component of the program. If your youth is being picked up early, it is a distraction to our students and teachers and can result in dismissal from the program.

We understand that emergencies and appointments will arise that may require your child to leave the program early. We ask that every effort is made to inform After School Learning management in advance in these instances. It would be greatly appreciated if management could receive some form of documentation for our records should this occur.



IS
EVERYTHING!



AFTER SCHOOL LEARNING PROGRAM SCHEDULES

The Enrichment Staff Members and Certified Teachers look forward to assisting and supporting your youth during the After-School Learning Program. Youth must be present for the program **DAILY**. Academic component is for one hour each day, Monday through Friday.

DAILY SCHEDULE

3:00 – 3:30 **INTAKE / ATTENDANCE / SNACK / TRANSITION / Bathroom Break**

(Healthy snack will be provided daily)

3:30 – 4:30 **Academic Enrichment/ Homework Assistance**

(Remember Homework will not always be completed in After School learning)

4:30 – 5:30 **Dinner/ Enrichment Activities**

-Arts & Crafts, Playground, Outdoor Activities, Clubs, etc...

We encourage all students to participate

5:00 – 6:00 **Dinner/Dismissal/Clean Up**

EARLY RELEASE SCHEDULE

1:45 – 2:00 **INTAKE / ATTENDANCE / SNACK / TRANSITION**

2:00 – 2:30 **Bathroom Break/Physical Fitness**

(Healthy snack will be provided daily)

2:30 -3:30 **Enrichment Activities**

Arts & Crafts, Playground, Outdoor Activities, Clubs, etc...

We encourage all students to participate

3:30 – 5:30 **Dinner / Enrichment Activities** (Starting with KG to 5th) If students have extracurricular activities after school on certain days, we would allow those students to eat prior to their grade level scheduled time (Not every day)

5:30 – 6:00 **Dinner/Dismissal/Clean Up**

After School Learning Program

CHILD(REN) NAMES:

1. _____
2. _____
3. _____
4. _____

- I certify that I have read the After School Program parent handbook. I agree to adhere to all policies and procedures indicated therein. I understand that failure to adhere to these policies will result in my child(ren) dismissal from the After-School Learning Program.

- I have received a copy of **KNOW MY CHILD CARE FACILITY FORM.**

- I have received and signed a copy of “**The Flu**” a guide for parents. (**Influenza Virus**)

Signature

Date

EVERY FAMILY MUST HAVE THIS FORM ON FILE VERIFYING THAT YOU AGREE TO ALL TERMS IN THIS CONTRACT.