



Parent Handbook

FOR

ACADEMY HOUSE

CHILD DEVELOPMENT CENTER II

AFTER SCHOOL ACHIEVERS PROGRAM



September 2, 2014

Dear Parents,

On behalf of Academy House Child Development Center II, I welcome you and your children to the 2014-2015 After School Achievers Program. Our goal is to provide a secure after-school learning environment so your child can learn and have fun. Our vision is that your child will have the opportunity to participate in high quality, comprehensive, structured, supervised and enriching after-school activities.

This handbook was designed as a guide to explain the program and expectations of parents, staff and children. We hope our program develops a positive, meaningful presence in your child's school life, and enhances their learning process. Since our program is fairly new, we encourage you to read this handbook thoroughly. We recommend that you keep it handy, as you may need to refer to it from time to time.

Our program believes academic success can be reached by providing students with various extra curricular activities. Your child will be expected to participate in one-hour sessions of daily homework assistance, as well as physical and motivational activities and tutoring. Our goal is to cultivate the skills and talents of your children, while exposing them to new interests as well. Some of our activities will include drama, art, creative writing, and music among others.

The program will follow the Elizabeth Public Schools calendar. Full day care is available on certain school closings providing the center is not closed. Please check the calendar, and call ahead to reserve your child's spot.

If you have any additional questions, please feel free to contact me at (908)289-5555. We look forward to providing your children with a positive after-school experience which begins with full parental cooperation.

Sincerely,

Ieesha Turnage
Center Director

ACADEMY HOUSE CHILD DEVELOPMENT CENTER II

AFTER SCHOOL PROGRAM

GENERAL INFORMATION

MISSION

Our mission is to support the needs of children and their families by providing a safe, supportive, challenging and structured environment with caring and nurturing adults. The Academy House Child Development Center II After School Achievers Program provides academic, social, and cultural learning opportunities to help maximize student academic success and build the character of the 21st century learner who has a positive and meaningful role in their community.

HOURS OF OPERATION

The Academy House will operate from 3:00 pm to 6:00 pm. All children must be picked up no later than 6:00 pm. We encourage parents to pick up children no earlier than 5:30 pm due to interruptions with scheduled activities.

ATTENDANCE

If your child will be absent from the after-school program, please inform the center by calling (908) 289-5555.

The after-school program can play an important role in your child's academic success by providing homework help and a creative outlet. However, your child must attend the program regularly in order to benefit from the program. **Frequent unexcused absences may result in your child being terminated from the program.**

DISMISSAL

We encourage parents to pick up children **no earlier than 5:30 pm** due to interruptions with scheduled activities.

- Children who are being picked up must be signed out in the attendance log book **before leaving** the after-school program.
- Parents will be required sign for children being dropped off.
- If no one is available to receive the child during the scheduled drop off, it will be considered a late pick-up and the parent will incur a late fee.

TARDINESS – CHILD PICK-UP

It is your responsibility to provide alternate arrangements if you will be late picking up your child. The following rules apply to picking up your child from the program site:

- **As of 6:01 pm** you are considered **late** picking up your child from the program site.
- If you arrive **after 6:00 pm**, a late fee of **\$1.00 PER MINUTE** will be charged and must be paid that day.
- All late pick-ups will be documented after 6:20 pm.
- A total of three (3) 20-minute grace periods are allowed during the program year.
- Three (3) late pick-ups after 6:20 pm and/or failure to pay late fees may result in immediate termination of your child from the program.
- **ANY CHILD REMAINING PAST 7:00 PM WILL BE CONSIDERED ABANDONED AND THE DIVISION OF CHILD PROTECTION AND PERMANENCY AND THE ELIZABETH POLICE DEPARTMENT WILL BE CONTACTED IMMEDIATELY.**

PERSONAL PROPERTY

Please do not allow your child to bring valuable items to the after school program. We are not responsible for lost or stolen items, e.g., game systems, cell phones, jewelry and toys. We also ask that you write your child's name in their clothing. We encourage you to discuss this and instruct your child to check their belongings at the end of each day.

In conjunction with Elizabeth Public Schools, **cell phones are prohibited at all times.** You may **contact your child by calling the center (908) 289-5555.**

DRESS CODE

Please make sure your child wears appropriate clothing when scheduled to participate in recreational activities. Change of clothing is recommended if your child wears garments not suitable for the activity.

LOST AND FOUND

All articles of clothing and other personal items you wish to claim should be marked. All lost and found items will be in the program office. The final day to claim items from lost and found will be the last day of the after-school program. **Items not claimed will be disposed of.** **The staff is NOT RESPONSIBLE for lost or stolen property at program site.**

INCIDENT/DISCIPLINARY REPORT FORMS

We encourage communication between parents and program staff. It is important for parents to be informed of any incidents or disciplinary challenges their child is facing in the program. The program Incident/Disciplinary report will identify the problem, interventions, and evaluation of the situation. Parents must sign Incident/Disciplinary report forms. All report forms will be filled out and filed in the center's office.

SUSPENSION & DISCIPLINE PROBLEMS

Our goal is to provide a structured and organized program, where unacceptable behavior **will not** be tolerated. If disciplinary challenges arise, they will be resolved using the following five-step process:

1. Written or verbal notification to parent(s)
2. Written warning to parent(s) with incidents/Disciplinary reports attached.
3. Request for conference with Program Director, parent and student.
4. Three-day suspension from after-school program and activities
5. Termination from after-school program.

FIGHTING

Physical altercations **will not** be tolerated. Children must make staff aware of any incidents of bullying, and physical or verbal intimidation that occur throughout the course of the program.

*****PLEASE ENCOURAGE YOUR CHILD NOT TO DEAL WITH ANY CONFLICTS ON THEIR OWN.*****

If a child is engaged in a physical altercation, an automatic three (3) day suspension will be enforced. If that child is then involved in a second fight, he/she may be terminated from the program.

RESPECT

We insist that children respect all staff, other children, their self, property, and policies outlined for our program. In the event that children are disrespectful to staff, whether physical, verbal, and or refuses to perform tasks requested of them, you will be notified immediately. Depending on the severity of the incident, a conference may be requested.

PROBLEMS WITH STAFF

Any problem with staff should be brought to the attention of the Program Director. Parents are urged to put all problems in writing, instead of addressing them with program staff directly. Our goal is to resolve all issues and problems fairly and expeditiously.

HOMEWORK

Under the provisions of the Manual of Requirements for Child Care Centers (N.J. A.C. 10:122), only one hour of homework assistance is allowed per day. Although our staff will strive to assist your child in completing their homework assignments, the goal of our program is to provide your child a release from the stresses associated with the school day. Therefore, we ask you to provide additional homework assistance if required once your child leaves our program.

TIMEOUT

Our goal is for your child to participate in all activities offered through the program. If a child is behaving inappropriately, he/she will be removed from the activity and sent to *Timeout*. While in *Timeout*, students will be required to complete a behavior modification form that will help them identify the inappropriate behavior, the rules violated, and the consequences for repeated offenses.

INCLEMENT WEATHER

If you receive notification from Elizabeth Public Schools of an early dismissal due to inclement weather, the after-school program will be canceled.

EMERGENCY PROCEDURES

If there is an emergency, staff will attempt to immediately notify the parent/guardian, as well as the child's physician listed on the enrollment form. If the parent and or physician cannot be reached, the staff will take the following steps:

- Call for emergency first-aid assistance and/or transportation.
- Have the child transported to a hospital accompanied by an after-school staff member.

Note: *If your child's emergency contact information changes, you must notify the after school program immediately. We will be sending home periodic emergency contact forms to ensure the accuracy of your child's emergency contact information.*

MANAGEMENT OF COMMUNICABLE DISEASES

If your child has a medical issue and/or disease, you will be immediately contacted to remove your child from the program. Once your child is symptom/disease-free, they may return to the program. A physician's note is required before any child returns to the after-school program following a communicable disease. You will receive a complete list of medical symptoms and communicable disease in your parent information packet.

DISCONTINUANCE OF SERVICES

You have the option to discontinue your child's participation in the Academy House CDC II After School Program at any time. If you decide to do so, we request at least two (2) weeks advance notice.

ACADEMY HOUSE CHILD DEVELOPMENT CENTER II
AFTER SCHOOL ACHIEVERS PROGRAM
CHILD AGREEMENT

ALL CHILDREN MUST ADHERE TO THE FOLLOWING:

- *I AGREE* that I will follow the directions of all after-school program staff.
- *I AGREE* that I will receive permission from after-school staff before leaving my group.
- *I AGREE* that I will be accompanied by an after-school staff member when away from my group.
- *I AGREE* that I will not use profanity or foul language.
- *I AGREE* that I will not disrespect staff and or my peers.
- *I AGREE* that I will not use cellular phones to make or receive calls.
- *I AGREE* that I will not use physical violence to resolve conflicts with other students and/or after school staff.
- *I AGREE* that I will inform an after-school staff member if problems arise with another student. I further agree that I will inform a different after-school member if problems arise with my immediate after-school group leader.
- *I AGREE* that verbal abuse if any kind is prohibited.
- *I AGREE* that I will respect all property and equipment used in the after-school program.
- *I AGREE* that I will participate in activities provided by the after-school program, and should a conflict arise, I agree to choose another activity that more closely relates to my interests.
- *I AGREE* that I will not leave the after-school program before 6:00 pm
- *I AGREE* that I will adhere to all the aforementioned rules, and I understand that failure to comply may result in my **IMMEDIATE TERMINATION** from the Academy House CDC II After School Program.

ACADEMY HOUSE CHILD DEVELOPMENT CENTER II
AFTER SCHOOL ACHIEVERS PROGRAM
PARENT AGREEMENT

ALL PARENTS MUST ADHERE TO THE FOLLOWING:

- *I AGREE* to the program Hours of Operation Policy.
- *I AGREE* to the Tardiness Policy. I understand that I am considered late picking up my child from the program site as of 6:01 pm. I agree that if I arrive after 6:00 pm, a late fee of **\$1.00 PER MINUTE** will be charged and I must pay the fee that day. I agree that it is my responsibility to provide alternate arrangements if I will be late picking up my child.

I understand that all late pick-ups will be documented after 6:20 pm, with a total of three (3) 20-minute grace periods allowed during the program year. I also understand that three (3) late pick-ups after 6:20 pm and/or failure to pay late payments fees may result in immediate termination of my children from the program.

- *I AGREE* to Personal Property, Cell Phones, Dress Code, and Lost & Found Policies.
- *I AGREE* to the Incident/Disciplinary Report and Suspension/Discipline Policies.
- *I AGREE* to the Fighting, Respect, and Problems with Staff Policies.
- *I AGREE* to the Homework and Timeout Policies,
- *I AGREE* to the Attendance, Inclement weather and Emergency Procedure Policies.
- *I AGREE* to the Management of Communicable Diseases Policy.
- *I AGREE* to the Discontinuance of Services Policy.
- *I AGREE* that I will adhere to all of the aforementioned policies, and I understand that failure to comply may result in **IMMEDIATE TERMINATION** of my child in Academy House CDC II After School Program.

ACADEMY HOUSE CHILD DEVELOPMENT CENTER II
AFTER SCHOOL ACHIEVERS PROGRAM
CHILD AGREEMENT

ALL CHILDREN MUST ADHERE TO THE FOLLOWING:

- **I AGREE** that I will follow the directions of all after-school program staff.
- **I AGREE** that I will receive permission from after-school staff before leaving my group.
- **I AGREE** that I will be accompanied by an after-school staff member when away from my group.
- **I AGREE** that I will not use profanity or foul language
- **I AGREE** that I will not disrespect after-school staff members, or my peers.
- **I AGREE** that I will not use cellular phones to make or receive phones.
- **I AGREE** that I will not use physical violence to resolve conflicts with other students and/or after-school staff.
- **I AGREE** that I will inform an after-school staff member if problems arise with another student. I further agree that I will inform a different after-school staff member if problems arise with my immediate after school Group leader.
- **I AGREE** that I will respect all property and equipment used in the after-school program.
- **I AGREE** that verbal abuse of any kind is prohibited.
- **I AGREE** that I will participate in activities provided by the after school program and should a conflict arise, I agree to choose another activity that more closely relates to my interests.
- **I AGREE** that I will not leave the after school program before 6:00 pm
- **I AGREE** that I will adhere to all of the aforementioned rules listed and failure to comply may result in **IMMEDIATE TERMINATION** from the Academy House CDC II After School Program.

Child's Signature

Date

ACADEMY HOUSE CHILD DEVELOPMENT CENTER II
AFTER SCHOOL ACHIEVERS PROGRAM
PARENT AGREEMENT

ALL PARENTS MUST ADHERE TO THE FOLLOWING:

- *I AGREE* to the program Hours of Operations Policy.
- *I AGREE* to the Tardiness Policy. I understand that I am considered late picking up my child from the program site as of 6:01 pm. I agree that if I arrive after 6:00 pm, a late fee of **\$1.00 PER MINUTE** will be charged and must be paid that day. I agree that it is my responsibility to provide alternate arrangements if I will be late picking up my child.

I understand that all late pick-ups will be documented after 6:20 pm, with a total of three (3) 20-minute grace periods allowed during the program year. I also understand that three (3) late pick-ups after 6:20 pm, and/or failure to pay late payment fees may result in immediate termination of my child from the program.

- *I AGREE* to the Personal Property, Cell phones, Dress Code, and Lost & Found Policies.
- *I AGREE* to the Incident/Disciplinary Report and Suspension/Discipline Policies.
- *I AGREE* to the Homework and Timeout Policies.
- *I AGREE* to the Attendance, Inclement Weather and Emergency Procedures Policies.
- *I AGREE* to the Management of Communicable Diseases Policy.
- *I AGREE* to the Discontinuing Child Care Services Policy.
- *I AGREE* that I will adhere to all of the aforementioned policies, and I understand that failure to comply may result in the **IMMEDIATE TERMINATION** of my child in the Academy House CDC II After School Program.

Parent/Guardian Signature

Date