

Advantage  After-School

After School Enrichment Program Handbook

Welcome

Greetings Parents and Students:

Welcome to Advantage Afterschool and thank you for entrusting us with the development, education, and care of your child. We are committed to making this a great experience for your family. Our priority is to provide a safe and quality learning environment right onsite at your child's school.

Advantage After-School is committed to fostering and supporting the individual success of each child. We are passionate about children and learning. We recognize that developing a partnership with each child and family is a significant component of our success. At Advantage After-School we openly welcome your involvement and suggestions.

We focus on the individual development and learning needs of each child focusing on.....

- **Accomplish-** *We strive to provide purposeful experiences so children will work towards and Accomplish their academic and enrichment learning goals.*
- **Achieve-** *We provide interactions, experiences and stimulating learning opportunities as they become 21st century Achievers.*
- **Advance-** *Our staff focus on planning and engaging children in extended learning to Advance their physical, educational, cultural, social and emotional development.*

Thank you for selecting Advantage After-School, as your preferred quality school-age care & enrichment solution for your child.

Best Regards,

Programming ~ Features ~ Daily Schedule

Mission



Advantage After-School mission is to provide a safe, quality student-centered program that meets the needs of schools and students. Our academically enriched extended day program is interactive and engaging for students and promotes 21st-century skill development. Our team of education professionals focus on creating a well-balanced atmosphere for students and a trusted solution for parents and schools. The program offers adult-supervised, high-quality, affordable before and after school care serving Kindergarten through Grade 8.

Vision & Philosophy

Advantage After-School’s vision is to become the preferred before and after school and enrichment program provider for school-age children. We have a successful program model that consist of planning and implementing purposeful academic, cultural, intellectual, social and engaging activities.

Utilizing school-age care and out of school time best practices and latest research to guide our program model to develop and implement a safe, nurturing extended learning experience for students. Our program strives to keep children excited and engaged instead of watching the door for their parents.

Designed to complement the regular school day, our extended day program fosters engaging, hands-on learning in a safe, familiar environment..... your school!

Program Schedule

After School Programs will operate starting on or about the first day of school (please check for actual start dates) and continue until the last day of school. We follow your schools calendar. We will offer care during half-days and school breaks based on the needs and interests of parents and school.

<p>We offer programs during out of school times based on the needs and interests of parents and approval of the school.</p>	<p>Holiday Closures Include:</p>
<p>There must be a minimum of 10 children registered during school breaks for us to offer a full day program.</p>	<p>Labor Day</p>
<p>Professional Development Days</p>	<p>Columbus Day</p>
<p>Winter School Break</p>	<p>Veteran’s Day</p>
<p>February School Break</p>	<p>Thanksgiving & Day After</p>
<p>April School Break</p>	<p>Christmas Day</p>
<p>Half-Days</p>	<p>New Year’s Day</p>
<p>Summer Recess</p>	<p>MLK Jr Day</p>
	<p>President’s Day</p>
	<p>Good Friday</p>
	<p>Patriot’s Day</p>
	<p>Memorial Day</p>
	<p>Independence Day</p>

Daily Structured Routine

A daily structured routine provides all students the opportunity to participate in activities including



Health & Wellness



Character & Social Development



STEM, Arts & Creativity



School Day Review/Homework

School Day Review/Homework Assistance - During our daily schedule we provide designated time, space, materials, and support necessary to complete assigned homework each day in a quiet, relaxed atmosphere with limited distractions. Staff rotates through homework stations to provide assistance to students when necessary. Students are able to discuss and support each other by being grouped according to grades during School Day Review.

Tutoring-Students needing additional academic support can arrange tutoring for an additional cost. Please see your Program Director for more information. Also check with your school who may have additional onsite tutoring resources for your student.

Enrichment-Special Interest education and activities may be scheduled for free or at minimal cost to cover your child's materials & participation. Participation in enrichment activities are voluntary and doesn't affect your before or after-school care in any way.

Physical & Outdoor Activity- During the daily routine students will have outdoor play. The playground equipment is the property of the school and has not been inspected by a State of Michigan Certified Playground Inspector. The school conducts frequent outdoor equipment inspections and makes repairs or removal of playground equipment.

Policies & Procedures

Program Registration

All enrollments must be completed by completing the registration form. After submitting the registration form families must then create an account via Brightwheel our childcare management App that can be downloaded to your smart device. Families must also complete a child information card that will be maintained in your child's file. You may turn your forms in at the main office or during before or after school care.

A child is considered enrolled and may attend an Advantage Afterschool program upon the following:

- ★ Registration forms are completed in full and submitted to Advantage After-School.
- ★ The registration fee and first week of care is paid.
- ★ Any additional paperwork is received by both the Advantage Afterschool and school office.
- ★ All required child care licensing regulations have been satisfied through completion and receipt of forms, immunizations, or other requirements regarding enrollment/attendance.
- ★ Parent Care Agreement is signed from the Family Handbook Acknowledgement and the parent agrees to abide with the program policies & procedures.

Enrollment

Advantage does not discriminate against children on the basis of gender, race religion, national origin, physical, mental, emotional or learning disability in their program or activities. We will serve children eligible for our programs if space is available, unless accommodating the student will require a fundamental alteration of the program.

Advantage will consider each student individually to determine if we are able to serve the child. The determining factors may include:

- ★ Students ability to function in a large cafeteria, gym and open playground
- ★ Students ability to function with a staff to student ratio of 1-18.
- ★ Students need for individual supervision
- ★ Students health care needs.

This policy is intended to supplement but not replace any state and federal laws applicable to Advantage After-School programs.

Arrival, Pick-up & Release of Children

- ★ Advantage After-School doesn't provide transportation.
- ★ Parents are responsible escorting their child in and out and signing their child in and out noting the time of arrival or departure daily.
- ★ Children will not be released to unauthorized individuals. Adults listed on the authorized pick-up list must be prepared to show photo identification.
- ★ During registration, you must list emergency contacts & individuals authorized to pick-up your child with appropriate photo identification.
- ★ Children must be picked up by an adult who is eighteen years of age or older and signed out by 6pm each day.
- ★ Additionally, at the discretion of the staff, a child will not be released to a pick-up person who they feel cannot safely supervise the child upon program departure (such as a pick-up person who arrived intoxicated or displays potentially dangerous or harmful or aggressive behavior).
- ★ Please call to inform your Program Leader/Director if you will be late. While we understand that late pick-up does occur, this becomes an issue when families take advantage and consistently pick-up late. Three or more incidents within a 60-day period may result in termination from the program.

We ask that all parents have an authorized "back-up" person to pick your child up on time. Please speak to your Program Leader to add or change authorized pick-ups to your child's file.

Late Pick-Up

After-school programs ends at 6:00p. Students must be picked up no later than 6:00p. If a child is not picked up by close of the program all authorized and emergency contacts on the child information card will be contacted. If contacts are unavailable the appropriate state agency (Child Protective Services) and or the local police department will be contacted. This will be done in accordance with Michigan State childcare licensing rules & regulations.

******Please note in these instances, every effort will be made to contact the parents or emergency contacts to pick the child-up first.**

- ★ Students that do not arrive to the program as expected the program staff will contact the office or classroom teacher to confirm attendance. If the child was in attendance parents will be contacted immediately. Program staff will if possible determine if the child is in the building (restroom, classroom or hallway)
- ★ Absences should be reported before the students expected time of attendance in after-school programs. Additionally, fees are expected regardless of attendance as the program is based on your contracted enrollment.
- ★ Absences without prior notification can result in the mistaken situation of a missing child and result in unnecessary concern and action spent searching for the student. The school is not responsible for providing attendance information for students enrolled in our programs. You may contact us to notify us of an absence via phone, text, email and direct messenger using the Brightwheel app.

Inclement Weather/Emergency Closures

- ★ In the event of an emergency school closure or inclement weather our staff will follow the natural disaster/emergency plan developed by the school. IF your school is closed due to inclement weather Advantage will also be closed.
- ★ Parents will be notified of any program changes from Brightwheel child care management app, text or phone call.
- ★ If schools are closed two or more days fees will be prorated for full-time enrollment only.

Enrollment, Change of Care Option & Withdrawal Process

- ✓ Provide written notice to the Program Leader or Director in person or via email of your intent to withdraw indicating withdrawal or changes.
- ✓ If you wish to re-enroll your child at a future date, your account must be in good standing and you will need to re-enroll to ensure there is availability.
- ✓ If you choose to withdraw from the program due to quality concerns, please our Program Director.
- ✓ Enrollment for care during school breaks, half-days or professional development days requires additional registration. Information will be presented prior to the dates so parents have an opportunity to register or make other care arrangements if we don't provide care.

Program Payment Options & Fees

- ✓ Weekly tuition is due in advance by Friday for the next week.
- ✓ Payments can be paid online or with cash or a money order during the program hours.
- ✓ **Our preferred method of payment is online via our secure Pay Now option.**

- ✓ Parents requesting to pay every two-weeks must pay two weeks in advance as students with unpaid balances are not accepted into the program.
- ✓ Payment for drop-in, half-day's and school breaks are due at the time of enrollment in those programs.
- ✓ Families receiving assistance from the Child Development & Care program are responsible for the entire program fees until we receive a copy of your approval and authorization letter. Parents are responsible for the amount not covered by the subsidy.
- ✓ **Rates are based on enrollment not attendance. We don't prorate or provide credits for student absences.**
- ✓ Payments must be made in advance or your child will not be permitted to attend the program.

Insufficient Funds (NSF)

A \$30.00 fee will be charged for any payment that is returned unpaid by your bank or credit/debit card company for any reason. This fee will be added to the balance due.

Late Pick-up Fee

We understand that, on occasion, families may arrive to the program late due to unexpected delays. However, the program ends at 6pm. In the event of late pickup, the fee of \$1 per minute is due at pick-up or will be added to your balance due Friday. This includes late pick-up when you are up the street, around the corner, in traffic, worked late, etc. Late fee starts at 1 minute after the program ends, regardless of reason.

Legal Issues of Custody or Parental Rights

Advantage After-School can't legally refuse or withhold a child from either parent without legal documentation indicating there has been a court action limiting a parent's rights to the child.

We must have a copy of the court documentation in the child's file.

Legal documentation in the form of a certified copy must be provided to Advantage regarding any custodial evidence or limitations of either parent or guardian.

Without legal documentation to the program either parent or legal guardian will be allowed full access to the child during their program attendance.

It is the parent's responsibility to provide Advantage with a certified copy of the court order.

Parent Communication & Involvement

- ★ Email notifications and instant messages will be sent announcing most Parent Board postings.
- ★ Account information and weekly billing are updated on each families Brightwheel account, updates can also be obtained on the Advantage Afterschool Parent Portal on our website www.advantage-childcare.com. It is the parent/guardian's responsibility to check your account/email weekly for program balance & late fees.
- ★ Program Directors are available daily to communicate with parent/guardians regarding their student(s)' program experience at pick-up. You may also schedule an in-person meeting or conference call with the Program Director.

- * Parents have the opportunity to visit the program any time their child is present without any formal request. We encourage all parental input and communication.
- * Parents are welcome and encouraged to volunteer during the regular operating hours and special events.
- * In order to volunteer with our program parents must complete our parent volunteer application. Obtain Fingerprints and background check at parent's expense

School Materials & Equipment

We take pride in offering an active learning environment and normal wear and tear on materials is expected in busy hands. On the contrary, where damage to Advantage After-School or school property is caused through willful destruction, undue carelessness, or disregard for rules, it is our policy to inform parents of this and seek their cooperation in overcoming the problem. Individual circumstances will determine the action taken.

Food & Snacks

Snacks served during before & after-school session meets the USDA meal pattern requirements. A monthly menu will be posted on our parent info board. If special foods are required due to dietary restrictions, you are responsible for providing those foods to the staff. Foods brought from home must be in compliance with the USDA meal pattern requirements.

Personal Belongings

- ✓ The program provides a variety of materials and equipment to keep your child engaged during their attendance in our programs.
- ✓ Students should leave all personal belongings of value home (toys, money, electronics).
- ✓ Advantage After-School is not liable for theft, loss or breakage of any personal items.
- ✓ Any personal property left at the program at the end of the day will be placed in the schools/program lost and found.

Health & Safety

Child Guidance & Discipline / Student Behavior

- * Advantage After-School uses a Positive Behavior Support model to set behavioral expectations and provide age and developmental guidance.
- * Our program staff will not impose punishments or restrictions on students.
- * Leadership and character education is implemented in the Advantage Afterschool program through designated student workshops and special responsibilities to encourage cooperation and appropriate behavior.
- * Students will play an active part in the discussion and setting of behavior expectations.
- * Advantage After-School staff will provide guidance to children by:
 - ✓ Encouraging self-control and the use of self-control.
 - ✓ Helping children learn social, communication, and emotional regulation skills they can use in place of challenging behaviors.

- ✓ Teaching children to use environmental modifications, activity modifications, adult or peer support, and other strategies to encourage appropriate behavior and prevent challenging behaviors.
- ✓ Intervening quickly when children are physically aggressive with one another and helping them develop more positive strategies for resolving conflict.
- ✓ Explaining rules and procedures and the reasons for them to children.
- ✓ Discussing behavior management techniques among staff to promote consistency.

Advantage Afterschool & the State of Michigan Childcare Licensing prohibits employees from using the following practices:

- ★ Spanking or any other forms of corporal punishment;
- ★ Any forms of punishment such as humiliation, shaming, neglect, verbal or physical abuse;
- ★ Depriving children of outdoor time or food; forcing children to eat food or drink against their will; or in any other way using food as a consequence;
- ★ Disciplining a child for soiling, wetting or not using the toilet; forcing a child to remain in soiled clothes or remain on the toilet;
- ★ Confining a child to a space without supervision
- ★ Giving excessive time-out. Time-Out may not exceed 1 minute for each year of the child's age and must be within the educator's view.

In some instances, it is necessary to terminate service for a student immediately or prior to the completion of the steps mentioned above due to their nature. Some examples many include, but are not limited to:

- ✓ Intentional destruction of school or program property;
- ✓ Acts of intentional aggression against another student or staff member;
- ✓ Acts of inappropriate touching of another student or staff member;
- ✓ Aggressive language, threats or discussion of violence towards another students or staff member (includes statements by parents as well);
- ✓ Frequently, picked up late by parent (3 times in 2 months);
- ✓ Absent from program for 2 weeks without notice or failure to pay for two weeks without communicating the need for a payment plan prior to being delinquent in payment.

Child Protection and Mandated Reporting

Federal and state laws require that Advantage After-School employees report suspected cases of child abuse or neglect by contacting the Michigan Dept. of Health & Human Services Abuse & Neglect at 855-444-3911. This information is to be held confidential between the employee and the contact at the agency. This includes the reporting of parents and guardians who appear to be impaired by drugs or alcohol.

Plan for Illness, Incident or Medical Emergencies

- ✓ If your child is not well enough to attend school during the day he or she should also not attend the program.
- ✓ If your child becomes ill during the program you will be called to pick your child up immediately.
- ✓ Please don't bring your child to the before care program if your child has an oral temperature of 100 degrees or higher, contagious disease or has diarrhea or vomiting
- ✓ Children who become mildly ill or injured during program hours will receive appropriate care from a staff member who is trained in first aid. Our basic means of treatment for **mild injuries** are cleaning cuts, bandaging, and applying cold compresses. Our basic treatment for **mild illness** is to consult with the child about symptoms, take the child's temperature and then to allow for rest on a mat. Any child who is mildly ill or injured will continue to have their needs met with regard to food, drink, rest, play materials, comfort, appropriate levels of activity and supervision. Children who are mildly ill or injured will be continually monitored by the staff members in charge and are allowed to remain in care.
- ✓ Symptoms of mild illness may include: headache, fever that is under 100°F, belly ache or body aches, mild cough or congestion, ear ache, sore throat without fever, and lethargy. Mild injuries might include: small cuts or scrapes, bumps or bruises, nose bleeds, loose or lost baby tooth, or injuries resulting from minor incidents.
- ✓ Advantage After-school requests parents notify staff of any known allergies for each child enrolled. Staff will have access to a list of all children with allergies through our child care management software as well as their information card. Parents must inform the program of any medical conditions that may interfere in their child's participation in the program.
- ✓ In the case of a medical emergency (such as an allergic reaction, serious fall or cut, seizure, serious illness, etc.), a staff member trained in first aid will begin administration of necessary emergency first aid while the other staff member(s) attend to the needs of the other children in care, removing them from the scene of the incident if possible.
- ✓ In the event that a parent/guardian cannot be reached, all emergency contacts will be called in order of how they are listed in the child's paperwork. If a parent/guardian or emergency contact cannot be reached for a child, staff will devise a plan of action. If transportation to a hospital or medical facility is deemed necessary for the child, a member of the staff will serve as the child's guardian until the parent/guardian or an emergency contact can be reached and can join the child. Program staff will never transport a child in their personal vehicle for medical treatment. If it is determined that the child needs treatment, 911 will be called for ambulance transportation to treatment.
- ✓ A staff member who is not assisting with the child involved in the serious medical emergency will call 911 for assistance and contact the child's parent/guardian to alert them that 911 has been called. Staff riding with the child involved in an emergency medical situation will bring with them all pertinent paperwork and medication, including such items as the child's file which includes permission forms, and any medication or medical paperwork which is on file at the site for that child.
- ✓ For non-911 emergencies, the Program Director will consult with the parent/guardian first (such as in the case of a broken toe or tooth or cut which might require stitches), the staff who is not assisting the child will attempt to contact the parent/guardian to consult and request immediate pick-up for transportation of the child for treatment.

- ✓ Any child who arrives at the program or sustains a minor physical injury such as scrapes, cuts bruises a photo will be taken and parent notified through our childcare management software app.

Accident/Injury Reports:

Advantage After-School considers safety for all children our first priority. Should an accident occur, the parent/guardian should expect to receive a written accident report from the program. In addition, the accident will be reported to the state childcare licensing agency as required.

Plan for Administering Prescription Medication

Advantage After-School would prefer that any child's medication needs is dispersed by the school nurse or other appropriate school staff. Only in emergencies or specific situations requiring a late afternoon dose will Advantage dispense medication according to state child care regulations. If your child has a known medical condition (asthma, diabetes, seizure disorders etc) please make sure staff is aware and properly educated should a problem occur. No over the counter medication will be given.

- ✓ No medication or topical cream can be administered to a child without a completed written consent the Medication Permission Authorization form from the parent/guardian and in some cases the child's licensed health care practitioner must be on file before medication will be administered.
- ✓ All medication administered to a child, including but not limited to oral and topical medications of any kind, must be provided by the child's parent/guardian.
- ✓ All medication must be provided as prescribed, in the container in which they were originally dispensed, with the original label, the name of the drug, the directions for its use, and the child's name clearly affixed.
- ✓ Both the medication and the prescription label must be non-expired in order for the medication to be acceptable for use at the program.
- ✓ Program staff cannot administer any medication contrary to the directions on the original container unless so authorized in writing by the child's licensed health care practitioner.
- ✓ All medication dispensed, the time, date, amount and staff member dispensing the medicine will be recorded and maintained in the child's file.

Parent's Acknowledgement of Understanding

Student Name(s) _____

- I understand that all forms must be completed and on file at the site before my child can attend. I also understand the registration and first week of care must be paid before my child can attend the program.
- I understand that I or another pre-authorized person must sign in/out my child(ren) daily.
- I understand that my child will not be able to leave the program with an unauthorized person. (Legal documentation must be provided regarding any custody order or authority limitations of either parent. Without legal documentation, either parent will be allowed full access to the child during program operation).
- I understand that only prescribed medication will be administered with completion of the required forms.
- I understand that payment of \$_____ is due each Friday for the upcoming week of services of the program as long as the child(ren) is (are) enrolled in the program.
- I understand **failure to pay each Friday will result in a suspension until the balance is paid. Failure to pay the balance after two weeks will result in suspension from the program and you will have to re-enroll your student.**
- I understand that program fees are due regardless of attendance, including absences to the regular school day. I will notify the program if my child will be absent.
- I understand and agree with the late pick-up and fee (\$1 per minute) policy.
- I understand I must notify the staff if any information on the enrollment form changes.

- I understand that Federal and State laws require employees to report suspected cases of child abuse or neglect.
- I understand that the program staff will notify me whenever my child becomes ill. I agree to pick-up my child or make arrangements to have my child picked up by an authorized individual within one hour of notification.
- I understand that my child cannot attend if he/she has any illness that threatens the health of other children. I understand that Health Department regulations concerning periods of infection will be enforced. I understand that my child must be fever and symptom-free for 24 hours before returning to school after an illness. I also understand that any prescription medication must be administered to my child at home for 24 hours before he or she can return to school.

I have read, understand and agree to abide by the terms in the Family Handbook and the policies & procedures required for enrollment in the program.

Payment Amount \$_____ **Weekly**___ **Monthly**___

Parent's Signature _____ **Date**_____