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**After-School Enrichment Program**

**Family 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 enriching 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 parent engagement.

We focus on student development and learning to encourage students……

* **Accomplish*-*** *We strive to provide purposeful experience’s so students 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 students in enrichment and 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,

Advantage After-School Partnership Staff

**Mission - Vision - Philosophy**

**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 committed 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

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**

The after-school enrichment program 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 will offer care during half-days and school breaks based on the needs, interests of parents and your school.

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| **School Break Programs** | **Holiday Closures** |
| Staff Professional Development Days  Winter School Break  Spring School Break  Half-Days  Summer Recess  \*\* School Break Programs are offered with school approval and a minimum of 10 students enrolled. | Labor Day  Columbus Day  Veteran’s Day  Thanksgiving & Day After  Christmas Day  New Year’s Day  MLK Jr Day  President’s Day  Good Friday  Memorial Day |

**Activities – Daily Routine**

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



**Health & Wellness Character & Social Development**

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**STEM, Arts & Creativity** **School Day Review/Homework**

**Homework Help/Reading**– 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 students to assist when necessary. Students are able to discuss assignments and support each other while grouped according to grades during Reading & Homework Help.

**Academic Support**-Students needing additional support can request individual or group tutoring for an additional cost. Please see your Program Leader for more information. Also check with your school who may have additional onsite tutoring resources.

**Enrichment Activities**-Special Interest 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.

**Sample Daily Routine**

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| --- | --- |
| **School Dismissal** | **Arrival - Check-In - Restroom Break**  **\*Times & activities may vary according to school** |
| **3:30-4:00p** | **Brain Break** – Snack/ Restroom / Energy Release Activities |
| **4:00-4:45p** | **Brain Builders** - Homework Help-Academic Support-Reading Club Time |
| **4:45-5:45p** | **Enrichment**- Art & Creativity/ Outdoor/Gym/ Individual & Group Interest Activities/ Games/ Themed Projects / Special Events & Instructors |
| **5:45-6:00p** | **Dismissal - Parent Pick-Up - Check-Out** |

**Homework Policy**

Our daily routine provides 30 minutes of quiet time Monday through Thursday for homework or reading. During this time, staff will be available to provide assistance needed. Advantage After-School does not check student’s work for accuracy or completeness or provide individual tutoring for children. The Program Leader rotates among the students to offer support to individual students. Students who report not having homework will be given grade appropriate practice work or reading material. Please check with your Program Leader for more detailed information about your student’s homework time or individual academic support needs.

**Program Registration - Enrollment**

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All students must register for the program online. Enrollment at each site is limited and students unable to register will be placed on a waiting list. Parents must also complete a child information form & sign the parent acknowledgement form. These documents will be maintained in the students file for program use only. Parents must return forms to the After-School Program Leader within 24 hours of starting the program.

Parents can find the online registration on our website [**www.advantage-childcare.com**](http://www.advantage-childcare.com) and click on the Schools & Registration tab. The child information form and parent acknowledgement form may be downloaded from the website. These documents are located on the registration page.

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

* The online registration, child information and parent acknowledgement forms are complete and turned in to the Program Leader.
* The registration fee and first week’s program fee has been paid.
* All required child care licensing regulations have been satisfied through completion and receipt of forms, immunizations, or other requirements regarding enrollment/attendance.
* Parent Acknowledgement & Agreement is signed & the parent agrees to abide with the program policies & procedures.
* Parents must inform the program of any medical conditions and or allergies that may interfere in their child’s participation in the program.

**Enrollment**

Advantage After-School 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.

We will consider each student invidually 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.

#### Change of Schedule & Withdrawal Process

* Please provide written notice to the Program Leader or Director in person or via email of your intent to withdraw from the program or schedule change.
* After withdrawal, 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 including a registration fee.
* If you choose to withdraw from the program due to quality concerns, please see our Program Director.

### Program Payment Options & Fees

* A non-refundable registration fee per family must be made during the online registration process.
* Weekly tuition is due in advance for the upcoming week Invoices are emailed weekly on Friday and due by Monday.
* Payments not received by Monday will result in the student being unable to participate in the program that day.
* In order to maintain our program at reasonable rates we must have payments **“On Time – Every Time”.**

**Our preferred method of payment is online via our secure childcare payment management app WAVE.**

* Parents requesting to pay every two-weeks must pay two weeks in advance as students are unable to carry a balance.
* Payment for programs during school breaks and half-days are due at the time of registration.
* 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.
* Program Rate card and additional payment options are located on our website www.advantage-childcare.com.

**Advantage Before & After-School care rates are based on enrollment not attendance. We don’t prorate or provide credits for student absences. All program fees must be paid in advance or your student will not be permitted to attend the program.**

**Program Attendance ~ Daily Check-In & Out ~ Late Pick-Up**

* Parents are responsible escorting their student into the school for before-care.
* Program Leaders will notate the time of arrival and departure on the sign in/out sheet.
* Parents will sign the attendance sheet on Friday to confirm the times notated on the attendance sheet.
* Adults listed on the authorized pick-up list must be prepared to show photo identification and must be at least 18 years old.
* Parents must advise program staff if student(s) will be picked up by individuals not listed on the student information form.
* Students will not be released to any person who staff feels cannot safely supervise the student upon program departure (such as a person who arrives intoxicated or displays potentially dangerous or harmful or aggressive behavior).
* Students that do not arrive to the program as expected the program staff will contact the office or teacher to trace the student.
* The school is not responsible for providing attendance information for students enrolled in our programs. You must contact us to notify us of an absence via phone, text or email.
* Drop-In Students only pay for days attended and pay a higher rate. Drop-In program participation is not guaranteed as it is based on space availability.
* If school is closed due to inclement weather the program is closed as well.

**Late Pick-Up**

Students must be picked up at the end of the program time. Program staff have responsibilities and are not expected to remain after the program ends. There is a $1 per minute late pick-up fee. This amount is due at pick-up or will be added to your next invoice.

If a child is not picked up by close of the program all adults authorized to pick-up and emergency contacts on the student information card will be contacted. If contacts are unavailable the appropriate state agency (Child Protective Services) and or the local police department may be contacted. This will be done in accordance with Michigan State Child Care 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**.

* Please call to inform your Program Leader/Director if you will be late. While we understand that situations can occur causing late pick-up, however even if you are on your way, right up the street, stuck in traffic that is still late pick-up causing the Program Leader to stay beyond the end of the work day. The $1 per minute late fee compensates the Program Leader for time spent caring for students not picked on time.
* Consistent late pick-up may result in termination from the program. Please have a

an authorized “back-up” person to pick your child up on time.

* Consistent late pick-up (3 or more in a month) can result in program termination or suspension.

**Please Note - The late pick-up fee is $1 per minute based on the Program Leaders cell phone time. Late fees are due at time of arrival or will be added to your next invoice.**

**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 After-School 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 After-School with a certified copy of the court order.

### Parent Communication & Involvement

* We welcome and encourage all parental input including suggestions, comments regarding what we didn’t get right, and what we are doing right. **“If We Don’t Know…We Don’t Grow”**
* Program Leaders or Program Directors are available Monday-Friday to communicate with parents/guardians regarding their student(s) program experience. Parents 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 student is present without any formal request.
* 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. If you have an approved volunteer application with your student’s school, please let us know.

#### Program Materials & Equipment

We take pride in offering an active learning environment and normal wear and tear on materials is expected with busy students. 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. Parents may be asked to replace materials or supplies that are purposefully destroyed or stolen by their child.

#### Food & Snacks

Snacks served during the after-school program meets the USDA meal pattern requirements. If special foods are required due to dietary restrictions, you are responsible for providing those foods to the staff. **Note-the program provides 1 snack per student, if your student needs more please send an extra snack for your student.**

#### Personal Belongings

* The program provides a variety of materials and equipment to keep your child engaged during their time in our programs.
* Students should leave all personal belongings of value at home (toys, money, electronics).
* Advantage After-School is not liable or responsible for theft, loss or breakage of any personal items. We will assist in assisting students with keeping track of all personal items.
* Any personal items left at the program at the end of the day will be placed in the schools/program lost and found if we are unable to identify the student who left the property.

**Electronic Devices**

* Students are discouraged from bringing electronics to the program except on specific days such as Fun Friday.
* Advantage After-School are not responsible for lost, stolen, broken or damaged electronics.
* Students are not able to use electronics during the Monday-Thursday schedule until 30 minutes before program dismissal if the scheduled activity is complete.
* Program Leaders must be able to view any games, videos or communication on student electronics devices.
* Students are unable to make or receive phone calls during the program.

#### Child Guidance & Discipline / Student Behavior

* Students are expected to adhere to the school’s Student Code of Conduct.
* Advantage After-School uses a Positive Behavior Support & Restorative Practices model to set behavioral expectations and provide age and developmental guidance.
* Our program staff will not impose punishments or restrictions on students.
* Students play an active part in the development of daily program behavior expectations.
* Staff will provide guidance & reflection opportunities for students that encourage self-control and self-reflection.
* Staff will assist students to learn social, communication, and emotional regulation skills they can use in place of challenging behaviors.
* Staff intervening quickly when students are physically aggressive with one another and helping them develop more positive strategies for resolving conflict.
* Consistently explaining and discussing with student’s behavior expectations and program goals and the reasons for them.
* Adjusting and modifying behavior expectations and program goals as needed with student input and suggestions.

**Advantage Afterschool & the State of Michigan Child Care Licensing prohibits employees from using the following practices:**

* Spanking or any other forms of corporal/physical punishment;
* Any forms of 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.

**Program Suspension**

In some instances, it is necessary to suspend a student from the program immediately: Some examples many include, but are not limited to:

* Intentional destruction of school or program property.
* Bullying or acts of intentional or uncontrollable 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 from parents as well).
* Frequently, picked up late by parent.

### Child Protection and Mandated Reporting

Federal and state laws require that Advantage After-School employees are mandated reporters. Mandated Reporters must report suspected cases of child abuse or neglect by contacting the Michigan Dept. of Health & Human Services Abuse & Neglect. 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.

#### Illness, Minor Injuries or Medical Emergencies

* 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.
* Students who become injured will receive appropriate care from a staff member who is trained in first aid. Basic treatment for **mild injuries** includes cleaning cuts, bandaging, and applying cold compresses.
* Basic treatment for **mild illness** is to consult with the student about symptoms and allow the child to rest. Any student 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.
* 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.
* Parents/Guardians will be contacted immediately for **medical emergencies**, if parents/guardians cannot be reached, emergency contacts will be contacted.
* If transportation to a hospital or medical facility is deemed necessary for the student, 911 will be called for emergency transportation.
* Program staff will never transport students in their personal vehicle for medical treatment.
* For **non-911 emergencies**, staff will contact the parent/guardian to request immediate pick-up of the student for treatment.
* Any student who arrives to the program or sustains a minor physical injury such as scrapes, cuts bruises a photo may be taken and parent notified through our parent communication app, phone call, email or text.

**THANK YOU**

Thank you for choosing Advantage After-School as your after-school enrichment program. The fact that you have enrolled your child and are reading this handbook demonstrates your genuine concern for the welfare of your child. We appreciate the opportunity to work with you and your child; and we will make every effort to see that your family enjoys a positive experience with us.