

Wellington 21st Century After School Programs (WASP)

Elementary Program Handbook

2014/2015

Wellington USD #353

605 North A Street
Wellington, KS 67152
(620) 326-4320

Cynthia Tracy, Program Director

email: ctracy@usd353.com

Program Site Supervisors:

Kelly Adams, Eisenhower Principal

email: kadams@usd353.com

Jason Cline, Kennedy Principal

email: jcline@usd353.com

John Walton, Lincoln Principal

email: jwalton@usd353.com

Ann Shinliver, Washington Principal

email: ashinliver@usd353.com

Daily Program: (Elementary Kdg--5th – Monday through Friday)

The daily program offers the following activities:

- Homework Assistance
- Arts & crafts, visual arts
- Hands-on activities
- Indoor/outdoor activities
- Physical fitness/health/wellness
- Recess and snack time 3:30 to 4:00 pm
- Monthly calendar will reflect program activities.

Student Responsibility

Every student enrolled in the Program will:

- Participate in all activities
- Respect and get along with fellow students & staff
- Follow program rules
- Behave responsibly
- Not disrupt the program with inappropriate or dangerous behavior

Program Staff Responsibility

The Program Staff will:

- Make children feel welcomed, comfortable & safe
- Supervise the children at all times
- Provide appropriate program materials & activities
- Be available to work with parents to achieve student success

Parent Responsibility

The Parent or Guardian will:

- **Limit calls & requests for special pick up arrangements, etc. as the office will not be staffed.**
- **Make payments (on a pre-pay basis) at the Wellington Middle School or by mail to the Wellington Middle School, Attention: Cynthia Tracy, 605 North A Street, Wellington, Kansas 67152.**
- Come in and sign out child when picking up before dismissal time.
- Pick-up his/her child within program hours or no later than 5:30 pm.
- **Do not pick up his/her child from the program and return the same evening unless it is for mental health or medical appointments.**
- Notify Program Director (326-4320 or ctracy@usd353.com) of changes in scheduled attendance.
- Follow the policies, procedures, rules & regulations of the program
- Be available to meet with program staff as needed
- Participate in program activities

Program Sites:

Now at each elementary school:

- Eisenhower Elementary, 924 N. Plum
- Kennedy Elementary, 501 N. Woodlawn
- Lincoln Elementary, 104 South "F" Street
- Washington Elementary, 1100 N. Washington

Enrollment

The Program does not discriminate on the basis of sex, race, color, creed, religion, national origin, or ethnic background. The program is for children beginning Kindergarten through 5th grade.

- **All enrollment forms are to be submitted to the Wellington Middle School (605 North A Street) along with payment of one week's tuition.**
- A child can be enrolled anytime during the school year.
- The start date will be no earlier than the following day after receipt of paperwork and payment.

Hours of Operation

- End of the school day to 5:30 pm

Days of Operation

Monday through Friday during the school year – No Summer program

The program will provide program opportunities starting the first day of school, August 19, 2014 through **May 18, 2015**. The program is **NOT** in session on non-school days, Parent/Teacher conference days, or early dismissal days for Teacher In-services. These dates are:

8/29/14	Labor Day weekend – No School	1/19/15	Teacher In-Service No School
9/1/14	Labor Day – No School	2/16/15	Teacher In-Service No School
10/21/14	Parent/Teacher Conference	3/10/15	Parent/Teacher Conference
10/23/14	Parent/Teacher Conference	3/12/15	Parent/Teacher Conference
10/24/13	Conference Release Day – No School	3/13/15	Conference Release Day No School
11/26, 27, 28	Thanksgiving Break – No School	3/16-20/15	Spring Break No School
12/19/14	Teacher In-Service No School	4/3/15	No School – Good Friday
12/22/14-1/2/15	Winter Break No School	4/6/15	No School – Easter Break
1/5/15	School Resumes		

Last day of **After School** is **May 18th** -- Last day of **school** is **May 19th**

Late Pick-ups

- Parent **must call the Wellington Middle School (326-4320)** if he/she will be late picking up his/her child. (Late pick-up fee applies.)
- Late pick-up fee is \$1.00 for every minute after **5:35 pm**. The parent will receive one warning notice; the second offense will result in notice of payment due.
- When the school office is **not called** about a late pick-up, 15 minutes past dismissal time the **local authorities will be contacted.**
- More than 3 episodes of late pick-ups, without contacting the program staff, may be cause for immediate withdrawal of your child from the program.

Emergency Closings and Delays

- The local News Radio Station, Text Caster and Channel 5, **will** announce School District emergency and/or weather closings and delays.
- If an emergency occurs during the operation of the program, the Site Teacher is authorized to close the program. Parents are then contacted to make arrangements for the children to go home or to another appropriate place.
- During emergency closings, the staff never leave the site until all children have been picked up.
- If inclement weather is predicted, parents are required to pick up their child before the onset of bad weather.
- If daytime school is cancelled or closes early due to inclement weather, there will NOT be an After School Program that day.

Arrivals and Departures

- A parent or designated person must sign the child out if leaving prior to scheduled dismissal time.
- **Once your child has been picked up, please do not return him or her to the program that day unless it was due to a mental health or medical appointment.**
- **If your child is absent during the school day due to illness, the child cannot attend the After School Program that day.**
- Parents will be notified of irregular attendance behavior.
- Identification may be required upon pick-up.
- In cases of child custody, where the non-custodial parent or guardian may NOT pick up the child, we **must** have a copy of the court order in the child's file.

Scheduling changes, Absences, Withdrawals

- If your child does not attend the Program for 10 consecutive days without prior notice, this will be considered an "exit" from the Program. Arrangements with the Program Director (326-4320) will need to be made in order to restart the Program.
- If your child attends school, but will not be attending the After School program that scheduled day, please contact the school and the Program Director 326-4320 or email ctracy@usd353.com.
- **If your child does not attend school due to illness, it is not necessary to notify Cynthia Tracy at the Wellington Middle School Office. However, your child may not attend the after school program that day.**
- When a parent withdraws his/her child from the program, the parent must notify Cynthia Tracy at the Wellington Middle School Office (USD 353 – WASP, 605 North A Street) in writing.
- Notify the school and the Wellington Middle School Office (326-4320) if your child will be attending on a non-scheduled day.

Tuition

Weekly fees are calculated by multiplying the Daily Rate times the scheduled attendance days. Tuition covers: supervised care, an afternoon snack, homework assistance, most materials and supplies. Separate fees will be required for special outings.

- Tuition is paid in **advance at the Wellington Middle School**. If payments are not received within 2 weeks of attendance, your child cannot attend until payments are received or special arrangements made.
- Special payment arrangements may be discussed prior to program participation. Tuition Assistance funds are available; please contact Cynthia Tracy to get the form.
- Non-sufficient funds (NSF) checks will be handled according to District policy.
- Upon departure from program and receipt of the “exit” letter, refunds will be issued at the discretion of the Program Director.
- At the completion of the school year, credit balances will roll over for the next school year unless other arrangements are made.
- Previous enrollees must have a zero account balance in order to enroll the next year.

When tuition is more than 10 days past due, the parent will receive a notice and payment will be due upon receipt of notice. **If tuition is not paid and no attempts for special arrangements are made, the child may not attend the program until payment has been received. The Principal will be advised and will be in contact with you.**

Payment of Fees

- At time of registration at the school, the program requests that parents pay at least one-week’s tuition in advance. Fees may then be paid weekly or monthly IN ADVANCE to the school.

Transportation

- Parents are responsible for their child’s transportation from the program. The Program staff members are never permitted to transport children except in extreme emergencies. Please refer to “Late pick-ups”.

Health and Safety

- Safety precaution requirements are met at all times, including fire and tornado drills and evacuation procedures. Safety rules are always reviewed with the children.
- If your child has a known medical condition that requires special care, inform the Principal and Site Teacher. The parent is responsible for notifying the Principal and Site Teacher about any medical or physical condition changes.
- In case of serious illness or injury, the staff will notify the person designated on the Emergency Medical Form. The staff cannot transport the child to the hospital. If the emergency contact is not available, the appropriate authorities will be called.
- Parents are contacted for all emergencies and a staff member completes an Incident Report.
- The following conditions will result in an early pick-up call: Contagious disease, fever over 100° F, vomiting, diarrhea or an accident requiring medical attention. The child will be isolated and made comfortable until the parent or designee can pick up the child.
- Medication is administered under the following conditions:
 1. Medication is in the original container with doctor’s name, patient’s name, instructions, and name of drug on the pharmacy label.

2. A written and signed request from the parent is on file.
 3. Physician's written orders.
- For safety and/or practical reasons, we reserve the right to refuse admittance to non-family members, during program hours.
 - District policy will be followed according to health and safety concerns.

Nutrition

- Light Supper and snack is offered in the after school program.
- Notify us of any food allergies your child may have.

Discipline

- **School District rules of behavior and discipline will be followed in addition to the program discipline procedures.**
- If a child is suspended or expelled from school by the district, the child is suspended or expelled from the Program!

Discipline Procedures:

- The disruptive child or children are separated from the group for a brief period of time, always under supervision of staff.
- The child and a staff member will always talk about the situation before the child returns to the program group.
- If necessary, the staff will talk to parents about their child's behavior in the program.
- If the child's behavior does not improve, the Principal and Site Teacher will bring the appropriate people together to decide what is best for the child and program.
- The "No Tolerance" School District Policy will be followed in regards to violence or threatening behavior.

Behavior Reports:

- A behavior report is written when a child shows inappropriate behavior.
- After 3 behavior reports a child is suspended from the program for 3 days.

After some or all of the above steps have been taken to resolve a behavior problem, and it has been determined by the program that the child cannot function appropriately within the program, we reserve the right to remove a child from the program.

Every effort is made to accommodate all children; however, we are not equipped to handle severe emotional, physical, or mental situations. **It is the parent's responsibility to inform the Program Director of any special needs at the time of enrollment.** Therefore, acceptance into our program is based on the condition that a child has the ability to function within the given program structure.

Field Trips

- Parents will be informed in advance about all field trips. **If the event has a cost factor, you will be asked to pay in advance for that specific outing. If unable to pay for the event, please do not send your child to the program that night as we will not have staff to cover.**

Personal Belongings

- Children are responsible for their own belongings including clothing, toys, or other personal items.
- If there are missing items, parents should check the school's Lost and Found Box.
- Parents are to place their child's name on all their personal belongings; i.e., clothes, coats, sweaters, jackets, gloves, backpacks, etc.
- **The after school program is not responsible for lost personal items.**

Child Abuse Reporting

- For the protection of children, staff members receive training regarding child abuse reporting.
- Staff members are legally bound by the following regulations:
 1. A staff person (who has reason to believe that a child enrolled in the facility has been abused) is required to report suspected child abuse to Child Line as mandated by the Child Protection Services Law.
 2. A staff person may be designated by the program as the person responsible to notify Child Line of suspected child abuse.
 3. Within 48 hours, a written report regarding the suspected child abuse shall be submitted by the program or designated staff person to the Child Protection Services unit.

Data Collection and Reports

As a part of our evaluation process, we may collect data that may include attendance, discipline events, grades, test scores and parental participation in the project. Only group data will be analyzed, and no individual will ever be identified in any report or in the Evaluation. Pictures (of those that have an authorized release) may also be taken from time to time to help promote the program.