



After School Program

2019 - 2020

Family Handbook

Welcome to University Academy's After School Program

We are here to provide quality care for Lower and Middle School students. The After School Program (ASP) was created primarily to meet the needs of working parents. The program focuses on the individual child in a supportive environment while encouraging respectful relationships with one another.

Mission:

The mission of the After School Program (ASP) is to provide after school experiences that will assist our students to achieve the skills and gain self-confidence to be successful leaders in society.

Goals:

- Strengthening relationships between school and families
- Offering hands-on enrichment activities
- Providing a fun and safe environment for every student
- Linking learning experiences to the regular school day

Core beliefs:

- Students and families first
- Students should be respected, nurtured and encouraged
- Students should reach their highest potential when successful partnerships with families are established
- Students should have choices to be exposed to a variety of educational and recreational interests.
- Students attending ASP should benefit by becoming good citizens and scholars.

Hours of Operation

The After School Program is from 2:40 pm – 5:30 pm on full school days only. There is no After School Program on early release days, school holidays and snow days.

ASP Fee

The weekly fee is \$50.00 per student. This fee is due every Friday for the upcoming week. A fee will be assessed regardless of the number of days your student attends for the week. If the payment is not received on or before the following Monday, your student will be dropped from the program and placed back on the waiting list.

Payments may be made by cash, debit, money order, or visit www.schoolpay.com.

Personal checks are not accepted. A record of payments will be provided for each family, for tax credit, no later than January 31st.

Families receiving state benefits may qualify for child care assistance. Please contact the local Social Services Office to coordinate the benefit.

****For the 2019-2020 school year there is NO REFUNDS or credits for school closings of any kind.***

Departure and Release of Students

A parent/guardian or an individual at least 18 years of age and pre-approved by the parent/guardian must sign the student out of the program on a daily basis. No student will be released from ASP with anyone except their parent/guardian or person designated on the enrollment form by the parent/guardian. Families are asked to help staff maintain an accurate record of individuals authorized to pick-up your child. Staff must be notified by parent/guardian in advance of any changes in authorized pick-up. All individuals picking up a student may be required to show a photo ID. For the safety of all parties, the adult signing the student out should not allow the students, siblings, or any other children to run through the building or parking lot unsupervised. **Failure to sign children out on a daily basis can result in your student being dropped from the program.**

Emergency Contact

All parents/guardians must provide up-to-date contacts and pick-up information. Please notify the Coordinator when you move, change home/cell numbers, or any emergency contact information. If your child has an accident or becomes ill during ASP, we must be able to reach you or an emergency contact. If we are unable to reach you, we will contact and release your child to the person listed on the emergency contact form.

Only the legal guardian has permission to make changes on the emergency/enrollment form.

Medication

Any medication that a student may need to take during ASP, including inhalers for asthma, must be delivered to the nurse by a parent/guardian. The parent/guardian must complete a Medication Consent Form. **The school nurse is not available after 3:30 p.m.**

Medication must be in a current pharmacy-labeled container with the student's name, date, name of medication, quantity, daily dosage, how and when the medicine is to be administered, and the physician's name.

All over-the-counter (OTC) medication must be delivered to the nurse in the **original** labeled container by a parent/guardian. OTC medication must either be accompanied by a written physician order that includes the student's name, date, doctor's name, medication name, quantity, dosage, how and when the medicine is to be administered, **or** the OTC medication must be for a condition which a Standing Order exists. In either case, a parent/guardian, must complete and sign a Medication Consent Form before any medication will be administered. Standing Orders exist for the following:

- Tylenol/acetaminophen
- Motrin/Advil/Ibuprofen
- Chewable Antacids
- Antibiotic Ointment

Disposal of medicines will be made by the school nurse per recommendations of Food and Drug Administration personnel. The nurse will destroy any medicine not picked up by a parent/guardian within 5 days of notification or discontinuation of use.

Illness

Students will be excluded from class and the Parent/Guardian or emergency contact will be notified when the following are present:

- Temperature of 100 degrees or higher
- Vomiting and/or diarrhea
- Suspicion of a contagious disease
- Accident requiring medical attention
- Nursing recommendation based upon physical condition
- Widespread rash
- Red eyes with drainage
- Continuous coughing
- Medical concerns that require medical attention

Students must be symptom-free for 24 hours before returning to school.

Injury and Accidents

First Aid supplies are available inside and outside the classroom. Minor accidents are assessed and handled by staff and are documented on an Incident Form. The parent/guardian will be notified. In the event of a life threatening emergency, 911 will be called and the child will be taken to the hospital by an emergency vehicle for treatment. Parents/guardians will be called immediately.

Nutrition and Food

A nourishing snack or a wholesome meal is provided for each student. Students may also bring their own healthy snack from home.

We appreciate that special days and circumstances are a perfect time to provide children with special treats. Please note that the City Health regulations will not allow us to accept homemade food items. Food must be brought in the unopened original commercial package. Parents/Guardians **must make arrangements, in advance**, with the ASP Coordinator for parties.

Late Fees

Students remaining after 5:35 p.m. will incur a late fee of \$10 every 5 minutes. **This fee must be paid before the student can return to the After School Program (ASP).**

Student Behavior

The goal of the After School Program is to help children function as a caring community of learners. Our ASP goal is to help each child learn to make good choices, and to take responsibility for his/her actions. ASP adheres to the philosophy and expectations of the University Academy. Students experiencing behavior problems may be dropped from the program without advanced notice.

Personal Belongings

Students should not bring items to school that are NOT part of the UA program, unless specifically requested by UA Staff. Students are not to bring cell phones, electronic games, toys, radios, I-pods, games, balls, etc., unless they have permission from the ASP Coordinator. We discourage students from bringing cell phones to the program. However, if it is necessary, the phone must be turned off and put away during ASP hours. If the phone becomes a distraction it will be confiscated. Items confiscated by school personnel may be kept until a parent picks it up. Any personal property brought to school for any reason is the responsibility of the student.

Enrichment Classes

Enrichment Classes, i.e., Boy Scouts, Girl Scouts, STEM, etc., are provided at no additional cost to the parent. However, students participating in the enrichment classes must have a signed permission slip by their parent/guardian on file.

Transportation

ASP is not in session on holidays and snow days. There are NO rate adjustments for snow days. Transportation **is not** provided for the After School Program. Parents that are late will incur late fees. **Please check the school calendar for dates of “NO SCHOOL” or “NO STUDENTS.”**

Contact Information

Kashay Mahan-Dixon, After School Program Coordinator

816-412-5971

mahank@universityacademy.org

Official Acknowledgement of the 2019-2020 ASP Family Handbook

REVIEW AND RECEIPT

Please return the signed acknowledgement

I certify that I, _____,
received a copy of the 2019 - 2020 ASP Family Handbook and reviewed
the ASP Family Handbook with my student.

Parent/Guardian's Signature

Date