

**A+**

**After-School Program**

**Student and Family Handbook**

**Walden Academy**

1149 W. Wood Street

Willows, CA 95988

**Contacts:**

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**KEEP THIS HANDBOOK - This handbook serves as an addendum to Walden’s Student Family Handbook. All policies and procedures in the Student FamilyHandbookapply to A+.**

**Program Fees**

Walden Academy endeavors to maintain fees that are low relative to the cost of private child care and other after-school activities. Scholarships may be available for families facing economic hardship.

The fee structure for the after-school program at Walden Academy for the school year is:

|  |  |  |
| --- | --- | --- |
| **Enrollment Options** | **Monthly Fee** | **Months** |
| Monthly Fee  | $80/month per Student | Sept., Oct., Nov., Jan., Feb., March, May |
| Monthly Fee | $ 60/month per Student | April, December |
| Monthly Fee | $ 20/month per Student | June |
| Drop-in Fee |  $7/day per Student |  |

**Payment Procedures**

**Payment Due Date:**

Payment for the first month is due on the first day of the program. Subsequent payments are due on the 1st day of the month prior to the period of attendance. (i.e., due on Sept. 1st for September attendance). Payment must be made for the full period and will not be refunded in the event of student absences. **All payments are due within 15 days of the 1st or a 10% penalty will be imposed. If fees are not paid within 30 days, the student will be suspended from the program unless a payment plan has been arranged.**

**Payment Types Accepted:**

Payments can be made by cash or check payable to Walden Academy.

**Where to Deliver Payment:**

Cash payments may be delivered in person to the front office. Check payments may be delivered in person to the A+ program, the office, or may be mailed to the school office at P.O. Box 1092, Willows, CA 95988.

**Receipts:**

A receipt will be issued for all cash payments at the time of payment.

**Attendance**

Students enrolled monthly in the after-school program are expected to attend daily. Please send a note or call the office if a student will not be attending on a certain day. A program director will call you if your student is absent without notification or was not observed being picked up after school.

Students absent from school on a given day are not able to attend the after-school program.

**Program Mission and Goals**

The mission of the A+ program at Walden Academy is to provide a safe, nurturing, and enriching after-school learning environment which will empower students to become outstanding individual achievers and positive citizens.

**Alignment with Walden Academy’s Policies and Procedures**

Walden’s A+ program is tightly aligned with the school day. Students are expected to follow all school behavior rules and expectations. See the Walden Academy Family Handbook for further details.

**Program Hours and Calendar of Operation**

The program is open every day that school is in session except for the last day of school. It is open from school dismissal until 5:30 p.m. Regular weekly program hours are:

**Mon., Tues., Thurs., Fri.: 2:45 p.m. – 5:30 p.m.**

**Wednesdays: 1:30 p.m. – 5:30 p.m.**

**Minimum days: 12:00 – 5:30 p.m.**

The program is closed on all school breaks, staff development days, holidays, and weekends.

**Sign-In Procedures**

Every student is required to sign-in with the program director at the start of the program every day. Students who do not sign-in with a designated staff member will be considered to be absent, and their families will be contacted.

**Sign-Out Procedures**

**Dismissal Sign-Out:**

At dismissal time, all students must be signed out by a parent, guardian, or other authorized person. The program director will identify the location for student pick-up and sign-out. No student will be released to a person who is not authorized by being listed in the registration form/contract provided with this handbook. Any parent, guardian, or other authorized person may be asked to show proof of identity (e.g., driver’s license).

**Dismissal/Pick-Up Time**

The program closes at 5:30 p.m. **It is imperative that all students leave campus on time no later than 5:30 p.m.** Students left beyond 5:30 p.m. result in payment of staff overtime which takes resources away from the rest of the program. Programs may charge late fees and/or call emergency contacts for students who are not picked up by 6:00 p.m. State law considers children left at the school site after closing time, without notification, to be abandoned. If this happens, the police may be contacted to take custody of the child.

## Note: Our policy incurs a fee of one dollar per minute after 5:30pm - No exceptions.

## Behavior Expectations and Discipline Policies

Students attending the after-school program are expected to follow the school rules posted on campus, listed in the Family Handbook, and those developed at A+. Generally these rules will include the following categories:

* **taking care of ourselves**
* **taking care of others**
* **taking care of our classroom & materials**
* **taking care to do our best work**

Students will listen & follow the directions of the program directors and be respectful to everyone.

**Disruptive Behavior Consequences**

|  |  |
| --- | --- |
| **Criteria** | **Consequence** |
| *Disruptive Behavior During Program Activities*  |
| 1st time in a day | Student is redirected to be on task. |
| 2nd time in a day | Reflection sheet or other appropriate assignment, time-out in class, benched during recreational activities, or loss of enrichment activity. |
| 3rd time in a day | Referral out of class to Program Director. |
| *Referral to Program Director or Leadership Team for Disruptive Behavior* |
| 1st time | Program Director discussion with student; possible call home depending on severity of behavior. |
| 2nd time | Call home to parent and isolation from program activities for 30 minutes. |
| 3rd time | Call and note home to parent. Student loses selected after-school privileges/activities. |
| 4th time  | Parent conference and suspension from after-school program for selected number of days/sessions in consultation with the Leadership Team. |

***Depending upon the severity of the behavior problem, steps may be skipped.***

**Bathroom Policy**

Students will have opportunity to use bathrooms as needed during A+. More than one student at a time will not be allowed to leave class to use the bathroom, and students will be expected not to abuse their bathroom privileges.

**Program Location, Field Trips & Special Events**

The A+ program takes place entirely on the school campus. If any off campus activities are scheduled, parents/guardians will be notified in advance, and permission will be requested.

**Homework Completion**

The program is designed to assist students with academic skills and to support their exploration of interests and talents beyond the regular classroom. This includes fostering student creativity, teamwork, and physical activity. Ample time is provided daily for students to do homework. However, it is not guaranteed that students will have sufficient time every day to complete all homework assignments. **It is the student’s and parents’ responsibility to ensure that homework is completed.**

**Parent and Volunteer Involvement**

Parent/guardian participation is encouraged in the program. Parents with TB & DOJ clearance on file in the office are welcome to visit at any time and volunteer to assist with planning, providing enrichment and recreational activities, and other possible assistance to staff members. Please contact the program director if you are interested in observing or volunteering in the program.

#### Feedback

Student and family comments and suggestions are important to us. We welcome your feedback. You may also be asked occasionally to fill out surveys and/or assessments of the program. Information gained from these surveys is strictly confidential and is used to help improve the program.

#### Health and Medical Information

#### In the event of illness or accident, the program will follow Walden Academy policies and procedures. If a student becomes ill, a parent or authorized person will be called to pick up the child, or an emergency contact may be called if needed. Medication will be administered only to those children for whom the “Request for Administration of Medication during School Hours” form is on file. Serious injuries or accidents will be reported using Walden’s standard “Student Accident Report” form.

**Walden Academy**

**REGISTRATION FORM & CONTRACT**

**Please complete and return this page to the Program Director before the student’s**

**first day of attendance in the A+ After-School Program.**

**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Family Contact Information:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mother |  | Father |  | Additional Emergency Contact |
| Name: |  |  |  |  |  |
| Primary/Home Phone: |  |  |  |  |  |
| Alternate/Cell Phone: |  |  |  |  |  |
| Email: |  |  |  |  |  |

**Authorization for Dismissal/Pick-Up (this section to be initialed by parent/guardian only):**

\_\_\_\_\_\_\_ *My student is authorized to walk or ride bicycle home alone after \_\_\_\_ p.m.*

\_\_\_\_\_\_\_  *In addition to the contacts listed above, the following people are authorized to pick up my child from the program. I understand that anyone* ***not listed*** *below will* ***not*** *be allowed to leave the site with my child.*

|  |  |  |
| --- | --- | --- |
| Name | Phone | Relationship to Student |
|  |  |  |
|  |  |  |

**Agreement to Program Policies and Procedures (both student & parent/guardian must initial each section below):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student**  |  | **Parent** | **Agreement** |
|  |  |  | *I have read the Walden Academy A+ After-School Program Student and Family Handbook. I understand and agree to all of the procedures and policies as stated in the handbook.*  |
|  |  |  | *I understand and agree to the expectations for regular daily/weekly attendance as stated in the handbook.* |
|  |  |  | *I understand and agree to the behavior and discipline policies as stated in the handbook.*  |
|  |  |  | *I understand that the student must be signed in and out every day at the start and end of the program.* |
|  |  |  | *I understand that the program closes at 5:30 p.m. each day and that all students must be departed from campus no later than 5:30 p.m.* |
|  |  |  | *I understand that a payment will be due upon the first school day of each month.*  |

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**Signature of Student Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent/Guardian Date**

**Enrollment Options – Choose one Monthly** € **Drop- in**

**A+ After-School Program Scholarship Application Form**

To help the program have adequate resources to offer high quality academic support and enrichment for our students, our school has established a program fee for participating families. However, we recognize that this fee may pose a hardship to some families. Therefore, scholarships are available on a limited basis.

Please complete this application to request a scholarship for your child. If you have more than one child enrolled in the school, include in the application the names of all children for whom you are requesting a scholarship. The school director will review applications and meet with families to determine scholarship awards.

**Student Name(s):**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Name(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Telephone Numbers:** (Day) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Evening)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are all children qualified to receive free or reduced price lunch? (check one)**

Yes-Free Lunch [ ]  Yes-Reduced Lunch [ ]  No [ ]

**[ ]  I would like to request my child receive an A+ After-School Program scholarship.**

Please provide a brief description of the circumstances for your scholarship request (a change in family employment or income, illness, etc.). If you prefer to keep this information private, you may leave this section blank and discuss it during your meeting with the director.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For School Use Only**

[ ]  Scholarship Awarded. Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Scholarship Not Awarded. Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_