



After School Academy
Handbook

2011-2012

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WELCOME LETTER

August 20, 2011

Dear Parents,

Welcome to West Hills Christian School After School Academy!

This program operates in conjunction with the school as a service to school families after school care for students enrolled in West Hills Christian School. This handbook will provide valuable information considered important to your child's safety and to the basic operation of the program. The goal of the program is to provide opportunities for children to develop socially, emotionally, physically, and spiritually, within a warm and caring atmosphere.

The After School Academy mirrors the school's policies, procedures and calendar. The curriculum and daily schedule of events are consistent with the philosophy and value system of the school.

If you have any questions or need additional information, please feel free to call the school office.

Sincerely,

Mr. Stefan
Principal, West Hills Christian School

PHILOSOPHY

Children are truly a gift from God that needs to be cherished and nurtured. Each child has his/her own unique and special talents that can blossom through a strong Christian After School Care Program.

OBJECTIVE

The objective of the After School Care Program is to provide experience for growth in both developmental skills and everyday problem-solving techniques. These goals can be accomplished through various activities and projects such as:

Arts and Crafts
Supervised Group Play
Homework Assistance

Safe Supervision
Recreational Activities
Story time

GOALS

The goals of the After School Care Staff are to affirm, to love, to respect the students who attend the program, and to provide a climate conducive to personal growth.

ADMISSION POLICIES

Only students enrolled in West Hills Christian School may enroll in the After School Care Program. All students are required to enroll annually for the program. Application forms are available in the school office. In order to maintain the safety and wellbeing of all students, students will obey the rules and regulations in order to continue in the program as stated in our West Hills Student-Parent Handbook.

HOURS OF OPERATION

The After School Care Program will begin on the first day of school. The program is held Monday through Friday. The last day of the program is the Friday before the last day of school.

After School Care: (K-8th grades)

Regular School Days - 3:00 - 5:30pm

Early Release Days - 1:00 - 5:30pm

BASIC PROGRAM ELEMENTS

Activities:

Planned arts and craft projects, games and recreation, assisted homework time, quiet times for younger children, and snack time are just a few of the growth activities.

Homework Club:

Each day after snack time, a supervised, quiet, “homework club” is scheduled in the program. Each child is responsible for keeping track of his/her own homework assignments. The staff can provide assistance with homework, but only if the student is clear about the assignment and is staying on task.

Staff:

The Program is staffed by experienced staff and supervised by the School Principal. This staff works together to help each child grow in a loving and nurturing atmosphere.

COMMUNICATION

You may reach the After School Care staff by calling **503-245-6688 ext. 318**, during the hours of operation. Or email **howell_nancy@whcs.org** There is an answering machine for your convenience after hours. Your calls will be returned as soon as possible.

Daily contact between parents and staff is an important part of the program. By sharing information concerning your child's activities and welfare, we can work together to better meet the child's needs. It is extremely important that any change in address, emergency numbers, etc., be kept current.

Newsletters are sent home monthly to keep parents informed of upcoming events, activities, and health and safety issues.

DAILY POLICY

Parents must sign out with the time each day. This procedure is necessary for the safety of the students. Directly after school, a staff member will sign the child in and parents must sign them out.

ELECTRONIC DEVICE POLICY

Electronic devices such as cell phones, may be carried on campus by students. The devices should be used for the sole purpose of after-school contact, under the direction of the child supervisors. During school hours:

- Use of cell phones to make or receive phone calls or text messages is prohibited.
- The device must remain in the "off" position, not in the silent or vibrate modes.
- The device must be kept out of sight.

DISCIPLINE POLICY

Children are expected to comply with all regular school rules and regulations. The discipline code for the After School Care Program is in accordance with the school discipline policy stated in the Student-Parent Handbook. Every child is expected to obey the rules of After School, respect staff members, other students and all property. No child is to leave the supervision of his/her teacher without expressed permission.

To provide a safe and caring environment where children can play and learn, limits are set on behavior. Limits are set for three primary reasons: (1) to prevent children from injuring themselves or others; (2) to prevent the destruction of property, materials, or equipment; (3) to help children learn respect for themselves, other children, and adults.

The Process of discipline is:

First Occurrence – Warning

Second Occurrence – Refocus form and time-out

Third Occurrence – Discipline form completed – parents contacted

Fourth Occurrence – Parent conference

Fifth Occurrence – Student is suspended from the program for 2 weeks, or longer.

FEE INFORMATION

(is based on one child, there are no multiple-child discounts)

Drop In - \$20.00 a day. (This is the daily charge for students who have not signed up at least 3 days prior to their participation)

Regular Signed Up Participants—\$12.00 a day.

Club/Sport Days—\$7.00 a day (This is the daily charge for a student who first attends an after school activity, like Chess Club, Sport Practice and yet still needs to participate in ASA before or afterwards.)

Early Release Days— \$10.00 a day if student participates from 1-3pm **OR** \$15.00 a day if a student participates from 1-5:30pm.

Financial Policies and Procedures:

- Payment of fees is due within 15 days of the received statement.
- Enrollment will be terminated if payments are more than 30 days due.
- Fees are subject to change upon an annual review of the program.

HEALTH AND SAFETY

An Emergency Form for every student in After School Care is required. Prescription medication will not be administered.

If the child sustains a minor injury such as a small cut or scrape, the staff will administer first aid at the school. In cases which appear more serious, the staff will attempt to follow the instructions appearing on the emergency form. If the instructions are not adequate or cannot realistically be followed at the time of the emergency, the staff will do what is in the best interests of the child.

Children will be released only to the parents or guardians or to the person whose names appear on the emergency form.

ILLNESS

If a child has symptoms of illness or signs of communicable disease, he/she will be isolated from the other children while the parents are contacted and asked to pick up the child within an hour of notification. Any contagious illness may require a doctor's note for re-admission. Staff are expected to instruct children on State Regulations for washing hands in an effort to reduce contagious illness.

RELATIONSHIP WITH PARENTS

Parents are welcome in our program at any time. Staff will share brief information about a child's day with family members on a regular basis, if this can be done without interrupting supervision of other children. Staff members are to handle problems or issues with parents in a courteous, professional manner.

SNACKS

Nutritious snacks such as fruit, pretzels, muffins, popcorn, etc. are provided each day. A snack

menu will be posted on the lunch room board for each month. Please inform the After School Care staff in writing if your child has special dietary requirements, restrictions, or food allergies.

SCHEDULE

The After School Care staff will provide a variety of supervised activities for your child. These activities will include arts and crafts, group games, indoor and outdoor games, story time and homework time. There will be special activities and programs planned for holidays and school functions.

A detailed schedule will be provided the first day of After School Care.

TEACHER WORKDAYS

The program will not operate on teacher workdays, holidays, or teacher training days.

WHCS A.S.A. Parent and Student Agreement 2011-2012

We, the undersigned, have read and agree to follow the directives of the After School Care Handbook and the Student-Parent Handbook.

Family Name: _____

Child's Signature: _____

Child's Signature: _____

Child's Signature: _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

WHCS ASA CARE EMERGENCY FORM

ONE FORM PER CHILD

Family Last Name: _____

Child's First Name: _____ Grade: _____

Expected time of pickup: _____

Telephone Number Where You Can Be Reached During Program:

- 1. _____
- 2. _____
- 3. _____

Emergency Contact Person's Name and Telephone

- 1. _____
- 2. _____
- 3. _____

Medical Facts We Should Be Aware Of: (Explain)

Signature of Parents/Guardians: _____ Date: _____

Signature of Parents/Guardians: _____ Date: _____