

YSWPCS
EXTENDED DAY PROGRAM
PARENT HANDBOOK

A quality educational enrichment program

ENROLLMENT

Students will be provided with a current Extended Day schedule, club descriptions, and sign up sheet. Once enrolled, parents will be notified of the club their child will be in and will be given a Behavior Contract which the parent and student must sign. All paperwork will need to be completed for your child to continue in the Extended Day Program. Clubs will begin on Monday, September 30, 2013. YSWPCS does not discriminate on the basis of race, color, religion, sex or national origin.

Each child enrolled is able to participate in activities on a first come, first served basis. Enrollment is limited due to the amount of classroom space and staff limitations. Clubs will run the length of a trimester. Students must register during the first and second week of the trimester. Students are not allowed to switch clubs after the second week of club. If a child is released or terminated from more than one club in a trimester he/she will not be permitted to return to the Extended Day Program the remainder of the trimester. The safety and security of all children enrolled in the ED program is our #1 concern.

SCHEDULES & CURRICULUM

During a typical day in Extended Day children come to the Multipurpose Room where they are served a nutritious snack, attendance is taken and children are permitted to talk with their friends using inside voices and unwind from their busy structured school day. Announcements are given for the special activities that will be offered for that afternoon.

3:20- 3:35 Snack/ Social Interaction

3:35- 3:40 Restroom

3:40- 4:20 Session 1

4:20- 4:25 Clean up/ Restroom/ Change club

4:25- 5:05 Session 2

5:05- 5:10 Dismissal

Extended Day Program curricula are designed to offer entertaining and enriching hands-on activities to enhance the education of the students. Lesson plans are developed for each trimester. Children love to learn and The YSWPCS ED program makes learning fun!

HOURS OF OPERATION

The YSWPCS ED program will operate each day that school is in session. If children are released early from school because of weather or pre-scheduled early dismissal, the ED Program will be cancelled.

PARENT INVOLVEMENT/ VOLUNTEERING & PARENT CONFERENCES

The YSWPCS ED program appreciates parents and families. Family input can strengthen the quality of care provided; therefore, parents are encouraged and welcomed to join in all program activities including snack time, field trips and special events. Parents and family members of students can act as club leaders or assist in a club of their choice. Parents are especially invited to serve as guest speakers and engage in our other outreach projects. Clearances are required before any parent can volunteer. YSWPCS has a PTO that will discuss the concerns and share general information about the daily operations of the school. Questions, concerns and suggestions regarding the extended day program should be directed to the Extended Day Coordinator. Parent conferences should be scheduled with the Extended Day Coordinator throughout the year as often as needed.

EXTENDED DAY PROGRAM CLUB LEADERS (STAFF)

Without a doubt, we have the best and brightest staff anywhere! YSWPCS hires only the most qualified and compassionate individuals who really enjoy working with children. All staff members realize the importance of their jobs and understand that they are role models to the children in their care. All ED staff and volunteers have up-to-date clearances.

DRESS

Children must dress in clothing appropriate for the club and within the guidelines of the school policy. Some activities are messy and may include paint, water, mud, etc. Children may also go outside during some part of their club and will need appropriate attire for the particular season. If enrolled in sports/athletic clubs, students must wear tennis shoes to participate. Club leaders will give specific instructions regarding club dress codes.

BEHAVIOR EXPECTATIONS, DISCIPLINE & GUIDANCE

The Extended Day Program will follow the behavior guidelines as set forth in the YSWPCS Handbook. Regular school procedures apply.

All children enrolled in the ED Program will be expected to follow the rules established by the staff for the purpose of safety and smoothness of operation in our program. Redirection is generally used in the first attempt to guide the child away from his/her misbehavior. The second attempt will be the loss of his/her session for the day. If a child loses his/her session twice in a trimester he/she will not be permitted to continue in that specific club. Certain behaviors will result in withdrawal from all clubs for the trimester.

Parents will be notified of any serious problems encountered by their child. Students with continual behavior problems will be asked to leave the program. This is determined on a case-to-case basis. Children and parents must sign the Behavior Contract before the start of the program. Physical aggression is unacceptable and will not be tolerated in any case.

ILLNESS & HEAD LICE

YSWPCS Extended Day Program follows the PPS guidelines and Children's Hospital suggestions for illness-free school programs. Children need to be free from illness 24 hours before returning to the program. This includes illness that are contagious or of serious nature. It is in the best interest of the

children who attend our program to be healthy and happy. It is difficult to provide a happy, stimulating environment for all children when one child is feeling poorly due to illness.

MEDICATION

The YSWPCS ED program believes children's health is very important. Parents are asked to inform the program of any allergies, illnesses, disabilities, or personal family situations that may affect their child's welfare.

YSWPCS Extended Day Program follows the PPS guidelines regarding medication. A doctor's note is required for the distribution of prescription or nonprescription medication. A medication form must be filled out and signed by the parent or guardian. Parents must submit the medication directly to staff. Medication must NEVER be sent with a child.

Program staff may administer first aid to cuts. This may include triple antibiotic ointment, bandaids, peroxide, Benadryl (bug bites), a soap and water cleaning or an ice pack. Emergency medical attention will be sought in case of emergency. Accidents will be documented. Parents

FOOD

Snacks will be provided for the program as available. Every parent with a child in the program is required to donate snack from the approved list each trimester. The list of acceptable/ requested snacks will be sent home and will be available online at yswpcs.org.

ITEMS OF INTEREST & ELECTRONIC DEVICES

Toys from home are not allowed in the ED Program. This is inclusive of cell phones, handheld game systems (PSP, DSI), IPODS, IPADS, headphones, small toys and other portable electronic devices. Children are permitted to contact parents using the office phone as long as the calls are not continuous or extensive. The YSWPCS ED program will not be responsible for any items brought from home.

ATTENDANCE AND PICK UP

Students will be dismissed directly from the school day into the Extended Day Program. Notice must be sent in writing if your child is not to stay after school. Children will not be released for early pickup during the Extended Day hours unless there is an emergency. Students who are consistently released early will be removed from that club. YSWPCS Extended Day Program requires a sign out log with parent's full signature each time your child is picked up. Attention to this policy is greatly appreciated. Children will NOT be released to any person other than the parent/ guardians or other authorized persons. A driver license will be necessary for identification.

Students will not be released to anyone deemed a threat to their safety. If a situation requires, we will contact another authorized person to pick up the child.

LATE PICK-UP

The Extended Day Program closes promptly at 5:05pm. parents may enter the building at 5p.m. to prepare for dismissal. EVERY CHILD MUST BE PICKED UP BY 5:10pm. There will be a fee of \$1.00 for each MINUTE late after 5:10PM. Parents should contact the program as soon as they are aware they may be

late for pick-up. The fee will be due the Friday of the week in which the child was picked up late.
Children may withdrawn from the program due to late pickup.Extended Day Behavior Contract

Grades K-8

Because our Extended Day Program is staffed by school personnel/ volunteers, and because most activities involve active, hands-on learning, students need to be on their best behavior for everyone to benefit from and enjoy the clubs. Our goal in having families complete the behavior contract is to make sure there is a mutual understanding of expectations by parents, children and Extended Day staff. This enables YSWPCS to provide a safe, relaxed and enriching environment for all children, as outlined in the program's mission statement. The children play a positive role in maintaining that positive environment by managing their behavior, with adult guidance, encouragement and support.

While children are participating in the Extended Day Program, they are expected to follow the same guidelines of respect for self and others as they do at any other time. Since students are still learning self-management skills, one poor behavior choice does not eliminate a student's participation in a club. However, if a student displays three such examples of significantly disruptive behavior in a particular club, this indicates either a lack of interest or ability to handle the demands of that particular activity, and the child will not be allowed to remain in the club. Participation in other clubs is not affected. We hope this contract will meet the needs of all the children attending the Extended Day Program. Please sign and return the completed form to the Extended Day Coordinator by the due date of receiving it.

Please send in the bottom part only and keep the top part for your record.

Please send in the bottom part only for our record!

Extended Day Program Behavior Contract 2013- 2014

Child's Name: _____ Teacher/ Grade: _____

I want to participate in Extended Day club/s and I agree to make behavior choices by respecting other students, teachers and volunteers. If I do not choose to do so three times in one club, I understand that I will not be able to participate in that club.

Child's Signature Parent or Guardian's Signature

Date Phone/ Email

Authorized Pick up (Name and Number):

Allergies/ Medications: _____