

**WELLSPRING AFTER-SCHOOL POLICIES**  
**PLEASE RETAIN THIS SHEET FOR YOUR RECORDS.**

**ATTENDANCE**

- We follow the FWCS school calendar, with some exceptions which will be listed on the calendar. You will receive a calendar each month.
- Children must attend at least three days per week to maintain their spot in the program.
- Children must attend school to attend the After-School Program. If your child is ill, has been suspended, etc. then they may not attend program that day.
  - You must contact us to let us know if your child will not be in attendance on a day they normally attend.
  - You must inform us by 2:00PM if your child will not be in attendance that day.
- Only children in grades 1<sup>st</sup>-8<sup>th</sup> may register and attend.
- Children must participate in activities when they are in attendance.
  - You will receive a monthly calendar listing each day's activities.
- The daily schedule is: 3:00-4:00 Homework Hour and Snack, 4:05-5:25 Activity, 5:30-6:00 Dinner, 6:00-6:30 Recreation and Dismissal
  - Children must be here by 3:30PM to attend.
  - Children do not have to stay for the entire program time, but they must be picked up during one of the transition times (4:00PM-4:05PM and 5:20PM-5:30PM).
    - For example, you can pick up your child after homework time, before we begin our activity.
    - You must inform us if your child will not be eating dinner by 3:30PM each day.
    - You cannot pick up your child during dinner.

**SURVEYS, QUESTIONNAIRES, AND ASSESSMENTS**

- Parents or guardians must complete all surveys or questionnaires for the program. These are mandatory surveys for our funders. We will either ask you to complete them when you are picking up your children or when we drop them off after program.
- Participants must complete assessments and all surveys for the program.

**CONTACT INFORMATION**

- You are expected to supply us with any address, telephone numbers, transportation changes that may occur throughout the school year.
  - It is very important that we have the correct contact information for you in case of emergency, illness, changes to the program schedule, etc.

**PHOTOGRAPHY/VIDEO WAIVER**

I permit Wellspring Interfaith Social Services and its' supporting organizations to use and publish photographs and/or videos of me and /or my children for purposes of promoting the Wellspring After School Program.

**ARRIVAL, DISMISSAL, AND TRANSPORTATION**

- You must fill out the “TRANSPORTATION” section on the registration form for pick up from the schools and/or transportation home. We will inform you if we are able to transport your child.
- Children must arrive for program no later than 3:30PM.
- Children must be picked up by 6:30PM. If you are late picking up 3 times, then your child will no longer be able to attend.
  - When you arrive to pick up your child you can come to the door at the rear of the building. Please knock to get our attention.
    - DO NOT call the youth office (ext. 108 or 109). We are not in our office after program begins.
    - DO NOT message us on the REMIND App during dismissal.
- If your child is dropped off by Wellspring after-school program, then you need to be home 30 minutes before the listed closing times. If you are not home 3 times when we try to drop off, then we will no longer provide transportation.
- You can pick up during any of the transition times or during the “Recreation and Dismissal” time. You are only allowed to pick up during the transition times or after dinner.

#### HEALTH AND BEHAVIOR

- The staff reserves the right to send any child home that is ill or has disruptive, unsafe, destructive, or abusive behavior. You are responsible for picking up your child from program if we decide to send them home for the day.
- We may require a doctor’s note, if your child is sent home because of an illness, before your child may return to program.
- ❖ **COVID-19 POLICIES-** Wellspring Interfaith Social Services will continue to follow CDC recommendations. We reserve the right to alter these policies at any time.
- If masks are required, then disposable masks will be provided to children without masks.
- We may screen participants for temperatures at pick up or upon arrival at Wellspring.
- Parents/guardians are asked to keep children home who have a fever or any symptoms associated with COVID-19. Symptoms include: rapid breathing or difficulty breathing (without recent physical activity) fatigue, flushed cheeks, etc.
- If a participant has a temperature of 100.4° or higher, then he/she will not be allowed to attend program that day.

#### DRESS CODE

Please make sure your child is always appropriately dressed for the weather. We often go outside for recreational time so children will need jackets, coats, gloves, hats, etc.

#### PERSONAL ITEMS

- Children are only allowed to use laptops, tablets, etc. for homework completion during “Homework Hour”.
- Wellspring Interfaith Social Services is NOT responsible for any personal items that may have been lost, stolen, damaged or gone missing during the program.
  - Please make sure to clearly mark your child’s belongings as many of the children have bags, coats, clothing, etc. that are very similar.
- Cell phones may not be used during after-school program.

**WELLSPRING AFTER-SCHOOL PROGRAM GOALS**  
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- Each participant will be given a short academic assessment when they begin attending the program. Participants will show improvement on this assessment when it is administered at the end of the program.
- Children are supported by caring staff.
- Program staff build healthy, positive relationships with children by using the Search Institute's Developmental Relationships Framework and Growth Mindset.
- The program provides a safe environment for all activities.
- Staff members act as positive role models encouraging children to follow their examples and maintain good behavior.
- Staff members encourage children to do well in all activities.
- The diversity of participants helps children to be comfortable being with people of different racial, ethnic, and cultural backgrounds.
- Children are encouraged to solve problems without hitting, throwing a tantrum, or using hurtful language.
- Children are encouraged to like themselves and feel that other people value them.
- The program will provide materials and opportunities for parents to be involved and be informed of daily activities.