

WELLSPRING AFTER-SCHOOL PROGRAM POLICIES

PLEASE RETAIN THIS SHEET FOR YOUR RECORDS.

ATTENDANCE

- We follow the FWCS school calendar, with some exceptions which will be listed on the monthly calendar. You will receive a calendar each month.
- **Children must attend at least three days per week to maintain their spot in the program.**
 - **If your child can't attend 3 days per week, then do not register them for after-school program!**
 - **You must contact us via the Remind App by 3:00PM, each day your child will not be in attendance.**
 - Exceptions will be made for illness, tutoring, family vacation, etc.
 - Exceptions will be decided by the program directors.
 - You may be asked to provide proof of an illness or tutoring.
- 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 whether your child is ill or suspended.
- Only children in grades 1st-8th 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 on the Remind app.
- The daily schedule is: 3:30-4:30 Homework Hour and Snack, 4:35-5:35 Activity, 5:45-6:15 Dinner, 6:30-7:00 Recreation and Dismissal
 - **Children must be here by 3:45PM 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 (4:30PM-4:35PM, 5:35PM-5:45PM, after 6:15PM).
 - You can pick up your child after homework time, after activity, or after dinner.
 - **You may not pick up during homework time, activity time, or dinner time.**
 - You cannot pick up your child during dinner. If your child normally doesn't stay for dinner, but is still here at 5:45PM, then they **MUST** take a meal.

DAILY MEAL

- Dinner starts promptly at 5:45PM.
- All children who are at the after-school program at that time must take a meal.
- You cannot pick up your child during dinner.

REMIND APP

- **All parents/guardians are required to have the REMIND app.** This is the main way we will communicate with you.
 - **This is mandatory and your child will not be able to participate in the after-school program if you do not register for the app.**
- All announcements, including closings, early dismissal, etc., will be shared via the app.

- After the program begins, we are not in our office and will not be able to check messages left on our office voicemail.

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.
- You must come up to the door and wait for your children when picking them up each day. We will not send children out to you.
- Children must arrive for the program no later than 3:45PM.
- Children must be picked up by 7:00PM. 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 ring the doorbell and/or knock to get our attention.
 - DO NOT call the youth office (ext. 108 or 109). We are not in our office after 3:00PM.
 - DO NOT message us on the REMIND App during dismissal.
 - Transportation changes need to be made before dinner.
- If your child is dropped off by Wellspring after-school program, then you need to be home between 6:10PM and 7:00PM.
- 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.

MEDICAL/HEALTH

- The staff reserves the right to send any child home that is ill or has disruptive, unsafe, destructive, or abusive behavior.
 - You must have someone that is able to pick up your child if they are ill or need to go home because of a behavioral issue.
 - If you are unable to provide transportation, then your child may not attend our program.
- If your child is sent home due to illness, then we may require a doctor’s note before they return to the after-school program.

BEHAVIORAL ISSUES

- Wellspring staff reserves the right to send any participant home that has disruptive, unsafe, destructive, or abusive behavior.
- We do NOT have the capacity for one-on-one supervision, so if your child requires this kind of supervision, our after-school program may not be the best program for them.
- Your child must participate in all activities. If your child refuses to participate, then they may be given a day off or discharged from the program.
- You must have someone that is able to pick up your child from Wellspring if they are sent home for a behavioral issue.

- If you are unable to provide transportation, then your child may not attend our program.

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, changes to transportation, etc., 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.

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.
 - DO NOT ask your child to contact you using their cell phone. You can contact us via the REMIND app.

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.

WELLSPRING AFTER-SCHOOL PROGRAM GOALS

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- Each participant will be given a short academic assessment when they begin attending the program and at the end of the program in May. 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 example 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.