

# Extended Day Program

A Program of Athlos Leadership Academy



**ATHLOS SPARTANS**

## Family Handbook

## Welcome

Dear Parents and Guardians:

Welcome to the Extended Day Program!

This handbook is designed to give parents and guardians information on the Athlos Leadership Academy Extended Day Program. It includes detailed information about program activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

If you have any questions about the content of this book, please feel free to call 763-777-8942.

Warmly,

Jennifer Geraghty, Principal

## OUR MISSION

Athlos Leadership Academy is a Pre-K through 8th grade public charter school that believes in providing students with a challenging and comprehensive high school preparatory education through high standards for academic scholarship, fitness and nutrition, character development and student leadership opportunities.

## SCHEDULE OF OPERATION

Monday-Friday

6:30-7:30am

3:00-5:30pm

### Snow Days and Delayed Openings

The Extended Day Program will be closed whenever school is closed due to inclement weather or an emergency. Credits will not be issued for days when school is closed due to snow and inclement weather or an emergency.

## PROGRAM STAFF AND CONTACT INFORMATION

Elizabeth Webb

763-777-8947

[elizabeth\\_webb@athlosbrooklynpark.org](mailto:elizabeth_webb@athlosbrooklynpark.org)

Charo Nickens

763-777-8972

[charo\\_nickens@athlosbrooklynpark.org](mailto:charo_nickens@athlosbrooklynpark.org)

Attendance Line: 763-777-8942

Email: [enrollment@athlosbrooklynpark.org](mailto:enrollment@athlosbrooklynpark.org)

## ADMISSION

Upon approval of registration, a non-refundable registration fee of \$25.00 per student is required to hold each child's spot in the Extended Day program.

An Extended Day Program information packet will be emailed to families accepted into the program. In order for a child's slot in the Extended Day Program to be guaranteed, tuition and any additional information requested by the program must be received by the date indicated in your information packet email.

## TUITION

**Before School:** Part Time (1-4 Days): \$10.00 per day

Full Time (5 Days): \$8.00 per day

**After School:** Part Time (1-4 Days): \$10.00 per day

Full Time (5 Days): \$8.00 per day

In order to guarantee your child's spot in the Extended Day Program, your invoice must be paid by the date indicated in your first invoice. A monthly invoice will be emailed on the first of each month prior to service with a due date of the fifteenth of each month prior to service.

### How to make a payment

All accounts are required to be set up using automatic pay with a bank account or credit card. Tuition is billed in advance of service. Payments will be charged on the due date for each invoice received.

A late payment fee of \$5 will automatically be assessed for any credit/debit card declines. An additional \$5 late fee will continue to be assessed each week until all tuition is paid in full. Athlos reserves the right to revoke enrollment for any student whose account is not current by the beginning of the requested service month.

The amount due does not change when the program is closed due to holidays, weather or staff development days. The amount due is based on the schedule you signed in your contract. Families are responsible for the total amount due each month regardless of attendance. Fees will not be refunded due to a child's absence or withdrawal from the program.

A yearly statement for tax purposes will be mailed by the last Friday in January.

## **SCHEDULE CHANGES**

A schedule change request is required for any changes in a student's schedule in the program. Request are to be submitted to the program coordinator through your Eleyo account by the date indicated in the Extended Day Billing Schedule.

***\*PLEASE NOTE: Emergency schedule changes and student absences must be communicated by leaving a voicemail on the Extended Day Attendance Line at 763-777-8942.***

***\* PLEASE NOTE: The Extended Day program is staffed on a monthly bases based on the schedule of the students in attendance each month. Requests for changes to your students schedule after the date indicated in the Billing Schedule may be declined.***

## **DAILY SCHOOL DISMISSAL PROCEDURES**

Children attending the Extended Day Program will be dismissed from their class to the cafeteria at 3:15pm. PreKindergarten, Kindergarten, and First grade students will be accompanied to the cafeteria by an Athlos staff member.

## **EMERGENCY DISMISSAL PROCEDURES**

The Extended Day Program will be closed on days that Athlos Leadership Academy is dismissed early due to inclement weather or an emergency occurs.

In the event of an early dismissal, families will receive a detailed automated recording, text message and email about the early dismissal to your primary cellphone and email address on file.

Whenever there is an early dismissal, children who normally attend the Extended Day Program will be sent home based on the information collected by staff when calling parents on the day of the early dismissal.

## **ATTENDANCE PROCEDURES**

The safety of each child is paramount to the staff of the Extended Day Program. If a child will not be attending the The Extended Day Program as scheduled, it is essential that the child's parent calls the absence line at 763-777-8942 to report the child's absence from the Program. The Extended Day Program relies solely on the absence line for absence information. Please help us to avoid unnecessary concern about a child's safety by calling the absence line at 763-777-8942 whenever a child will be absent from the program.

## **PICK-UP PROCEDURES**

The Extended Day Program will utilize The School Pass system to ensure that each child is dismissed to the proper person at the end of the day. One pass per family will be given to parents to put in the car of the person that will pick up the student most frequently. Additional tags can be purchased from the front desk for \$25.00. If you already have a SchoolPass tag, it will work at the end of the regular school day and/or at the end of the extended day program. For families that don't have a SchoolPass Tag, you will receive your tag and instructions on how to install the tag during your students first week in the program.

If someone is picking up that doesn't have a tag on their vehicle, they will need to come inside the building and sign the student out at the front desk. Students will not be released to anyone other than a parent, guardian, or person listed on the child's emergency contact list without authorization from the parent/guardian.

To update your emergency contact information, please contact the program at 763-777-8947 or 763-777-8972.

## **Late Pickup Policy**

The Extended Day Program closes at 5:30p.m. We ask parents to arrive between 5:15-5:25p.m. in order to allow the children enough time to tidy up and gather their belongings before being sent outside. Parents that pick up after 5:30pm will need to come in to the building and sign out their student.

A late fee of \$1.00 per minute will be charged for a pickup after 5:30p.m. If a child is picked up before 5:35p.m., the late fee will be waived. If a child is picked up after 5:35p.m., the late fee will be assessed from 5:30p.m.

Staff at the front desk will detail the time of pickup and the total amount due. Late fees will be added to the child's invoice for the following month. Continual late pickup may result in a child's suspension or removal from the program.

1<sup>st</sup> late pickup – Written warning

2<sup>nd</sup> late pickup – Verbal discussion with program coordinator

3<sup>rd</sup> late pickup – Removal from program

## **BEHAVIOR MANAGEMENT POLICY**

Athlos Leadership Academy emphasizes the importance of the partnership between ALA, parents, and students. This partnership is essential in creating a safe environment during the Extended Day program. Attending the Extended Day Program is a privilege and not a right. Students are expected to abide by the ALA expectations for appropriate behavior while at the Extended Day Program.

If a student is having difficulty following the expectations for appropriate behavior it will result in disciplinary consequences. Serious misconduct may result in the immediate suspension from the Extended Day Program and loss of school privileges. In addition, all Extended Day Program misconduct will be reported to ALA's Extended Day Program Administrators.

### **The Extended Day Program Student Expectations:**

To be present in the moment and be ready to put forth effort towards the goal of GROWTH. All students will be expected to show Performance Character Traits such as Grit, Focus/Self-Control, Optimism, Curiosity, Leadership, Zest, Courage, Initiative, Social Intelligence, Humility, Integrity, and Creativity. Our program is an academic based program. Although learning may take many forms, students should be prepared and ready to continue learning after a full day of school.

Be safe

- Walk
- Keep hands and body to self
- Stay in your own space

Be Responsible

- Stay on task
- Always ask to leave a room or workspace
- Break it/Fix it

Be Respectful

- Be a positive role model
- Respect staff and students

***Students who are removed from school for illness or a behavior incident will be able to return to the Extended Day program the following day.***

### **Consequences:**

Consequences for inappropriate behavior(s) will apply to all participants in the Extended Day Program. ALA will follow the procedures outlined below when addressing behavior concerns regarding the Extended Day Program students:

- a. **First Infraction** – The student will receive a warning and the incident will be documented. Extended Day Program staff will problem-solve with the student, and the parents/guardian will be called.

- b. **Second Infraction** – Extended Day Program staff will meet with the student, call a parent/guardian, and the incident will be documented. The student may be suspended from the Extended Day Program for (3) three school days. The Extended Day Program staff will problem-solve with the student.
- c. **Third Infraction** – The student, their parents, and an Extended Day Program administrator will conference together. The incident will be documented. The student will be suspended from the program for the remainder of the school year. Depending on the severity of the infraction, the student may be suspended for up to one calendar year.
  - a. Notice: The Extended Day Program rules and consequences for violations of these rules will be reviewed with student annually. Parents/Guardians will be required to sign and return to the Main Office in acknowledgement that the parent/guardian has gone over and is in agreement with the rules set forth. Students will not be allowed to attend the Extended Day Program without a signed and returned agreement.
  - b. If your student is removed from the Extended Day Program for behavior, no refunds will be issued.

## **COMMUNICATION**

Any questions regarding tuition, policies, staffing, activities, or a child's participation in the program may be directed to the program at **763-777-8947 or 763-777-8972**. Voicemail is in place 24 hours a day and parents are asked to record a message if no one is available to answer your call.

The absence line, **763-777-8942**, is a direct line to the Extended Day program. This number may be called 24 hours a day to report a child's absence from the program or to revise pickup information.

## **Clothing Requirements**

The children can expect to play outside year-round. Warm clothing, hats, gloves, and waterproof boots are necessary for the winter months. Children without boots or snow pants will be asked to stay on shoveled areas.

## **HEALTH POLICY**

All children enrolled in the Extended Day Program must satisfy the minimum immunization and routine physical examination requirements in accordance with Minnesota Public Health requirements. Documentation of the above must be on file at the child's school in order for participation in the Extended Day Program.

If a child becomes ill while attending the program, a parent or emergency contact person will be notified. A child who is not feeling well should be picked up within one hour of notification. The program will provide a quiet area while the child waits.

Children who attend the Extended Day Program should be well enough to follow the normal routine of the program. Children who have a contagious condition, eye ailment, head lice, rash, fever, vomiting, or diarrhea, may not attend the Extended Day Program and must be fully recovered before returning to the program.

If child did not attend school due to illness, they are not allowed to participate in the extended day program on that day.

### **Accidents or Acute Illness**

In the event of an accident or acute illness, every effort will be made to notify the child's parents and physician prior to treatment. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital by ambulance.

### **Medication Policy**

The Extended Day Program will dispense prescription and non-prescription medication only when the written permission of the child's doctor and parent/guardian is on file at the program via the Medication Administration form. All medication administered by the staff of the Extended Day Program must be current and in a pharmacy labeled container.

The Medication Administration form is included in the After School Program information packet. Additional copies of the forms are available by contacting the program coordinator.

### **Mandatory Reporting**

Minnesota law requires that any professionals or their delegates engaged in the practice of the healing arts, social services, hospital administration, psychological or the psychiatric treatment, child care, education or law enforcement that has knowledge of or reasonable cause to believe a child has been or is being neglected or physically or sexually abused is required to *report the information immediately*. Whenever there is a situation in which an extended day employee suspects abuse or neglect, employees will report the information to an extended day administrator who will file a report in accordance with the school's procedures and the school's Mandatory Reporting policy.

## **PROGRAMMING**

The Extended Day Program strives to meet each child's need for physical and intellectual activities through a carefully designed schedule of educational, enrichment, and recreational programs.

### **Snacks**

A light snack will be provided for students upon arrival to the Extended Day Program at 3:15pm.

### **Outdoor Play**

Students can expect to participate in outdoor recess. Outdoor recess will be cancelled due to precipitation, icy ground conditions, temperatures below 0 degrees, or excessive wind or heat. In order to keep staffing levels at a safe number, we are unable to offer indoor supervision for children who prefer to remain inside

### **Possessions from Home**

Since we cannot guarantee the safe return of personal belongings, the Extended Day Program asks that any personal possessions be left in backpacks during a child's time in the program. All cell phones, headphones, ear buds, or other devices must be kept in backpacks at all times.

**ATHLOS LEADERSHIP ACADEMY**  
**Extended Day Program**  
**PARENT AGREEMENT**  
**2019-2020**

I understand that it is was my responsibility to read the Athlos Leadership Academy Extended Day Handbook. I understand it is was my responsibility to review and understand the policies, procedures, and regulations that are expected to be followed as members of the Athlos Leadership Academy Extended Day community.

By signing below, I agree to comply with the policies of ALA extended Day Handbook.

Student Name (Printed): \_\_\_\_\_

Student Grade: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Parent Guardian name (printed): \_\_\_\_\_

Date: \_\_\_\_\_