

# ICS + After School Program Handbook

## Welcome to the ICS+ After-School Program!

We look forward to a fun, engaging, and productive year in the ICS+ After-School Program. Our program runs Monday through Friday on regular school days, beginning at **3:00 p.m.** and ending at **6:00 p.m.**

Our dedicated staff and program coordinator are here to ensure a safe, supportive, and enriching environment for all participants.

This handbook is designed to provide an overview of the program's structure, daily activities, and important policies. We hope it will serve as a helpful resource for both students and families throughout the school year.

Thank you for your participation and continued support!

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## Goals

The primary goals of the After School Program are:

- Provide a safe and caring environment for our students during after-school hours.
- Engage students in after-school academic work.
- Participate with students in a variety of educational, physical and recreational activities that promote cooperation among children and build self-esteem and confidence for individuals.

# Schedule

The hours of the After School Program are from 3:00 p.m. to 6:00 p.m., Monday through Friday, on school days. Please refer to the “Fees” section for an explanation of late fees, which can be incurred in the event of a late pick-up.

A typical afternoon in the After School Program will include:

3:10-3:15	Student pick-up
3:15-3:30	Snack
3:30-4:00	Afternoon meeting
4:00-5:00	Homework
5:00-6:00	Recess and games **

*\*\* Please note that children who are unwilling to spend this amount of time on homework should not plan to attend the After School Program. On regular days, homework will make up a significant part of the after-school schedule, but if it is not completed, he or she is responsible for finishing it at home. Please remember that it is the responsibility of each child to use the homework time productively, and it is your responsibility as the parent or guardian to check over your child's homework at home.*

*\*\*\* During ½ days for parent-teacher conferences, we run from noon until the normal dismissal time of 6:00pm.*

After homework time is complete, students will work on prepared activities or games. The students will begin the year by establishing routines. The program coordinator will plan activities throughout the year. Some possible projects include: art projects, songs and music, drama, and writing stories.

## ***Fees:***

The cost per day in the program is \$25. A deposit of two weeks tuition is required at the time of registration.

Please make checks payable to International Charter School. You will receive a bill once a week. You are expected to pay your bill each week by Friday. **If you accumulate an outstanding balance of 2 weeks, your child will no longer be eligible for the program until payments have been arranged with Ms. Jenny Mendoza (ext. 3208), Business Manager.**

For any billing questions please contact Ms. Jenny Mendoza (ext. 3208).

Students should be picked up no later than 6pm. **If late, a charge of \$1.00 per minute will**

**occur.** With each lateness the guardian or parent receives a lateness notice. **At the third notice the student will receive a brief suspension from the program.** Before returning to the program, the parents/guardians will need to have a meeting with the Director, Ms. Julie, related to on time pick up. The student and parents/guardians will also be reminded that one more late pick-up could result in a suspension from the program for the rest of the school year.

## Behavior Policy Pathways 3 languages

Participation in the After-School Program is contingent upon good behavior. The After School Program reserves the right to ask any parent/caregiver to withdraw his/her child if staff believes that the child is not able to behave responsibly throughout the afternoon. In this respect, the After School Program differs from the International Charter School. However, the After School Program has the same behavior expectations as the school does during the regular academic day.

If an incident of disrespectful behavior occurs, we will use our pathway system with the students. (Please refer to the ICS Handbook for details about our pathway system.) Disrespectful behavior includes swearing, rudeness to adults or children, and disobeying adults.

If a student receives a “Pathway 5”, s/he will be sent to the program coordinator. The program coordinator will be in charge of discussing the incident with the parents/guardians. If the parent or guardian of the child does not come to pick that child up, the coordinator will call to make sure that the parent or guardian is informed of what happened. The incident will also be reported to the school’s Behavior Specialist.

If a student receives 3 “Pathway 5” forms, a discussion will be held with parents, the student, and Ms. Julie. The student could receive a brief suspension from the program. Before returning to the program, the student will need to make a plan related to improvement in his/her behavior. The student and parents/guardians will also be reminded that one more Pathway 5 form could result in a suspension for the rest of the school year.

If a third meeting about the student’s behavior is called, the student will receive an extended suspension from the program, possibly a suspension for the remainder of the school year.

Dangerous behavior, including any behavior that is harmful to children or adults (such as scratching, hitting, pushing, biting, throwing objects, and sexual harassment), will result in an automatic suspension from the After School Program. In order to be reinstated into the program, a meeting must be held with Director Julie.

If a student receives an out-of-school suspension for the regular school day or is absent due to illness, that student may not participate in the After School Program on that day.

## Cancellations

In the event of inclement weather, expected inclement weather, or other emergencies, the After School Program closings will be announced on local news stations. Students will be dismissed per instructions on the emergency contact information, which parents/guardians have filled out for all early dismissals.

In the event of an early dismissal, the International Charter School will make every attempt to contact parents and guardians. Please turn to local media sources for cancellation announcements, or feel free to contact the school at 721-0824 if you have any questions.

## Pick Up and Contact Information

**ICS does not provide transportation.** Families are responsible for picking up their children by 6:00 pm daily. If you have not arrived by 5:50 pm, please contact the school to let us know you are on your way.

If a child becomes sick during the hours of the After School Program, the staff will contact the parent/guardian immediately. It is expected that the parent/guardian will come to pick up his/her child as soon as possible, as it is important that the sick child is cared for and that other children are not infected. Please let the nurse and program coordinator know of any allergies.

Please keep all of your contact information up to date. It is very important that the After School Staff is able to contact you at all times.

If you are sending an approved adult to pick up your child, please make sure they have an ID with them; otherwise, they will not be able to pick up the child.

## Changes

If you are aware of a dismissal change, please notify Ms. Maritza, Administrative Assistant, **before noon** that day to eliminate confusion during dismissal.

If your child will be absent due to vacation or illness, please notify us so that you

are not charged.

If you change the days that your child is present in the program, you must give Ms. Maritza a written and signed letter with these changes.

If you are withdrawing your child from the program, you must give Ms. Maritza a written letter and a signed letter.