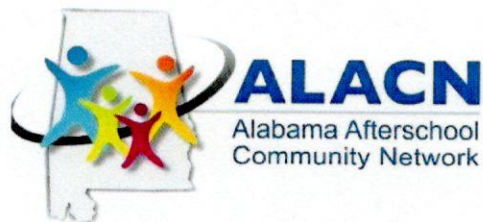


JOURNEYS AFTER-SCHOOL/SUMMER PROGRAM PARENT/STUDENT HANDBOOK

2019-2020



*Thank you for choosing the **JOURNEYS** After-School Program!*

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August 01, 2019

Dear Parent:

We appreciate you entrusting your child to our care. Please read this Parent/Student Handbook with your child before signing and submitting the program registration form so we know you fully understand our procedures. The term "parent" within this handbook shall encompass "parent(s)" or "legal guardian(s)". It is the sole duty and responsibility of the parent or guardian to update contact information should it change and to notify the Journeys After-School/Summer Program should eligibility change.

The Parent/Student Handbook outlines the procedures followed by the Journeys After-School/Summer Program as a service to parents in the Winfield City School District. These procedures are subject to change as needed.

A signed registration form packet, \$10 registration fee and the first week's fee should be submitted to the Journeys office staff three (3) days prior to your child's first day of attendance in the program. We also recommend that you keep the Journeys Handbook in a convenient place for future reference. If you have questions, please contact Marsha Benton, Journeys Program Coordinator at (205) 487-4988 or me at (205) 487-6901. We look forward to serving you and your family in the months ahead.

Sincerely,



Scott Goodwin
Principal, Winfield Middle School

Quick Tips for Parents

1. Completed Registration Forms (including Student Information Sheet), Sharing Information Form, Registration Fee (non-refundable), and tuition fee for the first week are due before the child can attend the program.
2. **Payment Procedure:** Payment must be made by check (with current phone number) or cash.
3. **Rates:**
After –School Weekly Rate: \$30 per child per week
After – School Part-time Rate \$20 per child per week
Summer Weekly Rate: TBD
4. **Early Dismissal Days (No After-School Programs on these days):**
October 24, 2019- Fall Festival 60% Day
December 20, 2019 – 60% Day (Last Day of 1st Semester)
May 20, 2019 – 60% Day (Last Day of School)
Days that students do NOT attend school:
September 2, 2019 – Labor Day
October 14, 2019– Fall Holiday
November 11, 2019 – Veteran's Day
November 25-29, 2019 – Thanksgiving
December 23 – January 3 – Christmas Break
January 20, 2020 – Holiday
February 14-17, 2020 – Winter Break
March 23-27, 2020 - Spring Break
April 24, 2020 – Spring Holiday
5. Tuition is due every Friday by 5:30 p. m. for the following week.
6. A \$5 late fee will incur if tuition is not received by 5:30 p.m. each Friday.
7. The charge for late pick up will be \$5 per child for every ten (10) minutes past 5:30 p.m. This is due when parent/guardian arrives to pick up the child.

8. Repeated late pick up may result in dismissal from the JOURNEYS After-School Program. The program ends promptly at 5:30 p.m. daily.
9. It is the sole duty and responsibility of the parent or guardian to update contact information if address or phone number should change.
10. Student registrations may not be changed from full-time to part-time during the week. The change must go into effect on Monday for that week and requires a one week written notice from parent or guardian. Full time space will be filled first.

BOARD POLICY

It shall be the policy of the Winfield City Board of Education ("Board") that no student shall be denied the benefit of any educational program or educational activity on the basis of race, color, national origin, age, sex, disability, limited English proficiency, immigrant status, migrant status, or homeless status. A free and appropriate education is available to all students with disabilities. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

GETTING STARTED:

The following items are needed to complete the registration process:

- Completed and signed Registration Forms
- Updated medical information
- Emergency contact person(s) other than parents
- Information Sharing Form
- Non-refundable registration fee (\$10)
- Tuition payment by the end of each week

RETURNED CHECKS:

All checks are required to have:

Full name, Street Address (No P.O. Box), and Home Phone Number

You will be charged the bank return check fee if your check is returned to our office.

LATE PICK UP FEES:

- **Late pick up fees will be charged at \$5 per child for every ten minutes past 5:30 p.m. This is due when you arrive to pick up the child.**
- Only two late pick ups are admissible before dismissal of your child from the program is considered.
- Staff members are not permitted to transport students. If your child participates in a field trip and does not return to the elementary campus before the Journeys bus picks up students, you or your designee will be responsible for their transportation to the program site or home.
- The JOURNEYS After-School Program ends promptly at 5:30 p.m. each day. (This closing time has been established because many of our staff members are classroom teachers or aides who have families and additional responsibilities at home.)

ADMISSION AND REGISTRATION:

- If a student's account ended the previous year with a balance, the student may not register in the JOURNEYS After-School Program until the balance is paid in full.
- Student must be able to participate in group activities with other children.
- **If your child requires special assistance, please indicate on the registration form.**
- Parents must complete all registration requirements before the 3 day wait begins for them to attend the program.
- Student must be enrolled at Winfield Elementary School or Winfield Middle School to attend the JOURNEYS After-School Program.
- Student must not be dangerous, disruptive, or a threat to self or others.
- Student should not have a medical condition(s) that require services beyond the qualifications of the JOURNEYS After-School Staff.
- Student must respond to first name.
- Student must interact with other children and adults in a non-aggressive manner.

PROGRAM RULES:

Students must follow the same rules that apply to the regular school program. Basic expectations include, but are not limited to, the following:

- Obedience to all staff and respect for students and adults;
- Running and playing in designated areas only;
- Remaining with supervising adult at all times;
- Leaving the program site **ONLY** with parents **OR** their written designee.

PROGRAM SCHEDULE:

The JOURNEYS After-School Program operates on the same schedule as Winfield City Schools. It begins on the first day of the school session and ends on the last day of school. The JOURNEYS After-School Program closes on those days recognized by the schools as holidays, including teacher work days. Hours of operation are from 3:00 p.m. – 5:30 p.m. Monday through Friday. The JOURNEYS After-School Program will NOT meet on early dismissal days. Each day's program schedule includes supervised homework time, snacks, supervised play time, and other special activities such as art, crafts, music, theater, 4-H, robotics/rocketry, and gardening. An evening meal is offered at no additional cost. Breakfast and Lunch will be served in the summer. Homework time is provided but we are not a tutoring service. Students will participate in weekly S.T.E.M. (Science, Technology, Engineering, and Math) activities.

PARTICIPATION IN OTHER PROGRAMS DURING AFTER SCHOOL HOURS:

In the event that a student will be attending an activity after school, the student MUST first check in with the staff member(s) of the JOURNEYS After-School Program **IF** the student will be attending the JOURNEYS Program before 5:30 p.m. on that day.

PAYMENT PROCEDURE:

Fees may be paid by check (with a current phone number) or cash. Payments may be made monthly in advance. Please make checks payable to: JOURNEYS. An overdue account may result in the suspension of your child from the program until payment is received in full.

- \$10 non-refundable annual registration fee per child.
- Tuition must be paid by the end of each week.
- There is a 3-day delay between registration and the child being eligible to attend.

RATES:

- After -School Full-Time: \$30 per week per child
- After-School Part-Time \$20 per week (must let staff know in advance)
- Summer Full Time: TBD
- No Drop In Students

EARLY DISMISSAL: (60% day for students) Date information will be sent home in the form of a newsletter or memo for dates that have not been determined at the time of this registration update.

October, 24, 2019 – School Wide Fall Festival

December 20, 2019- Last day of First Semester

May 22, 2020– Last day of School

LATE PAYMENT FEES:

A \$5 late fee per child will be assessed each Friday by 5:30 p.m. for payments that are a week late.

PERSONAL PROPERTY:

Students are allowed to have cell phones but they must be turned off and out of sight. Personal property such as toys, games, and jewelry should not be brought to the JOURNEYS After-School Program. Parents are responsible for securing book bags, lunchboxes, coats, etc. when picking up their child. We make every attempt to help children stay organized; however, we are not responsible for the loss of personal items.

COMMUNICATION:

We work to maintain effective communications with all parties to ensure that quality care is given to children. We encourage parents to offer suggestions and ideas that would enhance the program. To keep you informed, newsletters and/or calendars will be sent home detailing schedules and special events. A handbook with program policies and procedures will be available for each family. Please check the Winfield Community Education link on the school website at www.winfield.k12.al.us for other information regarding the JOURNEYS After-School Program. Parents/Guardians will be called in case of an emergency with your child. (Please make sure all emergency information has been updated.) The school cast call/text system will be used in case of school emergency.

SAFETY

SIGN-OUT PROCEDURE:

In the interest of safety and security, all children must be signed out daily by parent(s), guardian(s), or someone listed on the registration form at least 18 years of age. A complete signature is required (No initials). You may include an additional page of contact names and numbers if you desire; more is better than less. A driver's license will be requested as identification from those persons picking up a child. Failure to sign out a child will be considered a serious rule infraction.

In addition, it is a parent's duty and responsibility at all times to provide a fit, responsible, unimpaired person to pick up a child from the JOURNEYS After-School Program. By placing the child in the program, the parent agrees and certifies that any person who picks up the child shall be fit, responsible, unimpaired and shall not endanger the child. Law enforcement officials shall be notified if anyone impaired by drugs, alcohol, or any other reason attempts to pick up a child. In the event there is reasonable suspicion to believe that a child is being picked up by an impaired person, that child shall **NOT** be released until the situation has been resolved by the appropriate law enforcement officials.

ILLNESS/MEDICATION:

Some medication may be administered by the Journeys Site Coordinator who has been trained by the school nurse in administering medicine. Other arrangements must be made through the school office prior to your child attending the JOURNEYS After-School Program. If your child becomes ill during his/her stay in the program, these procedures will be followed:

- The Site Coordinator will call the parent/guardian and discuss your child's symptoms.
- If symptoms persist or worsen, the parent/guardian will be called to pick up their child.
- No child will be admitted or kept in the program if he/she has a temperature exceeding 100.5 degrees Fahrenheit with symptoms.

EMERGENCY PROCEDURES:

In the event of a medical emergency:

- The JOURNEYS After-School staff will call 911.
- A parent or guardian will be notified.
- The After-School Program supervisor will be notified.
- The WMS Principal will be notified.

COMMUNICABLE DISEASE:

If a child has a communicable illness, in some cases, a doctor's release may be required for re-admission into the program. Site manager and staff will work closely with parents to keep the illness from spreading.

DISCIPLINE/DISMISSAL/SUSPENSION:

Children are entitled to a pleasant and harmonious environment, therefore we cannot serve those who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, or involves willful destruction of property, or that which ignores or disobeys program rules.

If a child cannot adjust to the rules of the JOURNEYS Program and behave appropriately, he/she may be suspended or dismissed from the program.

Reasonable efforts will be made to assist the child in making needed adjustments.
Disruptive behavior will be dealt with in a fair and consistent manner including:

- Implementation of an in-house discipline procedure.
- Notifying parents of his/her child's unacceptable behavior.

Following the first (1st) offense, the student will be separated from the group and taken to a designated area where he/she will not be allowed to participate in activities for the remainder of the class time. Parents will be notified with the Notice of Student Behavioral Incident form at the time of pickup or sign/out from the program that day.

Following the second (2nd) offense, a discussion by the site manager and parents is required before the student will be considered for re-admission to regular activities. Parents will be notified with the Notice of Student Behavioral Incident form at time of pickup or sign out from the program that day.

Following the third (3rd) offense, the behavior of the student will be discussed with the parent/legal guardian. The school principal will be notified. Parents will be notified with the Student Behavioral Incident form at time of pickup or sign out from the program that day. The parent will be notified that suspension will be forthcoming if behavior is not rectified. Date of impending suspension will be reflected on the third Student Behavioral Incident form. Suspension may be for 1 to 5 days.

Following re-admission to the Program if the student again receives disciplinary action, the student may be permanently dismissed or receive an additional suspension from the JOURNEYS After-School Program based on guidance from program coordinator.

The JOURNEYS After-School Program supervisor or school principal may at any time, at his/ her sole discretion, permanently dismiss a student from the JOURNEYS After-School Program should a student's conduct merit dismissal.

COMPLAINT PROCEDURE:

In the event of a complaint, initial contact should be made with the JOURNEYS Program Coordinator. After the incident or complaint has been discussed, the Journeys Program Coordinator will forward documentation to the WMS Principal. Upon receiving written documentation, the WMS Principal will contact the Journeys Program Coordinator to review the complaint/request.

It is our desire that all complaints be resolved to the satisfaction of parent, student, and JOURNEYS After-School staff members.