

# EnCompass After School Program Parent Manual

2018-2019

EnCompass Resources for Learning  
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Welcome to the EnCompass After School Program at Wayland-Cohocton Middle School! We are excited to work with your child! This handbook is designed to be a reference guide for families of students in the EnCompass Afterschool Program. Should you have any questions, please contact Anne Baker at (585) 728-2551 or [abaker@wccsk12.org](mailto:abaker@wccsk12.org). **During program hours, A. Baker can be contacted at (585) 313-8366.**

### Contact Information:

Anne Baker, WCCS Site Coordinator, [abaker@wccsk12.org](mailto:abaker@wccsk12.org) or (585) 728-2551 or (585) 313-8366

Danielle Bondgren, WCCS Family Involvement Coordinator, [dbondgren@wccsk12.org](mailto:dbondgren@wccsk12.org), (585) 319-2204

Maryalice Peaty, WCCS Administrative Assistant, [mpeaty@wccsk12.org](mailto:mpeaty@wccsk12.org)

Donna Meyer, EnCompass Administrator, [dmeyer@e-success.org](mailto:dmeyer@e-success.org)

Christine Pallotta-Reder, Program Support, [cpallottareder@e-success.org](mailto:cpallottareder@e-success.org)

### Program Days and Hours

The Afterschool Program will be held on Tuesdays, Wednesdays, and Thursdays from 3:20 - 5:20 pm when school is in session, with some exceptions. Please see the enclosed program calendar for program dates. Students can either stay with one of their teachers 13th period (2:30-3:20) on program days, or spend 13th period in Sports Study Hall in the MS Cafeteria. Snack will be provided daily at the start of program, along with homework help. Students will engage in 45 minutes of project-based learning and 45 minutes of targeted ELA tutoring. In the event that WCCS is closed due to inclement weather, or WCCS cancels after school activities, the EnCompass afterschool program will also be cancelled.

### Transportation

Students can be picked up each day at 5:20, or ride the 5:45 sports bus run each day. You selected one of these options when completing the program application. If your child is being picked up from the program, he/she will only be released to designated people listed on the application. **Please enter the building through the Elementary Entrance at the front of the building. Mrs. Danielle Bondgren will be there with a sign-out sheet.** Your child must be signed out from program.

**If your child will ride the sports bus run home, please review the bussing information included in this mailing to see where the drop-off locations are so you can pick your child up at one of those locations.** If you opted to have your child ride the sports bus run home, but plan to pick up your child instead on any given day, a written note, email, or phone call must be made. Verbal requests through your child will not be sufficient.

### Student Attendance Policy

**In order for your child to benefit from the EnCompass Afterschool program, regular and consistent attendance is required. Please send a note or email when your child needs to be picked up early or is absent.** If your child begins to have multiple unexcused absences, Danielle Bondgren, the family involvement coordinator will contact you to determine the causes of the absences and try to help to remove barriers for attendance. Multiple unexcused absences could result in removal from the program.

### Homework Policy

Although afterschool teachers spend a few minutes assisting with homework each day, the main focus of the EnCompass Program is not homework help, but further skill development through inquiry-based

instruction and targeted tutoring. Your child may or may not have all of their homework completed when they arrive home.

### **Meet your Family Involvement Coordinator**

Your Family Involvement Coordinator at WCCS is Danielle Bondgren. She can be reached at [dbondgren@wccsk12.org](mailto:dbondgren@wccsk12.org) or (585) 319-2204. The primary role of the Family Involvement Coordinator is to support the planning, development, and implementation of activities designed to engage families.

### **Family Nights**

During the program year, there will be two Family Nights: **December 12 & March 14**. Please mark your calendars. These family nights give the students an opportunity to showcase their hard work, and they are so proud to do so. We hope you can attend these events. Come see what your child has been working on in the EnCompass program.

### **Learner Progress Summaries**

Two times per program year, you will receive a Learner Progress Summary for your child. The Learner Progress Summary will contain your child's attendance percentage, individual learning goals and progress on these goals, scores on the reading assessment, a rating of social/emotional wellness, your child's strengths, and ways you can support your child's learning at home. Please review this material and if you have any questions or concerns, you can reach out to your child's teacher, the Family Involvement Coordinator, or the Site Coordinator.

### **Family and Student Surveys**

Family and student surveys will be done at the end of the year. Please take this opportunity to give EnCompass feedback on your experience with the afterschool program. We value your input.

### **How can you help your child be successful in the afterschool program?**

**Please assure that your child participates in the afterschool program by attending consistently.** Ask your child what they are learning during the EnCompass program. Stay in contact with your child's teacher. Follow the recommendations that the teacher shares on the Learner Progress Summaries. Encourage your child's curiosity and love of learning through reading and exploring together. The hands-on lessons during the EnCompass program are designed to promote your child's natural curiosity. Allow them to talk to you about these lessons and inquire further.

### **Student Behavior**

Students are expected to report to the afterschool program directly at dismissal time (3:20), and stay in a classroom under adult supervision at all times during the afterschool program. Failure to comply with these behavior expectations may result in removal from the program. A more detailed Student Behavior Policy follows below.

## Student Behavior Policy

Our student behavior policy applies to all students in the after school program and will address students who are:

1. Repeatedly disruptive of the educational process
2. Disrespectful, defiant or noncompliant toward after school staff
3. Use abusive or inappropriate language
4. Leave adult supervision without permission

The discipline policy will be as follows:

1. **First Incident:** Teacher will confer with student and any other students involved. Teacher will log behavior and results of conference with student(s).
2. **Second Incident:** Teacher will call home and discuss behavior with parent/guardian. If teacher is unable to speak directly with parent/guardian a message will be left (when possible) explaining the behavior and requesting that the parent/guardian make a return phone call. If we do not have any working phone numbers for a student a letter will be sent home with the student. The letter must be signed by parent/guardian and returned to the after school teacher the next day. Teacher will log phone contact/result in parent contact log.
3. **Third Incident:** The student will be suspended from the after school program for 1 day. A phone call will be made to the parent/guardian by the Site Coordinator or the Family Involvement Coordinator informing the parent/guardian of the suspension. The Family Involvement Coordinator will make an attempt to work with the family on becoming more actively involved with the after school program as well as following through with behavior expectations at home.
4. **Fourth Incident:** The student will be suspended from the after school program for 3 days. A phone call will be made to the parent/guardian by the Site Coordinator or the Family Involvement Coordinator informing the parent/guardian of the suspension. The Family Involvement Coordinator will make an attempt to work with the family on becoming more actively involved with the after school program as well as following through with behavior expectations at home.
5. **Fifth Incident:** The student will be dismissed from the after school program. A phone call will be made to the parent/guardian by the Site Coordinator informing them of the dismissal.