



THE COMMON PLACE SCHOLARS PROGRAM AFTER SCHOOL

# **TCPS Policies & Parent Handbook**

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# **WELCOME!**

Welcome to the Common Place Scholars After School Program. Thank you for choosing us to provide enriching, educational and faith-based experiences to your child during after school hours. We take pride in serving children and their families and will aim to meet your family's needs. We developed this handbook with parents/guardians in mind—please read it to learn about our program, our policies, and our procedures. We are very excited about this year and look forward to getting to know you better! Please carefully read the Parent Handbook. You are responsible for the information it contains.

## **I. After School Program Activities and Program Structure**

Our after-school program provides each child a fun, safe and supportive environment during after school hours. The Common Place Scholars After School Program provides a range of activities to children and youth. Such activities include:

- Academic Enrichment and Homework Assistance
- Poetry and other writing activities
- Celebrations, Festivals, Parties
- Arts and Crafts
- Nutrition and Wellness Education
- Indoor & Outdoor Play
- Music
- Character and career education
- Faith based and character building curriculum
- Social Emotional Learning
- And more.....

Children will be divided into groups by age, each group will have a designated group leader, and group schedules will be posted.

### **1) Admission and Enrollment Regulations**

#### **a) Eligibility**

All children of the Southwest Philadelphia community, grades K-8, may enroll in the after-school program.

#### **b) Required Forms:**

In order to best meet the needs of your child, our program must collect several types of information to keep in our files. The TCPS application consists of the following:

- (a) **Application:** provides important demographic information about your child, including his/her contact information, school, special needs, and other information.

- (b) **Emergency Contact Form:** gives us important information about who to contact in the event of an emergency
- (c) **Parent Contract:** outlines the services that will be received by the families.
- (d) **Medical Consent Forms:** give permission for emergency treatment, first aid, and any medications to be administered.
- (e) **Health Assessment Form:** provides information regarding your child's medical background and any special health needs.
- (f) **Misc. Forms:** permission to walk home, sports liability, media release discharge plan, academic information release, transportation, and enrichment activities. These forms give the program permission for various activities and information.

Due to the sensitive information that is requested from families, **this information will be kept confidential!**

**2) Application Fees:**

<i>Registration fee (holds space and will be applied to the first week)</i>	<b>\$65</b>
<i>3 day week</i>	<b>\$33</b>
<i>5 day week</i>	<b>\$65</b>
<b>Late Pick-up fee</b>	<b>\$10 after 6:10 PM and \$10 additional every 5 minutes</b>

*Payment methods: We accept cash, money orders, and debit/credit cards. All payments are due no later than 6pm Friday of the previous week.*

All program fees are based on the school calendar and economic climate of the current year. Tuition fees must be paid in a timely manner, on a weekly basis and are due on the previous Friday or Monday of the same week. The TCPS policy for nonpayment of aftercare fees are as follows:

- a. A written letter with the unpaid balance will be sent out to the parent and the school (CCA only) as a notification of funds due to afterschool by a set date.
- b. If the funds are not paid to Afterschool by this date, the child will not be able to return to our program until the balance is paid. The child's afterschool slot will be held for a period of one week after the due date for the balance and will be given up after that time

period.

- c. The child will not be able to return to subsequent years of afterschool until the balance is paid.
- d. In addition, all paperwork (tax forms, etc) will not be released until account is brought current.

### 3) Scholarships:

Financial assistance is based on financial need, consistent attendance, character and interest in arts-based learning. Scholarships are awarded each school year to a participant maintaining a 4 day a week or greater attendance. Scholarships are awarded or renewed annually based on available funding. **Grantees receive a 90% discount dropping the weekly fee to \$10 per week.** Completion of the scholarship application is not an automatic guarantee of receipt of scholarship. All information will be considered before scholarship is awarded.

In addition, scholarships awards can be removed based on the conduct of the scholarship recipient. Please see disciplinary procedures.

### 4) Hours of Operation

- a) The after-school program will operate according to the following schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
3 p.m.- 6:00p.m.	3p.m.- 6:00p.m	3p.m.- 6:00p.m.	3p.m.- 6:00p.m	3p.m.- 6:00p.m.

- b) The program will open at noon on half days and at 7:45am on some school closure days. You will be notified of these dates prior to the date. Parents will receive a RSVP letter and form for full days and events. **If this form is not filled out in a timely manner your child will not be included in the activities.**
- c) The weekly program schedule will be posted in an accessible area. Please check the posting in order to stay informed of your child's daily activities and any special events.

### 5) Staff / Child Ratio:

- a) There is a maximum enrollment number (73) for the program. The staff to child ratio will be 12:1 for K - 2 or 15:1 for 3 - 8 (for every staff member there will be 12/15 children.) If program capacity is reached at the site children will be placed on a waiting list.
- b) Due to current COVID procedures (2020) enrollment numbers may be reduced according to number of staff and available space.

### 6) Arrival and dismissal procedures

Safety is paramount to our program. In order to ensure your child's safety as

he/she arrives to and departs from our program, please read the procedures below.

- a) Participants are admitted to the after-school program after the dismissal of school. Children in grades K - 8, who have not returned the Permission to Walk Home Form, are not permitted to leave the program without an adult escort.
- b) The signature of a parent or authorized person is required before the child is released from the program. I.D. will be required upon pick-up.
- c) If any unauthorized person comes to pick up the child and there is no record of authorization, signed note from a parent, or verbal consent the child will not be released to that individual.
- d) In cases of legal child custody arrangements, the non - custodial parent or guardian may NOT pick up the child without a copy of official court documentation and consent from the custodial parent.
- e) Parents **must call** if they will be late to pick up their child.
- f) When the program staff is **not called** about a late pick-up, the parents cannot be reached, and if the child has not been picked up by 7:00pm local authorities (police and/or DHS) may be contacted, and the late fee will be applied.
- g) If a parent cannot be reached in the event of an emergency, the Program Director will notify the child's emergency contacts.

#### **7) Scheduling Changes, Absences, and Withdrawal:**

- (a) Program personnel will notify all parents/guardians of any program or scheduling changes with adequate notice.
- (b) If a child will not be attending the program due to sickness, vacation, or other circumstance, the child's parent/guardian must contact the Program Coordinator via telephone or email as soon as possible.
- (c) When a family wishes to withdraw their child from the program, they must notify the Program Director in writing.

#### **8) Transportation / Field Trips:**

- a) Parents/guardians must provide written consent for their child to participate in field trips on the Emergency Contact Form.
- b) Only authorized vehicles will transport children on trips. Staff members are not permitted to transport children in personal vehicles.
- c) In the event that a program participant exhibits poor behavior during the school year or on a trip, the program reserves the right to exclude the participant from future trips and activities.

- d) Parents/guardians are encouraged to accompany children on trips. All Clearances will be required prior to accompanying child on trip.

## II. Emergency/Health/Safety Information

### 1) Medical Care and Administration of Medication

We understand that many of our youth have special medical needs. The information below outlines how our program will work to meet the needs of your child.

- a) Parents/guardians are required to provide emergency contact information and health/medical information for participating children. If a child has a known medical condition that requires special care, the Program Director must be informed.
- b) Children are not permitted to attend the program if they have a fever, pink eye, impetigo, open lesions, lice, ringworm or any contagious disease such as a severe cold or chicken pox. If your child develops a condition while in attendance of the program, you will be called and asked to pick up your child immediately. **Please see addendum for COVID 19 procedures.**
- c) Medication is administered under the following conditions:
  - a) Medication can only be administered during the after-school program if it is the prescribed time to be taken by the child.
  - b) After School Scholars Program staff will only dispense medication to children under doctor's orders. You will be asked to fill out a Medication Consent Form. All medication must be in its original container including name of the pharmacy with a doctor's instructions or instructions listed on a prescription slip. All medication dispensed at the program, including over the counter medicines, **MUST** be prescribed by a doctor.
  - c) In cases of serious illness or injury, staff will notify the person designated on the Emergency Contact Form if the parent or guardian cannot be reached. Emergency Contact Forms must be updated immediately following a change in any of the information on the form (address, phone numbers, contact names, etc.)
  - d) Program staff cannot transport the child to the hospital. In the case of an emergency, 911 and the parent(s) will be notified. A staff member will accompany the child to the hospital.
  - e) An incident report will be completed by a staff member for all emergencies.

## **2) First Aid**

- a) All staff is certified in First Aid and CPR. Reasonable First Aid care will be administered to participant when necessary.
- b) First aid kits are available in every program location.

## **3) Safety**

- c) Safety precaution requirements are met at all times, including fire drills and evacuation procedures. Safety rules will be reviewed with program participants.
- d) Fire drills are required by state law and will be conducted every 60 days.

## **4) Emergency closings, delays and holidays:**

- a. The Common Place After School Scholars Program follows the Philadelphia School District system for closure. The local News Radio Station, KYW-1060AM, announces Philadelphia School District closings and delays.
  - i. In the event of severe weather during the day and the Philadelphia School District cancels all afterschool and evening activities, TCPS will close at 5 PM.
- b. If an emergency occurs during the operation of the program, the Director is authorized to close the program. In this event, parents/guardians will be called, and if they cannot be reached, emergency contacts will be contacted.
- c. The Common Place observes most major holidays. Parents will be given prior notice of when program is closed around holiday times.

## **5) Child Abuse Reporting:**

- a. For the protection of children, staff members receive training regarding child abuse/neglect reporting.
- b. Staff members are legally bound to report suspected child abuse to the appropriate authorities.

## **6) General Health Procedures:**

In response to guidelines presented by the PA Governor to combat Covid 19, TCPS has created a COVID 19 document which can be found [here](#). Please take the time to review and sign the agreement.



### **III. Rights and Responsibilities**

#### **1) Family Rights and Responsibilities:**

##### **A) Opportunities and expectations for family involvement**

- (a) Involved families are an important element in the total success of the program. We value the input of families and listen intently to their issues and concerns.
- (b) A parent/guardian may observe the program at any time during hours of operation; however, for safety and/or practical reasons, our program reserves the right to refuse admittance to non-family members.
- (c) Parents/guardians are expected to follow the policies, procedures, rules, and regulations of the program.
- (d) Family members may volunteer as aides, mentors, and chaperones, and may play other key roles.
- (e) Family members must show respect for all students, staff, and other adults. Adults who exhibit poor behavior (threats, fighting, etc.) risk being removed from the program

##### **B) Communication between the Program & Families**

- a) Parents/guardians are encouraged to provide input and feedback on services received as well as the needs of participating youth.
- b) Staff members are accessible to families to discuss individual concerns of children and youth enrolled in the program.
- c) Parents/guardians must sign an Informed Consent Form for authorized collection and analysis of data to determine program effectiveness.
- d) Email addresses are required to encourage our program to go green.
- e) Parents are also encouraged to sign up with the Remind app for communication and updates from the program.

#### **2) Students' Rights and Responsibilities:**

##### **a. Rules of Conduct**

##### **i. Young people participating in program activities must:**

1. Show respect for each other and for staff.

2. Follow program rules and directions.
3. Behave responsibly.
4. Exhibit appropriate and non-threatening behavior.

ii. Violent behavior will not be tolerated.

#### **IV. Discipline**

The purpose of discipline is to encourage children to behave appropriately. Our discipline policy is based on the understanding that positive discipline can increase a child's self-esteem, promote self-control and teach responsibility and good decision-making.

A) Types of misbehavior include, but are not limited to:

- i. Failure to follow directions from program staff and/or program rules
  - ii. Disruption of program by the failure to behave in a safe, appropriate and respectful manner
  - iii. Fighting
  - iv. Cursing
  - v. Destruction or theft of property
  - vi. Possessing or using tobacco, drugs or alcohol on program premises
- The steps of the discipline policy are as follows:

B) When children are involved in misbehavior, staff members will intervene appropriately. Corporal punishment will never be used.

C) Disruptive children will be separated for a brief period of time, always under supervision of staff.

D) The child and a staff member will discuss the circumstances leading up to the misbehavior and the appropriate actions that could have been taken to avoid the misbehavior, before the child returns to the program group.

E) In the event that a child misbehaves a second time or in a serious manner, program staff will prepare a behavior report to advise parents about their child's behavior. The original report will be kept in the program's files, and a copy will be given to the child's parent.

F) After 3 behavior reports, a child may be dismissed from the program.

#### **V. Personal Property:**

- a) Children and youth enrolled in the program are responsible for their own belongings including clothing, toys, and other personal items.
- b) We strongly discourage bringing toys, money, cell phones, I-pods or other expensive items to school or to the after-school program. We cannot accept responsibility for these items!
  - i) Electronic policies - Children will be able to make call or send text to parent between 3 - 3:30PM and 5:30 - 6 PM. Participants will have limited use of their electronic devices during program hours. If device is causing a distraction to program activities, the device will be confiscated by staff until the parent retrieves it at the end of the day.
- c) If there are missing items, parents should request an opportunity to check the program's Lost and Found for the specific item(s).
- d) The after-school program is not responsible for lost or stolen personal items.

