



Young Scholars After School Program Parent Handbook



Dear Parents,

Welcome to LifeWise StL's After School Program. In this handbook you will find helpful information in preparing you and your child for an exciting After School Program school year. Scholar growth and a love of learning is a major focus in our programs. Scholars will engage in various activities over the school year to help increase your child's growth and love of learning.

In this handbook you will find answers to frequently asked questions, and a sample daily schedule, as well as information about transportation and the most effective ways to communicate with the program administrative team. Open and constant communication with our families is something we strive for here at LifeWise. The guidebook should keep you up to date on your child's daily activities; but, as always, never hesitate to call the office if you ever need anything.

Sincerely,

Abdul-Rasheed Oluwaseun Ajayi
Director of Young Scholars Program

MISSION AND VISION

Our Mission: Rooted in our foundation as Kingdom House since 1902, our mission is to help individuals and families achieve economic well-being by providing high-impact, relationship-based programming and by addressing systemic barriers to their success.

Our Vision: All people in the St. Louis region have access to the opportunities and support that allow them to achieve economic well-being. LifeWise StL supports the vision by increasing its thought leadership, building presence through program growth and expanding influence in the community.

LIFEWISE STL AFTER SCHOOL PROGRAM STAFF LIST

Mr. Rasheed- Director of Young Scholars Program
314.627.1241

Ms. Amanda- Program Coordinator & Middle School Advisor
314.421.0400 ext: 259

Mx. Dion – Activity Leader
Mr. Jordan – Activity Leader
Ms. Raven – Activity Leader
Mr. Gio – Van Driver
Ms. Marnice – Van driver
Ms. Cheryl B – Co-pilot

ARRIVAL & DEPARTURE

Van Transportation

If you request van transportation for your child(ren), you are responsible for contacting the school before the first pick up date assigned. LifeWise StL is not responsible for providing the necessary paperwork to ensure pick-up. If you need a letter from LifeWise, please make this request in person to the Coordinator before the first day of pick-up.

For drop-off, please make sure an adult (18 years or older) is available to sign off.

After School Site / Address

LifeWise StL
1321 S. 11th Street

After School Program Dates/Hours:

September 7, 2023 – May 26, 2023

Monday through Friday: 3:30pm to 6:00pm.

Programming is closed on select dates.

ATTENDANCE POLICY

If your child is not going to attend after school for the day, please report his/her absence by calling LifeWise StL at 314.627.1241. Children who are consistently absent are at risk of being dismissed from after school programs. Children are expected to attend each day. If you are absent for three or more days out of the week without excuse, the student may be terminated from the program.

SIGN-IN/SIGN-OUT

This is a very essential part of our program. At 6:00pm all the children will be ready for departure. Parents or other authorized persons are responsible for signing their child(ren) out at the end of each day. Please bring a photo ID with you every day. Legal documentation of custodial rights may be required. This helps us to provide the safest environment possible as well as provide the opportunity for us to talk with you about your child's day.

****Note:** Appropriate legal paperwork is required to be on file with LifeWise StL when the custodial parent requests the center not to release the child to the other parent/guardian.

PICK-UP

Children will be released only to those authorized by the parent on the **child's Registration Form**. It is the parent's responsibility to notify the program of any changes in authorization. If someone other than those listed on the Registration Form must pick up your child, a written note must be sent in ahead of time. This person must also bring a photo ID with them when they pick up the child(ren). Those picking up children should be prepared to show identification to the site staff members upon request. No child will be released to anyone who is not authorized to pick up that child.

Please help to ensure the safest possible environment and remember to notify LifeWise StL of any absences. **No child under the age of twelve (12) will be allowed to leave on their own and/or sign**

him/herself out of the program, regardless of written permission.

LATE PICK-UP

Programming ends at 6:00 pm each day. All children are expected to be signed out by 6:15pm. For all children not picked up by the end of the program, the following late policy will be in effect: If you know you will be late, please attempt to make alternate pick-up arrangements or inform program staff. LifeWise StL should be notified if you foresee late arrival.

DAILY SCHEDULE

Schedule is subject to change

3:30-4:00 PM Reading Comprehension/Homework Help*

4:00-5:00 PM Enrichment Activities*

5:00-6:00 PM Arrival/Dinner*

6:00 PM Dismissal*

Children participate in a variety of activities each day. The activities can be program-wide activities, personally selected activities, and unit activities.

MEALS AND SNACKS

Children enrolled in our after-school program receive supper each night. Please let us know if your child has any dietary restrictions or allergies.

CONDUCT

LifeWise StL strives to create a supportive atmosphere and provide quality services to our community.

As a part our community we strive to:

1. Treating all people respectfully in all forms of communication, whether the interaction is in person, over the telephone, or through mail. **NEVER** acting in a harassing manner, regardless of satisfaction with services.
2. Act with integrity.
3. LifeWise STL seeks to provide and maintain a safe environment. Not carrying or concealing any weapons or devices that may be used as weapons. Participants are responsible for their own personal comfort and safety and should ask any person whose behavior threatens their personal comfort to refrain.
4. Notifying a staff person if you need assistance. We want to help! Management will investigate all reported incidents.
5. Providing the necessary documents, which are required for registration when asked. The documents needed include the following.
 - ❖ **Shot Records for each child enrolled in the program.**
 - ❖ **Each Quarter Report of Grades for all enrolled children**
6. Notifying the Coordinator when information about you changes and providing the Updated

information including, but not limited to, change of address and telephone number.

*** Failure to abide by this Code of Conduct may result in suspension or termination from program***

DISABILITIES

In order for LifeWise StL to provide the best experience for your child, we ask that prior to registration, you consult with the Coordinator regarding any special needs of your child. Since there are some medical treatments and procedures that legally LifeWise staff are not trained nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

DISCIPLINE POLICY

If your child needs to be disciplined acceptable measures may include:

- 1) Verbal warnings
- 2) Removal from activity
- 3) Suspension from the program
- 4) Removal from program.

Severity of the behavior will determine the action of discipline used. Unacceptable measures may include verbally degrading children, physical punishment, and isolation without proper supervision.

BEHAVIORAL GUIDANCE

In order to promote your child's physical, intellectual, emotional, and social well-being and growth, staff shall interact with the child to provide needed help, comfort, and support. Staff will

- ❖ Promote respect for personal privacy.
- ❖ Seek out different ways to resolve conflict.
- ❖ Promote respect for differences in cultural, ethnic, and family backgrounds.
- ❖ Encourage decision-making abilities.
- ❖ Encourage independence and self-direction.
- ❖ Use consistency in applying expectations.

Behavioral guidance will be constructive in nature, age and stage appropriate, and will be intended to redirect children to appropriate behavior and resolve conflicts.

Parents will be notified in writing when children are not displaying appropriate behaviors. Parents will be notified by phone and/or in person when children's negative behaviors persist.

RULES & SAFETY

Safety is paramount to the after-school program. All children must be picked up from the program by a parent or authorized person. All parents will be asked to show an I.D. when retrieving their child. This

helps ensure their safety. Program rules will be established and taught to the children at the beginning of each session and regularly reviewed to ensure the safety of all children. Please review the following list of rules with your child: General Rules 1) Enter the car only at drop-off point and only from the passenger side of vehicle. 2) Stay with their group and Activity leader. 4) Use appropriate language. 5) Keep hands, feet, and bodily fluid to themselves. 6) Listen to and respect the rules and boundaries of any games played. 7) Participate and cooperate during activities. 8) Scholars will be expected to display good teamwork and sportsmanship.

EXPECTATIONS

Good behavior will be encouraged in a positive manner. Before the first day of the after-school program, you and your child are required to read through and sign the “Behavior Agreement” form, located in the last pages of this handbook. This way you will both be aware of the rules and consequences. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide them toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child’s dismissal from the LifeWise StL Afterschool Program. Certain abusive behaviors will result in immediate dismissal.

If your child has been receiving assistance in behavior management during the school year, it is imperative that the necessary accommodations be shared with the program staff. This will enable us to work more effectively and productively with you and your child’s community.

LifeWise StL reserves the right to remove a child from the after-school program due to behavioral or other concerns. Every attempt will be made to work with children and their families through conferences and direct communication.

FIELD TRIPS

LifeWise StL after school program participants will attend field trips periodically throughout the school year. This is why it’s imperative that you adhere to the early pick-up guidelines as mentioned above. Trips may or may not include transportation on a contracted school bus, van, or walking. You will have the option for your child not to attend field trips or special events. Parents will be notified beforehand of trips taken during the week.

MEDICAL/ EMERGENCY INFORMATION

Essential Forms: As required by the local licensing authority, each student must have a completed:

- ❖ After School Registration form
- ❖ Health/Immunization Form
- ❖ Policies and Waivers Form
- ❖ Parent Handbook Acknowledgement
- ❖ If needed, a Medication Consent form.

These forms must be completed at the time of registration, or your child will NOT be able to attend the after-school program. Please be sure that the information on the forms is accurate and complete.

Please do not leave any of the fields blank on any of the forms.

ADDRESS & TELEPHONE NUMBERS

Please inform LifeWise StL in writing of all changes to address and phone numbers. If your emergency numbers change, it is important that we are notified immediately to ensure proper notification of parents in case of an emergency. Also, please notify LifeWise StL if you are going out of town; this allows us to quickly contact others on your emergency contact list if necessary.

ILLNESS POLICY

By October 1st, all children must have a current physical on file. Physical examinations must be complete and signed by a child's physician. All immunizations must be current. This information is part of the registration process. Failure to turn in this information will result in forfeiting your after-school program spot.

Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them at home until they feel better and no longer present the danger of passing on their illness.

If you are keeping your child home due to illness, please contact the Coordinator by 12:00pm and let the staff know of your child's absence. When your child has a fever (fever of 101 degrees) or vomiting/diarrhea, please make sure they remain at home 24 hours after their temperature and symptoms return to normal. We may require a physician's release for any medical or health condition. **If your child becomes ill while at the after school program, you will be asked to pick up your child as soon as possible.**

The following are defined as illness or communicable health problems:

- ❖ Conjunctivitis (pink eye)
- ❖ A chronic runny nose with colored discharge
- ❖ A chronic cough
- ❖ A fever
- ❖ Vomiting or upset stomach.
- ❖ Signs of general fatigue or discomfort
- ❖ An open rash
- ❖ Head lice
- ❖ Knowledge that the child has had a fever within the past 24 hours.

Please notify LifeWise StL if your child or any member of your immediate household develops a communicable condition (as defined by the local health department), such as pink eye, chicken pox or lice. This now includes COVID-19 exposure. Parents are responsible for notifying LifeWise StL within 24 hours or the next business day. In the case of a life-threatening illness, please notify LifeWise

immediately. It is important for us to post a notice to other parents as soon as possible.

In the case that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child's emergency contact will be notified. It is the responsibility of the parent(s) to arrange for the child to be picked up from the site as soon as possible.

In the event your child is exposed to COVID-19...

At LifeWise – staff will contact the parents ASAP; extra cleaning will occur in spaces of exposure.

- ❖ All families will be informed of possible exposure; staying home for ten days is advised if exposed.

At home/outside of LifeWise – contact the Coordinator and keep your child at home. Children exposed to someone with COVID-19 can return to the program after a negative COVID test, or 10 days with no symptoms.

A note regarding fully vaccinated staff and scholars:

- ❖ If exposed and showing symptoms, they should isolate and get tested for COVID-19 when appropriate.
- ❖ If exposed and NOT showing symptoms, there is no need to isolate or get tested for COVID-19.

People who have had COVID can return 10 days after symptoms began, if they have had 24 hours with no fever and symptoms are improving.

ACCIDENTS/EMERGENCIES

All precautions will be taken to prevent serious health risks to all children. In the event that a minor injury occurs, First Aid will be administered at the location by a CPR/First Aid trained staff. The following procedures will be followed:

- ❖ First Aid will be provided, incidents documented, and form submitted to the Coordinator.
- ❖ The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff as per your orders on the after-school registration form and policies and waivers. Please be sure to keep these forms updated at all times. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment. In general, in the event that a major injury or health problem arises, and professional medical care is required, the following steps will be taken:

- ❖ Immediate First Aid will be administered by CPR/First Aid trained staff person until professional services arrive.
- ❖ You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- ❖ 911 will be called.
- ❖ A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- ❖ The incident will be described in writing in the LifeWise StL incident report.

Emergency information is very important for us to provide the safest possible environment for our children.

Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

LifeWise StL does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history / registration form what type of health insurance you carry.

EMERGENCY PLAN

LifeWise StL will have a site-specific emergency plan including an assembly area program, facility evacuation plan, notification (sounding of alarms) system, shelter-in-place plan, locations of fire extinguishers, and first aid kits, etc. Staff have been trained and are expected to be well-versed in emergency procedures. A fire drill and shelter-in place drill will be done during the school year, so that children are aware of what to do in an emergency.

MEDICATION POLICY

Our medication policy is primarily established to accommodate the administration of medications(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and "over the counter" medications will not be dispensed without written consent from the child's parent.

- ❖ Complete the medication authorization form included in your after-school registration packet.
- ❖ Keep all medication in the original container with the prescription label / direction label attached. Medication must be labeled with the child's name, the name of medication, the dosage amount, and the time or times to be given.
- ❖ Hand all medication (including inhalers, etc.) to the Coordinator. Children are not allowed to keep medications on their person, in their backpacks or lunch bags.
- ❖ All medications will be locked up and given to your child at the prescribed time. Medication authorizations are only valid for 10 days, at which time, all unused medication will be returned to the parent or disposed of, unless a new form is completed. If a child is taking medication for an extended period, a note with these specifications and signed by a physician must be submitted.

PERSONAL BELONGINGS

Please do not allow your child(ren) to bring personal belongings to the after-school program. LifeWise StL cannot be responsible for the loss or damage of toys, games, clothes or other personal belongings.

Please do not bring the following:

- Any electronic games/devices (including, but not limited to: Gameboys, iPods, ipads, tablets, etc.)
- Money
- Cell phones
- Trading Cards
- Guns, knives or weapons of any sort - fake or real
- Valuable items

TERMINATION POLICY

LifeWise StL reserves the right to terminate your child's after-school enrollment if the staff deems it in the best interest and/or safety of the child, other children, parents or staff. If a child's after school enrollment termination is deemed necessary by LifeWise's managerial staff, parents will be informed of reasons for termination of services.

Revised: 7.25.24

PARENT HANDBOOK ACKNOWLEDGMENT FORM

I, the undersigned, acknowledge that I have received a copy of LifeWise StL's After School Program Parent Handbook. While I understand that the Parent Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Parent Handbook.

In addition, I understand that the contents of the Parent Handbook are subject to change. I acknowledge that the Parent Handbook will be revised in accordance with the rules or regulations of state, federal, and accrediting entities, and best practices for childcare service providers.

I acknowledge that any such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook. I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the Parent Handbook.

I acknowledge that it is my responsibility to contact the Coordinator of Young Scholars Program for any questions I might have about the contents of the Parent Handbook now and in the future.

PARENT/GUARDIAN NAME (printed):

PARENT/GUARDIAN SIGNATURE:

DATE: