**SOAR After School Program**

**Our Mission**

To establish a high-quality enrichment program that meets the needs of PS/IS 209 families for after school childcare, while providing fun & engaging enrichment in the arts, social emotional growth opportunities, STEAM projects, physical fitness and academic support

**Program Expectations**

* Families can expect the following of their involvement in the program:
	+ Children will be cared for in a fun and safe environment at a student–teacher ratio of approx. 20:1
	+ Parents/Guardians will be informed of program changes and events by letter home
	+ Parents/Guardians will be informed of any behavioral challenges their child may experience and any steps taken to address them, as needed
	+ Parents/Guardians will be promptly informed of any of their child’s health concerns, accidents or injuries that may occur during program hours, as needed
* The following is expected of families to ensure continued participation in the SOAR after school program:
	+ Inform the Community School Director [CSD] *(Corey Melton, cmelton@tlpnyc.com)* of any updates to student information and records, including changes in family contact information, for example:*Changes in schedule, email, telephone, etc*
	+ Inform the Community School Director *(Corey Melton, cmelton@tlpnyc.com)* in advance if your child will not attend the program on a given day *(e.g., absence due to health, family vacation, etc)*
	+ **Student dismissal is promptly at 5:00pm,** Monday-Friday, from outside the Main Entrance.

***Any student that acquires 3 late pick-ups will be unenrolled in the program*** *and their spot will be filled with a student from the wait list****. Being on-time for dismissal is necessary for continued***

***enrollment*** *in our program.* ***Early pick-ups*** *may occur only between* ***2:45pm-4:30pm***

* Students can expect the following of their involvement in the program:
	+ To have a fun, safe and nurturing learning environment
	+ To receive engaging, high-quality instruction by school staff and qualified teaching artists as provided by The Leadership Program and other community-based organizations
* The following is expected of students in order to participate in the program:
	+ Students must remain with designated staff **at all times** during programming
	+ Follow instructions of teachers and staff at all times
	+ Maintain a safe, kind, respectful environment

 *A safe environment is of the highest importance in our SOAR Program; therefore, we enforce a strict*

 *policy against fighting, bullying, or violence of any kind. Students will be unenrolled from the program*

 *upon their 1st offense. Please speak to your student about the importance of following this policy*

**SOAR Attendance Policy**

For students to benefit from the afterschool program, regular and consistent attendance is required. Please have your student attend programming regularly, except in the event of illness or unavoidable conflict. If a student is absent from program, the teacher will notify the Community School Director *(Corey Melton, cmelton@tlpnyc.com)* who will attempt to contact the parent/guardian to ensure the child’s safety*. If a student is absent from the regular school day, they are not permitted to attend after-school on that day.*

Following 5 absences without prior notice, the student may be discharged from the programto allow

students on the wait list to participate

**Afterschool Dismissal Procedures**

At 4:55pm each day, SOAR program staff will direct students to the designated dismissal area on the front steps of the Main Entrance. *Unless picking up early,* parents must pick-up their child from outside of the school’s Main Entrance on the front sidewalk. Parents are not permitted to pick-up inside the Main Entrance

**Students must be picked up no later than 5:00pm each day. Dismissal is at 5:00pm**

1. All students who have not been granted permission to walk home *(via student enrollment form)* must be picked up by an authorized parent/guardian promptly at 5:00pm
2. If a student with permission to walk home needs to leave the after-school program early on a given day, that student must be picked up by an authorized parent/guardian. *If a family member is unable to pick up their child during or after program, they must provide a written note with alternative permissions*
3. Students will not be released to any person not identified on the student enrollment form or blue card, unless *additional written permission is provided*
4. **3 late pickups will result in the dismissal of the student’s placement in the program**
5. In the event that a student is not picked up within the designated dismissal time and staff’s attempts to locate a parent/guardian are unsuccessful after 6pm**,** the Site Coordinator and/or the School Safety Agent on duty *will contact the local precinct, and ACS will be contacted*

***Please make every possible effort to be on time for pick-up/dismissal***

**After School Meal**

During the afterschool program, a hot meal will be provided at no charge through the School Food NYC program.*Families must include all food allergies and special dietary concerns on their child’s enrollment form*

**Health and Student Wellness**

Should a child become ill or injured while participating in the in-person program, parents/guardians will be notified immediately to make arrangements for the child to be picked up. If a child did not attend school or was sent home during the school day for any reason, they will not be allowed to participate in the program that day

• Students showing symptoms of any illness will be escorted to office to wait for pick up

• A family member or guardian will be contacted by a staff member and asked to pick up the student

**Program COVID-19 Protocols**

In alignment with the NYC Department of Education, the NYC Department of Health and Mental Health, the NYS Department of Health, and CDC guidance, the program will follow the NYCDOE Fall 2023 COVID-19 Guidance.This guidance provides best practice considerations for schools for the 2023-2024 school year to help prevent the transmission of COVID-19 among students and staff

- Vaccination is the best way to reduce COVID-19 risk

- Up to date COVID-19 vaccination/boosters are encouraged for everyone ages 6 months & up

**Stay home if sick:** *Students and staff should stay home* if they show any symptoms of COVID-19 (or other illnesses) and get tested for COVID-19

**Isolate if COVID-19 positive**: *Students and staff who test positive for COVID-19 must isolate for 5 days* and can return to school and afterschool on day 6 if they have no symptoms or symptoms are improving. They must wear mask until day 10 after symptom onset or date of positive test, whichever is earlier. These cases should be reported to the school to report into the situation room for exposure notifications

**Medications**

The program is not responsible for medication administration. Arrangements must be made to have medications administered to students prior to arrival at the afterschool program. Exceptions to this rule include EpiPens for allergic emergencies or inhalers for asthma treatment. Please advise the CSD *(Corey Melton, cmelton@tlpnyc.com*) if your child takes regular medication, has an EpiPen or an inhaler

**Program Cancellation Schedule and Policy**

The calendar for the program follows the calendar of the school district.

* If school is not in session, including for snow days, half days, quarantine or other cancellations, no after school programs will be held in person
* **THERE WILL BE NO AFTER SCHOOL PROGRAMMING ON DAYS BEFORE EXTENDED SCHOOL BREAKS**

Letters announcing days off will be sent out as reminders, *please check your child’s bag everyday*

* On school days in which regular classes are in session, **but inclement weather is predicted for late afternoon,** after school programming may be cancelled and families will be notified
* If the after school program is cancelled for any other reason, participating families will be notified in writing/ by phone/ email, etc
* There will be no after school programs on any scheduled half days (such as parent-teacher conferences)

**Field Trips and Out of School Activities**

Students may have the opportunity to participate in field trips within the SOAR program. Permission slips will be sent home for student participation in these activities. After school students may use the adjacent park and playground in good weather

**School Safety**

The program will adhere to PS 209 policies on the following subjects: Safety, Zero Tolerance, Non-Discrimination, Sexual Harassment, and the use of technology/phone/computer during program hours

**Responsible Behavior Policy**Enrollment in the program is entirely voluntary. The goals of this behavioral policy are to maintain a safe environment for all and for children to learn self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed by guiding the children through everyday activities and interactions with others. Group norms and limits are set for three key reasons: *to prevent possible harm to self or others*; *to prevent infringement on the rights of others*; and *to prevent damage to property*. In order to provide a safe and secure environment for all SOAR program participants, the following set of expectations will be in effect for all SOAR students at all times:

* Show respect to fellow students and program staff
* Participate in designated enrichment activities. Follow directions and practice active listening
* Remain in the locations in which assigned activities take place. *Leaving any room without permission will be grounds for dismissal from the SOAR program*
* Never engage in inappropriate physical activity, fighting and/or inappropriate verbal exchanges with students and/or staff. *Any occurrence of these actions are grounds for dismissal from the program*
* Participate in clean-up time to ensure that all classrooms are returned to their original conditions
* Any use of mobile phones or similar electronics during program hours are not permitted. If a student is using their phone during program hours, the student’s phone will be held at the Security Desk in the Main Entrance until it is picked up by a parent/ guardian at the end of the day

Appropriate behavior will regularly be encouraged and positively praised by verbal appreciation, rewards, and positive communications with students and families. Unless otherwise specified, if a student does not follow the above expectations, they will receive a warning from their after-school facilitator or teacher. If a second incident occurs, it will be followed with a second warning, the family will be informed of the behavior, and they may be called upon to participate in a partnership to resolve the situation. A third warning may result in a suspension or removal from the program, in accordance with the urgency of the act



**Visit the SOAR Program online**

**PLEASE KEEP THIS HANDBOOK FOR YOUR RECORDS**

**Please SIGN and RETURN this form to maintain your child’s placement in the SOAR program**

**Completed forms should be returned to Community School Director, Corey Melton**

**before October 13, 2023**

**Responsible Behavior Policy**

Enrollment in the SOAR program is voluntary. The goals of this behavioral policy are to maintain a safe and enriching environment for all participants. In order to provide such an experience for our students,

the following set of expectations will be in effect at all times:

* Show respect to fellow students and program staff
* Participate in designated enrichment activities. Follow directions and practice active listening
* Remain in the locations in which assigned activities take place. *Leaving any room without permission will be grounds for dismissal from the SOAR program*
* Never engage in inappropriate physical activity, fighting and/or inappropriate verbal exchanges with students and/or staff. *Any occurrence of these actions are grounds for dismissal from the program*
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­I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand the SOAR Family Handbook.

I acknowledge the program expectations and agree to the behavioral policy above.

In addition, I give my child permission to participate in after school activities in the playground and park.

I have read and am aware of safety information regarding procedures for behavioral situations, closings, dismissals.

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STUDENT NAME(S) CLASS

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PARENT/GUARDIAN SIGNATURE Date