**Program Hours After School Policy Packet**

**3:15 PM-5:45 PM**

**Contact Info Tax ID: 20-3752312**

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#### **Checking in for the Program**

* **3:15-4:30:** A S.P.A.R.K. Staff member will check in children when they arrive at the Spark Room, either with their parents or off of the bus.
* **After 4:30 PM:** A S.P.A.R.K. Staff member will **NOT** be there to check in children when they arrive. We ask that you let the front desk know you are here and they will let SPARK Leadership know you are dropping off your child and we will come pick them up.
* All parents must come into the fitness center and sign their child in/out on the day’s roster located on the desk by the Spark Room. Children cannot be dropped off at the curb or in the lobby, parents must walk with their child to the check-in desk by the Spark room.

#### **Picking Up and Signing Out Your Child**

* Children can be picked up any time before 5:45 p.m.
* **If parents are picking up their child outside of this timeframe, you will be asked to sign out your child with a S.P.A.R.K. staff**. Parents will be asked for photo ID. Parents are not allowed to wave to their children from the car or ask that they meet them somewhere in the building. It is our expectation that your child be signed out with a staff member supervising them until they are transferred to your care.
* The program day ends at **5:45 PM**. Please make sure that your child is picked up by this time or ***a late fee will be charged***.

#### **Late Charges**

Please ensure that your child is picked up by 5:45 PM. The following charges will be billed to your account when your child is picked-up late:

**First 15 minutes = $5.00**

**Each additional minute there after = $1.00/min**

*\*\*Please understand it is necessary for us to bill you for late charges, as it requires us to pay our staff for staying longer than their scheduled shift.*

**Cancellation Policy**

* There will be no cancellations or refunds during the after-school program. You pay a monthly flat rate and can bring your child up to five days a week, whenever district 5 is in session.

**Communication**

* S.P.A.R.K. Leadership will communicate with you primarily by ***email****.*

## **Field Trips**

## Throughout the year we will be taking the kids on field trips to the performance center so that they can get exposure to more sports and activities.

## **Afternoon Activities**

We will have open swim on early out afternoons. ***Please send a swimsuit and towel on early out days.*** A limited supply of goggles will be provided. We recommend packing your child with and a plastic bag for wet clothing. The days they are scheduled to swim this will be a required activity unless provided with a note from a parent stating why the child cannot swim.

#### **When should I not send my child**

Due to the physical activity involved in each day’s curriculum, we ask that you do not send your child if:

* They have an injury that would prohibit them from participating such as a sprained ankle or broken arm. Parents may be asked to provide a release from the child’s physician before they can resume participation in the program.
* Your child has a fever, or any other symptoms or signs of COVID-19.
* If they have head lice we ask they do not attend until seen by a physician.
* If your child has a physical injury and you are unsure of how it would affect their involvement in the program, we ask that you discuss this with the Supervisor or Coordinator of the program
* GENERAL ILLNESS POLICY: Please keep your child home when the following symptoms are present:
* Temperature of 100 degrees F or greater within the past 24 hours.
* • Vomiting or diarrhea occurred within the past 24 hours.
* • Strep infections of any kind, ringworm, conjunctivitis or impetigo.
* • Rash of unknown origin-this may indicate many different things and should be checked by your pediatrician.
* • Pain should be taken seriously, especially in young children. Earaches, toothaches, and headaches should be evaluated.
* • Untreated lice infestation. If a child becomes ill or is suspected of having a communicable disease while at camp, the parent shall be notified. The parents are responsible for arranging to have the child taken home. A child can return to after school (at the program’s discretion) if the following conditions are met:
* • The child shows no symptoms of illness.
* • The child has been free of fever, vomiting, or diarrhea for 24 hours.
* • The child has been on antibiotics for at least 24 hours for bacterial infections. The parent or guardian may also provide the Spark Coordinator with a signed certification of health from a licensed physician.

##### **Lost and Found**

There is a Lost & Found located at the front desk. Any items found by the S.P.A.R.K. staff will first be placed in the SPARK room for a week. After a week all items will be moved to the front desk. Anything found by other staff within the facility will be taken here. Please mark all **removable** clothing and all lunch boxes and bags with your child’s name. This will help keep Lost and Found articles to a minimum.

**Everyday Items Needed**

* Your child will need an **afternoon snack**. (We do our best to keep the children on the move, so you might find that they need a little more “fuel” during after school) Please do not send snacks with your child that need to be refrigerated or heated.
* We do not allow children to purchase snacks from the vending machines or coffee shop while in our care.
* Please make sure that your child has **proper footwear** every day that they attend. Athletic shoes are necessary.
* Please have your child come dressed for both inside and outside activities. We will be spending time outside on a daily basis. It is important that they have appropriate clothing to be comfortable outside and inside throughout the afternoon.
* Please send a **water bottle** labeled with your child’s name every day.
* **A swimsuit and towel on the early out days.**
* **Sunscreen! We apply sunscreen multiple times a day when we are outside.**

#### **Medication**

* If your child needs to take prescribed medication during the course of the day parents are to meet the child at the facility and administer medication. S.P.A.R.K staff do not administer medication. If your child is old enough to take their medication on their own they may do so.

#### **Personal Items**

We ask that your child not bring the following items when they are involved in the S.P.A.R.K. Program:

* Cell phones, electronics, money, stuffed animals.
* Anything that is of high personal value to the child.
* Items that are fragile or breakable.
* Toys (fidgets, Beyblades, Pokémon cards, etc.)

NOTE: Children are not allowed to trade items while in our program. We are not responsible for lost or damaged items that are brought to S.P.A.R.K. Programs. We reserve the right to ask children not to bring certain items.

##### *The S.P.A.R.K. Staff recognizes and encourages each child’s capabilities and praises positive, growth-oriented behavior. Good, responsible behavior is essential to our program. We expect children to be respectful of other children and of our staff. Talking back, yelling or fighting is not tolerated.*

**Consequences of Unacceptable Behavior**

The SPARK staff assist children in developing appropriate behavior and interactions in a variety of positive and affirming actions. At times, however, it becomes necessary to take disciplinary steps for actions contrary to rules and expectations. The student may have a consequence that could include, but is not limited to, time-out to refocus, restoration through apologies or cleaning up, loss of privileges or suspension from program.

1. Staff will correct improper behavior by redirecting the child and reinforcing positive behavior. If the improper behavior is repeated after time-outs and breaks from other kids, OR the safety of other children is at risk, a behavior write up will be given:
* **1st Behavior Write Up:** Parent will be notified. Child will be pulled from participating in activity. Parents will sign the write up and receive a copy at the end of the day.
* **2nd Behavior Write Up**: Parent will be notified. Child will be sent home for the remainder of the day. Parents will sign the write up and receive a copy when they pick up the child.
* **Upon Return:** Child and parent will meet with Leadership Staff to agree on a behavior plan with specific actions and consequences laid out. This will detail expectations and appropriate behavior.
* **3rd Behavior Write Up:** Child will be suspended for remainder of school year. Parents will sign the write up and receive a copy when they pick up the child.

##### **Dismissal from S.P.A.R.K. with Same Day Notice**

Students may also be suspended for infractions of a severe nature or if they habitually exhibit any of the following:

* Leaving the program area without permission, running, or hiding from staff
* A disrespectful attitude toward staff, other children, or program property
* Not being involved as a positive member of the Spark program
* Refusing to follow staff instructions.
* Breaking established Spark expectations or refusing to follow behavior guidelines.
* Behaviors that endanger the health and safety of others (i.e., Bullying)
* Stealing, property damage, lewd behavior or conversation
* Continuous disruption of the program with consistent disrespect.
* Parents are non-cooperative with staff, operating policies or membership agreement.
* Child is in possession of a weapon. “Weapon” shall be defined as, but not inclusive to, any type of firearm, knife, sword, straight razor, throwing star, nun-chucks, firecrackers, or brass/metal knuckles.

*No student shall use, possess, control, or transfer a weapon at the fitness center. A violation will result in expulsion for a definite period of time of at least one calendar year. Nor shall a student threaten to use or possess a weapon. Such threatening will be dealt with directly by the Supervisor and may lead to expulsion as well. The S.P.A.R.K. Leadership, however, may modify the expulsion period on a case-by-case basis. The S.P.A.R.K. Leadership may notify the criminal justice or juvenile delinquency system of any student who brings a weapon to S.P.A.R.K.*