



Parent Handbook 2019-2020



AFTER SCHOOL TUTORING PROGRAM

Helping Kids Dream Again

PARENT HANDBOOK 2019-2020

WELCOME

Dear Parents,

I would like to take this opportunity to officially welcome you to [After School Tutoring Program](#). I hope this program will be a time of learning, fun and bonding for your child.

It is my desire along with The Children's Trust, who helps fund this program to ensure that by the time your child completes the program they would have gained more knowledge and would have learned and felt the impartation of our vision.

Please read through the Parent Handbook and familiarize yourself with the policies and procedures. Also, please fill-out and return the following forms to your child's school:

- Child Information Form
- "Getting to Know Me"
- Student Enrollment Contract and Media Release
- Transportation Authorization
- Late Pick-up Form
- Data and Emergency Contact Information
- Parent Satisfaction Survey (to be completed twice a year)
- Acknowledgement of Receipt of Parent Handbook (last page of the Parent Handbook)

Again, I thank you for allowing your child to be a part of this wonderful program.

Sincerely,

Dr. Jacqueline Del Rosario

Dr. Jacqueline Del Rosario

President/CEO

PROGRAM

Your son/daughter is now enrolled in the [After School Tutoring Program](#). A variety of academic enhancement and enrichment activities, including literacy and math, have been carefully planned to ensure your son's/daughter's academic achievement and social development.

REGISTRATION

No registration is considered complete without the manual signature of the parent/guardian and EMERGENCY CONTACT INFORMATION. All sections of the registration must be completed. **EMERGENCY CONTACT INFORMATION** and the **EMERGENCY MEDICAL TREATMENT CHECK OFF ARE MANDATORY**. If "NO" is selected on the Emergency Medical Treatment section, a letter from the parent/guardian must be attached to the registration explaining exactly what course of action is to be followed in case of an emergency situation. It is **EXTREMELY IMPORTANT** that you notify ReCapturing the Vision International if there are any changes in the emergency contact and/or persons authorized to pick-up the student.

PROGRAM HOURS

Below are the hours of operation for the: [After School Tutoring Program](#)

K-5th Grade

6th -8th Grade

Monday through Friday

Monday - Wednesday

1:50 pm to 6:00pm*

3pm to 6pm*

* a late fee will be assessed per child, if not picked up prior to the end of the program. See late pick-up policy for details.

ATTENDANCE

After registering for the [After School Tutoring Program](#), your son/daughter is expected to attend the program on all days that are scheduled for program activities. Excessive absences will result in removal from the program. Kindly provide advance notice of your plan to withdraw your child from the program.

MEALS

Each day a nutritious meal will be provided for your child. Please notify the program manager of any food allergies upon registration. If your child is unable to eat the snacks provided by the program, please contact our office, as you will be responsible for providing a nutritious snack that suits the needs of your child.

CONFIDENTIALITY POLICY

[After School Tutoring Program](#) seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It is committed to developing creative and positive ways for the child's voice to be heard whilst recognizing the responsibility to use, hold and safeguard information received.

This program is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

Parents can expect for the [After School Tutoring Program](#) to adhere to the following confidentiality guidelines:

1. All information about individual children is private and will only be shared with those staff that has a need to know.
2. All social services, medical and personal information about a child will be held in a safe and secure place, which cannot be accessed by individuals other than school staff.

RTV will ensure all information obtained in regards to its students remain confidential. This is designed to protect the student's demographical and academic information. This information includes the student's test scores, medical information. RTV will protect all information in accordance with State and Federal Law and all Funding providers. These records are kept confidential and only released with executed signed Release of Information form. RTV will always comply with the Code of Federal Regulations in accordance with HIPAA requirements.

****Children's Trust has the right to obtain confidential records. All documents provided may be released to Children's Trust when asked, audited, and/or any form of investigation.**

DISCIPLINE POLICY

MAINTENANCE OF APPROPRIATE STUDENT BEHAVIOR

Our program is established for the benefit of all students. The educational goals of the program are accomplished best in a climate of student behavior that is socially acceptable

and conducive to learning. Student behavior that disrupts this process or that infringes upon the rights of others will not be tolerated.

Your son/daughter will be under the supervision of qualified personnel familiar with his/her school. The Code of Student Conduct will be followed as it is in regular school.

Rough conduct, disrespect to activity leaders, destruction of property or equipment, vandalism, use of profanity, or any other undesirable act will result in disciplinary action and, if necessary, removal from the program. You will be contacted about serious and/or repeated misbehavior. Continued violation of established rules and regulation will result in your son's/daughter's exclusion from the program.

The [After School Tutoring Program](#) believes that learning is a continuous process and while learning is not confined to a school building, it is the primary function of our program. This program evolves a certain set of rules and regulations to guide its participants and to facilitate the performance of this function. These rules should reflect a balance between the responsibilities and rights of the student and the responsibilities and rights of the group. They must promote an environment conducive to effective and efficient learning, mutual respect, and cooperation between and among segments of the school community.

The cooperation of many people is necessary to establish and maintain a positive learning environment. Each member of [After School Tutoring Program](#) must assume certain responsibilities to assure the rights of all are protected. The following responsibilities are rights are not all-inclusive, but rather elate specifically of the school discipline.

Responsible and Appropriate Behavior:

- ❖ Students will be respectful of themselves and others.

- ❖ Students will respect property
- ❖ Students will follow program rules

Inappropriate behaviors:

Inappropriate behaviors in the program include physical harm to oneself or others, psychological harm (hurting feelings, making threats) destruction of property (loss, stealing, and vandalism), disruption of the school program, disrespect for staff, and the instigation of inappropriate behavior within a group.

Consequences for inappropriate behavior may include staff:

- ❖ Intervention, parent contact
- ❖ Referral to the administration, and suspension
- ❖ Removed from the program

In dealing with each incident the staff member will keep in mind that the purpose of discipline is to strengthen behavior that will enable the child to grow and appropriately cope with similar experiences in the future.

RTV feels that discipline creates order and allows everyone to be heard and respected. To this end, the following disciplinary actions will be taken when a child displays disruptive behavior.

First Attempt: He/she will be separated from the other students and placed in time out for 5 minutes.

Second Attempt: Parents will be notified of his/her child's behavior and asked to pick child up early from program if behavior continues.

Third Attempt: Child will be removed from the program.

INCIDENT REPORTING POLICY

In the event of accidents resulting in injury ReCapturing the Vision Staff member or teacher volunteer will report the accident to the RTV program coordinator and the and parent immediately. If the parent is not available, a relative or family friend as stated on the student emergency contact card will be contacted. In case neither parent nor contact is available the family physician will be contacted. If needed the emergency rescue squad, 911 will be contacted and the child will be rushed to the hospital. The program coordinator is responsible for ensuring the incident is recorded properly and all necessary documentation is filed.

When an incident occurs with a student involving another student, teacher, or school property the parent will be notified immediately. The teacher will contact ReCapturing the Vision after obtaining control of the situation. All incidents major and minor need to be reported to the program coordinator on the day of the incident. Also, incidents should also be reported to The Children's Trust within three (3) days of the incident. The program coordinator will assess the situation to determine disciplinary action if needed. If the incident results in injury the accident policy then foes in effect immediately.

TRANSPORTATION POLICY

Any student, who is enrolled in the [After School Tutoring Program](#), must follow the rules and regulations in regard to arriving and departing from the program. The Miami-Dade County Public School Board must approve all buses that transport students.

DISMISSAL PROCEDURES

Pick-up: an AUTHORIZED PERSON listed on the student's registration must sign out each student. The authorized person will be asked to present photo identification. Any person

NOT LISTED on the student's registration card **WILL NOT BE ALLOWED** to remove the student from the school. **Authorized Persons: ONLY** those persons listed on your son's/daughter's registration/emergency contact are considered authorized. Family members, if not listed, are not considered authorized to pick up your child. Verification by the program manager will be made before any child is released to a person not listed on the registration form.

WALKING HOME

Students who are authorized by a parent/guardian to walk home must have a signed release by the parent on file. They must also sign out on the attendance sheet before they leave each day. A teacher must dismiss the child off the school property.

Changes in Dismissal Procedures: If there are any changes in the dismissal procedures for your son/daughter, daily or continuous, please notify the after school office in person or in writing immediately. This will help to ensure the safety of your son/daughter. If, for whatever reason, you pick your son/daughter up early from the regular day school program, please contact program manager.

PICK-UP

[After School Tutoring Program](#) closes at 6 p.m. [Monday- Friday for grades k-5 and 6pm](#)
[Monday – Wednesday for grades 6th-8th](#). Parents should make every effort to pick-up their children before closing time, so please consider weather and traffic conditions when making your pick-up arrangements.

LATE PICK-UP

The program, is being funded by The Children's Trust, incorporated the policies and procedures of Miami-Dade County Public Schools.

Our staff is sensitive to unfortunate occurrences that may happen from time to time and a parent may run late. However, policies have been established to ensure our staff is dismissed

in a timely matter. The following disciplinary action will be taken in the event the student is not picked up on time:

First Action: Written and signed agreement to adhere to the pick-up policy of the program plus a late fee to be paid.

Second Action: Contact Department of Children and Families, plus late pick-up fee to be assessed.

Third Action: Suspension from program, plus late pick-up fee to be assessed.

Parents arriving after closing time will be required to sign a form confirming the late pick-up and recognizing that a late pick-up fee will be assessed.

****More than three late pick-ups could result in termination of your child's enrollment in the program.**

HEALTH POLICY

A child with a mild illness symptom that does not interfere with the child's participation in the after school activities, endanger the health of the other children, or require special care will be allowed to attend the program.

Exclusion

1. A child should be removed from after school program when:
 - a. He/she shows signs of infection
 - b. Fever- (100 degrees and above)
 - c. Green discharge from nose
 - d. Vomiting
 - e. Diarrhea
 - f. Unknown skin rash
 - g. Evidence of head lice
 - h. Severe coughing, wheezing, or other difficulty breathing

- i. Conjunctivitis
- j. Abnormal behavior

Readmission

2. Child may return:

- a. When the child has been symptom free for 24 hours
- b. If antibiotics have been prescribed. After that the medication must have been administered for 24 hours.

PARTICIPANT FEEDBACK/CLIENT SATISFACTION SURVEY

AFTER SCHOOL TUTORING PROGRAM

Select your location of choice:

Dr. William A. Chapman Elementary

Coconut Palm Academy

Leisure City K – 8 Center

Pine Villa Elementary

ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK

The [After School Tutoring Program](#) Parent Handbook consists of the following policies and procedures:

- Confidentiality policy
- Discipline Policy
- Transportation Policy
- Late Pick-Up Policy
- Health Policy
- Know Your Childcare Brochure
- Influenza Virus Brochure
- Distracted Driver Brochure

By signing below, I certify that I have received the [After School Tutoring Program](#) Parent Handbook and read it in its entirety and signed and returned the required forms to program staff.

Child's Name (print)

Parent/Guardian Name (print)

Parent/Guardian Signature

Date

