

## Ladders to Success Parent Handbook

### **Ridgecrest Elementary School AFTER SCHOOL PROGRAM**

#### **School Hours of Operation:**

7:15 AM—3:00 PM

#### **Ladders to Success Program Hours of Operation:**

Immediately After School to 6:00 PM

#### **Contacts:**

Supervisor: B. Daniel

Co-Supervisor: M. Evans

334-298-3004

Principal: V. Thomas

Vice Principal: J. Ray

334-298-3004

#### **MISSION**

The mission of Ladders to Success after school program is to provide a safe and nurturing environment in order to:

- Support the learning needs of students who are below proficiency and help close basic skill gaps
- Teach productive study habits and support homework completion
- Provide enriching learning experiences

#### **PROGRAM**

The Ladders to Success after school program provides academic intervention and support in language arts, math, and homework assistance. The components of the program are designed to:

- Improve achievement in ELA and Math
- Provide a helpful environment for homework completion
- Provide students with high quality recreational, social, cultural and enrichment activities facilitated by positive role models

#### **LOCATION**

School Cafeteria or Library (if needed)

#### **HOURS**

The program is open Monday – Friday from 3:20 pm - 6:00 pm. We are not open when regular day school is closed, including holidays, and emergency closings.

## FEES

All Ladders to Success payments must be made prior to your child staying. For example: if your child is staying the week of August 17-21. You must make a payment no later than Monday August 17th. ALL payments must be paid on Myschoolbucks.com. Ladders to Success fees are \$12.00 per day & \$55.00 per week.

## LATE FEES

Late Fees Begin at 6:00 PM. Late fees will be \$1.00 for every minute late.

## DAILY SCHEDULE

- **Snack:** Students will need to bring their own individual snack with them to the after-school program. Due to safety concerns we will not be providing snacks.
- **Homework Club:** Ladders to Success staff members will work with students and to help them complete assignments and strengthen academic skills. Students are responsible for bringing daily homework and supplies to the program. Parents and students are responsible for homework completion. This is a support service. It does not absolve parents of their responsibility to supervise student homework progress.

## ATTENDANCE POLICY AND PROCEDURES

It is required that each child **MUST** be signed out of the after school program each day. If someone other than the child's custodial parent(s) or legal guardian(s) will be picking up the child from the after school program OR if the child is to walk home, prior written authorization must be given. The custodial parent(s) or legal guardian(s) are the only persons who can authorize the site to release the child to another individual. The parent(s) or legal guardian(s) must complete the change on the emergency form prior to the change.

It is imperative that all children be picked up **ON TIME**. Emergency contacts will be called for any child who is not picked up by the end of the after school program time. A late penalty may be assessed and in some cases a child may be suspended or dropped from the after school program if a child is habitually left after the program has ended. State law considers children left at the school site after closing time, without notification, to be abandoned. If this happens, the police may be contacted to take custody of the child.

It is a family's responsibility to notify the Program Supervisor, if the child will be absent. If the child is scheduled to attend and does not report to the after school program, the site staff will make every effort to verify the absence with the school staff and/or contact the parent(s) or legal guardian(s).

## EARLY RELEASE POLICY

A child may be released early from the after school program prior to the end of program time at 6:00 p.m. based on the following conditions:

- Attending another program (sports, dance, etc.)
- Family Emergencies
- Medical appointments
- Weather conditions especially if the child walks home
- Child accidents that occur during program time (program staff should call parent or guardian)
- Other conditions, especially depending on family circumstances

The child will ONLY be released with a parent or designated guardian. The parent or guardian must sign the child out and it is recommended that the child's signature or initial be recorded as well.

### **DISCIPLINE POLICY**

Students are expected to follow the rules in the schoolwide student code of conduct handbook and any other rules that are established by the school and/or Program Supervisor.

In order to maintain a safe and fun environment, staff will work closely with you and your child to ensure proper behavior.

### **ASSESSMENT**

Your comments and suggestions are important to us. As participants, you and your child may be asked to fill out surveys and/or assessments. Information gained from these surveys is strictly confidential. The information is used to help improve the program and to ensure continued funding.

### **HEALTH INFORMATION**

#### **Illness Policy**

If a participant becomes ill, a parent or authorized person will be called to pick up the child.

Health rules are designed to protect the well being of all children. It would be greatly appreciated if you would keep your child at home if experiencing:

- A fever 100.00 and above.
- A cold with heavy nasal discharge
- A persistent cough
- Symptoms such as: sore throat or vomiting
- A contagious disease

If a child becomes ill while at the program and cannot participate in the normal daily routine, the program director may notify a parent emergency contact.

Medication may be administered only to those children for whom the "Request for Administration of Medication During school hours" is on file. The form consists of the following:

- A signed statement from the physician specifying the type and dosage of medication.
- A signed statement from parents requesting such assistance and a promise to keep the school informed, in writing, of any change in type of dosage of medication.
- A signed statement from the parent, which states they understand that the school district assumes no responsibility for assuring that the medication will be administered.

Only trained personnel will give students medication. All medication must be kept in the original container, labeled with the physician's name, phone number, directions, prescription expiration date, prescription directions, and pharmacy contact.

### **ACCIDENT OR INJURY**

An Incident Report will be completed for any incidents your child is responsible for. A Conduct Violation report will be addressed with the parent/guardian when the child is called for at the end of the day. A copy of any Conduct Violation will be placed in the student's file in the office.

### **CHILDREN'S RIGHTS**

Each student receiving services from the program is entitled to the following rights and/or privileges:

- To be treated with respect and dignity in his/her personal relationship with staff and/or other persons
- To be provided with a safe and healthful environment
- To be provided with an environment free from the following: corporal punishment, humiliation, intimidation, ridicule, threats, physical restraint or mental abuse
- To be provided with an environment that includes all of the necessities of care

### **PARENT'S RIGHTS**

Any parent, guardian or child representative has the right to be informed of the appropriate procedure regarding grievances, questions or complaints. The procedure is as follows:

Step #1 – Contact the program's Program Supervisor

Step #2 – Contact the school principal