

C.A.R.E.



Choices, Attitudes, Responsibility & Excellence

After School Parent Handbook
Sherwood Elementary
2022-2023 School Year

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Welcome Letter

Dear Parents and Guardians,

Welcome to C.A.R.E!



The purpose of this handbook is to give you helpful insight into our C.A.R.E. program offered by our Staff at Sherwood Elementary. Please read through all the information. It will provide you with things you need to know about the program, activities, procedures and policies.

Our C.A.R.E program strives to provide an atmosphere that is safe where students can enjoy, grow, and learn. In addition, students will have a block of time to complete any homework they may have, get help if needed, participate in a STEM activity and have social free time all while your LION is with us. We believe the completion of homework will be beneficial to you and your LION, leaving time at home for family activities.

Many thanks to those that have participated in our afterschool program in the previous years. We believe our new components added this year will make us better at what we do here at Sherwood. We urge you to allow your LION to participate in our after school C.A.R.E. program.

If you have any questions, please do not hesitate to contact me here at the school (334-298-7097) or you can email me at lwebb@pcboe.net.

Speaking for our Staff, we look forward to serving your Sherwood LION as we embark on a new school year.

Best Regards,

Leigh Webb
Physical Education Coach
C.A.R.E Coordinator

Mission Statement

The Sherwood C.A.R.E. program seeks to enrich our participants by providing a safe environment with access to all academic and recreational facilities.



C.A.R.E. Goals

Our goals are to provide positive school activities that are safe, secure and nurturing for all participants. Our trained staff and educators will supervise the program. Educational and recreational activities include: a homework block, STEM activities, recreational (social time, games, etc.), arts and crafts and other group activities.



Program Objectives

- Provide a safe and nurturing environment
- Completion of homework assignments
- Provide recreational activities in a safe and fun atmosphere
- Create positive environment
- Provide encouragement and help expand social skills

Registration Procedures and Operations

Process: all students must be registered in advance before the start of the program. A student is considered registered upon the completion of the link (see registration link below) and registration fee is paid (My School Bucks).

Registration Link:

<https://docs.google.com/forms/d/e/1FAIpQLSf4FEOS12ZaSaRkjCzlwhNyHB17fPw9N04lCqMLMSJNlfAowg/viewform>

My School Bucks link sign-up if you don't already have an account:

<https://www.myschoolbucks.com/ver2/getmain.action?clientKey=&requestAction=home>

Enrollment/Fees

Before a student can begin the C.A.R.E. program, a registration form must be completed online (Registration Link above) and a \$25 registration fee must be paid. We prefer all payments made through My School Bucks, however we will take in-person payments (cash only). The daily rate for each participant is 10.00 per day.

Payment Policy/Hours of Operation

- All Registration fees (\$25) are due at the time of registration or prior to the start of school.
- The first payment is due August 5, 2022.
- All rate payments are due each Friday following the initial payment made the first week.
- If payments are not received by Friday (the following week) at 6:00 pm, a late payment of \$10 per child will be charged.
- If the balance on your account has not been paid in full, including late fees by the following Friday, your child cannot participate in C.A.R.E. until balance and late fees are paid.

- All payments are preferably made through My School Bucks, however we will accept cash payments.
- **Drop-Ins-** Are allowed. Registration fee, daily rate, and late fees apply.

Unpaid Balances

All unpaid balances from the 2021-2022 school year must be paid. If you have an unpaid balance from the 2021-2022 school year, arrangements can be made with the Coordinator, Mrs. Webb. This **will not** prevent you from registering your child for C.A.R.E. However, the unpaid balance is expected to be paid, as the services have been rendered.

Hours of Operation

C.A.R.E will begin each day at 3:30pm and end at 6:00pm. Students will receive a snack, complete their homework, participate in a STEM activity, arts & crafts, games, or other specially planned activities.

Daily Schedule Example

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3:30-3:50	Snack	Snack	Snack	Snack	Snack
3:55-4:25	Homework	Arts & Crafts	Homework	Game Day	Homework
4:30-5:00	STEM	Homework	STEM	Homework	Physical Activity
5:00-5:30	Physical Activity	Game Day	Physical Activity	Arts & Crafts	Movie Time
5:30-6:00	***	***	***	***	***

*****All students will return to the cafeteria for pack up and parent pick up.**

Program Dates/Closures

The **First day** of the Program is **August 4, 2022**.

The **Last day** is **May 23, 2022**.

Closures

September 5th & 6th	December 19th-30th	March 17th, 20th-24th
October 10th	January 2nd-4th, 16th	April 28th
November 11th, 21st -25th	February 20th	

Life/Social Skills Development

C.A.R.E stresses the importance of social awareness, relationship, problem-solving, and responsible decision-making skills. Through C.A.R.E, these components are implemented via STEM activities. Students must collaborate, problem solve and make decisions to complete their given task. During this time and others, students will have opportunities to review and practice these important life skills.

STEM (Science, Technology, Engineering, and Mathematics)

All participants will have the opportunity to spend each day designing, creating, inventing, and programming, including Arts & Crafts and other games. They will work with committed educators within the areas of coding, building, electricity and many other opportunities that promote the 4 C's (Communicating, Collaboration, Creativity and).

Sign-In/Sign-Out Procedures

- Daily attendance record is kept on all participants who attend the C.A.R.E program.

- All participants will report to the cafeteria and receive their snack. Staff will monitor students.
- C.A.R.E. staff will then take roll to ensure all participants are checked in.
- Upon check-in of all participants, they will be separated to their specific group based on grade level.
- Pick up is located in the front of the school.

Late Pick-Up-

Our C.A.R.E. program ends at 6:00pm daily. Parents whose children remain past the end time will be charged a \$10 dollar late fee. Your account will be charged the late fee and be due that Friday along with the regular rate.

Behavior Management/Participant Statements

To maintain a friendly, fun and learning environment for all, our C.A.R.E. Team has adopted a policy regarding the behavior management of participants. These policies will ensure a safe and fun learning environment for all. We are here to help our students make good behavioral decisions and create a positive learning environment.

Participants must adhere to the following:

- Demonstrate proper manners at all times.
- Be respectful and courteous. Follow the “Golden Rule”.
- Respect all supplies and facilities needed to participate.
- Communicate with respect to others and staff.
- Respect the belongings of others.
- Always be a good listener and follow instructions
- Participate in activities

Participants will not:

- Use force, harassment, intimidation, or other inappropriate behavior.
- Use inappropriate language or name calling.
- Damages supplies or property
- Bring inappropriate items to the program

Consequences for Unwanted Behavior:

- 1. Verbal Warning:** the student will be reminded of the appropriate behavior and expectations from the staff.
- 2. First Offense:** if the behavior is repeated, the participant will be removed from the activity. Participant may or may not return to the activity, depending on the severity of the incident. Parent will be notified at pickup. Appropriate documentation will be made.
- 3. Second Offense:** the participant will be removed from the activity immediately. The participant may not return to the activity, but must remain out for an appropriate period of time. When student is picked up, the Coordinator will meet with the parent and go over the incident. Ramifications of the 3rd offense are reviewed.
- 4. Third Offense:** the participant's parent will be called immediately for pick up and the student will be suspended for 3 days. The Coordinator will meet with the parent and discuss the 4th offense consequence.
- 5. Fourth Offense:** the participant's parents will be called for immediate pick up. Student will be suspended for 5 days. The program Coordinator will meet with the parent and review the incident and explain the 6th offense.
- 6. Sixth Offense:** the student's parents will be called immediately for pick up. Student will be suspended from the program without refund.

***We understand that each circumstance is different and incidences vary from different levels of severity. Therefore, any time a behavior is deemed extreme by staff, student may be suspended or expelled immediately regardless of the previous number of incidents'.

Safety/Emergency Procedures

An evacuation plan is posted throughout the building. Evacuation drills are reviewed and conducted on a quarterly basis. Students are led out of the building by their teacher and a roll call is taken to ensure all are present. Upon clearance, students will be led back into the building to continue

activities. If a major or life threatening injury or accident occurs during scheduled C.A.R.E. hours, it will be handled in the following manner:

1. 911 will be called immediately
2. Parent or guardian will be notified
3. Based upon the professional decision made by the EMT, student may be transported to the nearest medical facility or the EMT may advise the parent/guardian as to how to treat or care for the student.
4. In the event of a natural disaster, students will remain with their teacher. Parents will be notified. Upon building clearance by First Responders and all students have been accounted for, parent/guardian may pick up their child.

Please return this page after reading the handbook and discussing our goals and expectations with your child.

The C.A.R.E Handbook is to be signed by the parents or guardian and the student. This signature page is to be returned to the C.A.R.E. or Office Staff no later than Friday, August 5, 2022.

Parent/Guardian Name Print

Parent/Guardian Signature

Student Signature

Date: _____

