



360 Lynn Fells Parkway Melrose, MA 02176 [www.MelroseSchools.com](http://www.MelroseSchools.com)

# Melrose Public Schools' After School Enrichment Programming Education Stations

## Parent Handbook 2010-2011

Welcome, and thank you for choosing to be a part of Education Stations, your neighborhood after school enrichment program. Profits from this program directly benefit your student's school and educational experience. The information and procedures in this handbook will help everyone know what to expect, and allow the program to operate effectively. We look forward to our second year serving Melrose students in a fun, safe and productive environment!

*Joseph F. Casey*  
Superintendent of Schools

*Heather Josephson*  
Program Director

### **GENERAL INFORMATION:**

Melrose Education Stations provides balanced enrichment programming at the end of the school day in students' own elementary schools. Professional staff members engage students in a creative, motivating and cooperative atmosphere to further inquiry and development. Three scheduling options are available each day, and students may attend one to five days on a weekly schedule. Students may also attend on a drop-in basis. Aside from afterschool programming, Education Stations also offers enrichment activities during other non-school times including professional development days, some vacation/holidays and summer break.

Enrichment programming makes use of many school facilities including the playground, library, art/music room, computer lab/cart, gym/multipurpose room and kitchen. Homework help, physical activity/games and a daily special are typically offered each day. All activities take place on school grounds, unless previous written permission has been granted for a special activity (i.e. field trips).

### **PROGRAM OBJECTIVES:**

- Enhance students' recreational, intellectual, social and physical development through a variety of participatory enrichment activities in a supportive environment.
- Teach students how to be positive, responsible and contributing community members.
- Provide safe, reliable and caring supervision during non-school hours.

### **CHILDREN'S GROUPINGS:**

*Students are divided into age-appropriate groups each day during rotating stations. A maximum staff-to-student ratio of 1:12 is observed. While groupings vary each day based on enrollment schedules, students will always be with peers. Younger and older students participate separately in many activities, especially those involving physical activity. Enrichment programming is provided at developmentally appropriate levels, with differentiated activities according to children's ages/interests.*

### **STAFF STANDARDS:**

Education Stations' staff is composed of MA certified teachers, highly qualified paraprofessionals and college students. High school juniors and seniors are "mentors", serving as credible role models. The after school staff is familiar to students, as most are teachers and paraprofessionals who typically work in the building during the school day. All staff is cleared by CORI background checks.

Staff is formally observed monthly, and each member receives personalized feedback. Staff receives trainings and updated printed information to enhance job performance and ensure they remain

current with curriculum, policy and procedure. All staff signs a conduct statement outlining policies and expectations. If staff fails to meet program standards or does not follow policy and procedure, they may be immediately terminated.

Volunteers and interns may be used to support existing staff, add program variety, and support students by further reducing student-to-staff ratios. The people selected for these positions are seeking experience in an applied enrichment setting. A thorough selection process and a CORI background check are used to screen candidates. Volunteers and interns are formally observed, given supervision and feedback, and included in ongoing trainings.

### **SNACKS:**

One healthy snack and drink will be provided at the conclusion of the school day. If parents wish, they may send students with their own alternate or additional snack. **PLEASE BE SURE ALL FOOD SENT WITH STUDENTS TO THE AFTER SCHOOL PROGRAM IS PEANUT FREE.** The cost of snacks is included in tuition and not refundable if a student chooses not to eat the provided snack. Parents must be sure to note on the medical/health forms any food allergies or food restrictions that a student may have so appropriate arrangements can be made.

### **DAILY SCHEDULE:**

**Red Train:** Snack and free play ~ 2:20 – 3:15

**Blue Train:** Snack, free play, then rotating education stations ~ 2:20 – 4:30

**Green Train:** Snack, free play, rotating stations, then extended day ~ 2:20 – 6:00

**Drop-in:** No set schedule, attend and pay on a per-visit basis, subject to availability

Students are released directly from school day into the care of Education Stations' staff. Attendance will be taken three times daily: upon check-in (2:20), at the beginning of rotating stations (3:15), and at the beginning of extended day (4:30). Students first have a snack time and then enjoy a free play period, which is typically outdoors (weather permitting). By 3:15 all students on the red train need to be picked up. For students remaining on the blue and green lines, choices for daily rotating education stations are discussed, and students are then grouped to participate in their activities. Stations conclude at 4:25, and all students on the blue train must be picked up by 4:30. Extended day programming runs until 6:00, by which time all students must be signed out by parents/guardians. A late fee of \$1 per minute applies to all train lines and Education Stations' program schedules.

### **SCHEDULING:**

In order to plan for appropriate staffing, quality activities, and to accommodate many families' schedules, students need to be pre-registered to attend on set days of the week. Parents may choose a combination of weekdays and pick up times, but the daily schedule remains constant until a 14-day notice of change is provided. ***Enrollment is guaranteed for students who are registered on a weekly schedule.***

Late registrations, schedule changes with less than 14 days notice, and drop-in attendance will be available on a first come, first-served basis, and are subject to availability. Parents are to contact the site lead with drop in dates/schedule changes, up until the day of the requested services. ***For same-day drop in or schedule changes, please contact the school secretary so the child and his/her teacher may be notified in addition to Education Stations' staff.***

## **TUITION AND REGISTRATION:**

Student enrollment is for the entire 2010-2011 academic school year. A non-refundable \$25 registration fee is due at the time of registration. Tuition is based on a 180-day school year, divided into 10 equal monthly payments. ***Tuition is due by the first day of each month, prior to attendance.*** Students will not be permitted to attend after the 5th calendar day of the month unless tuition is paid in full. Previous registration and payment are required to guarantee placement. Fees for drop-in days or schedule changes are to be paid weekly by every Friday. Please make checks payable to “Melrose Public Schools” and kindly write your child’s name on the memo line.

2010-2011 Monthly Tuition Rates	Monthly Fee 1 day/week	Monthly Fee 2 days/week	Monthly Fee 3 days/week	Monthly Fee 4 days/week	Monthly Fee 5 days/week	DAILY TICKET Drop-in Rates*
<b>Red line pickup by 3:15</b>						
Red Train (first child)	\$40	\$70	\$100	\$135	\$165	\$15
Red Train (ea sibling)	\$35	\$65	\$95	\$125	\$155	\$15
<b>Blue line pickup by 4:30</b>						
Blue Train (first child)	\$85	\$165	\$215	\$285	\$350	\$25*
Blue Train (ea sibling)	\$75	\$150	\$195	\$260	\$325	\$25*
<b>Green line pick up by 6:00</b>						
Green Train (first child)	\$100	\$175	\$265	\$345	\$395	\$30*
Green Train (ea sibling)	\$85	\$150	\$225	\$295	\$335	\$30*

***Please direct all correspondence, registration forms/fees and payments directly to the site lead at the elementary school that students attend during the academic year.*** For summer break only, please contact (781) 462-3271 and send registration/fees to Melrose Public Schools, Attn: Education Stations, 360 Lynn Fells Parkway, Melrose, MA 02176.

Hoover:	(781) 979-2144	<a href="mailto:HooverES@melrose.mec.edu">HooverES@melrose.mec.edu</a>
Horace Mann:	(781) 979-2145	<a href="mailto:HoraceMannES@melrose.mec.edu">HoraceMannES@melrose.mec.edu</a>
Lincoln:	(781) 979-2146	<a href="mailto:LincolnES@melrose.mec.edu">LincolnES@melrose.mec.edu</a>
Roosevelt:	(781) 979-2147	<a href="mailto:RooseveltES@melrose.mec.edu">RooseveltES@melrose.mec.edu</a>
Winthrop:	(781) 979-2148	<a href="mailto:WinthropES@melrose.mec.edu">WinthropES@melrose.mec.edu</a>

## **SCHEDULE EXTENSIONS AND LATE PICK-UP:**

Parents may call to extend a student’s stay on a regularly scheduled day, and drop-in space is generally available. Each train line transfer costs \$15. For example, a student on the red line may stay until 4:30 p.m. for \$15 or until 6:00 p.m. for \$30. A student on the blue line may drop-in to the green line and stay until 6:00 p.m. for \$15. If students on the red or blue line are present beyond their designated attendance period, a late fee of \$1 per minute will be assessed to the maximum of a \$15 charge per train line extension.

The program ends promptly at 6:00 p.m. If a student remains in staff care after that time, parents will be charged \$1.00 per minute until pick-up. Cash or check payment is due at the time of pick-up. These late fees are program policy, and site staff must charge parents when pick-up occurs even a few minutes late. **Please allow enough time for travel, and plan for traffic and weather.** Three late pick-ups within a calendar month may result in termination.

### **RETURNED CHECK AND LATE FEES:**

**A late fee of \$25 will be assessed if student tuition is not paid by the fifth day of the month, or by the Friday following schedule changes/drop in services. Students are then not allowed to attend programming until all late fees and payments are received.** If students are picked up late, parents will be charged \$1 per minute until their student is signed out. Parents will be charged \$25 for returned checks. Tuition and the returned check/late fee are both due within three business days. Timeliness in both picking up students and paying tuition is much appreciated.

### **REFUNDS:**

As tuition payment secures a placement for students and obligates staff, refunds for unused days cannot be given. Refunds of normal tuition payments will not be given for school closures, absent days or other missed days.

### **CLOSURES:**

Education Stations' after school programming begins at 2:20pm and concludes at 6:00 p.m. The program will be **CLOSED** on the following days during the 2010-2011 school year:

September 3<sup>rd</sup> and 6<sup>th</sup> - Labor Day

October 11<sup>th</sup> – Columbus Day

November 11<sup>th</sup> – Veterans' Day

November 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup> – Thanksgiving Break (schools close at 12:00 Nov 24<sup>th</sup>)

December 23<sup>rd</sup>, 24<sup>th</sup>, 27<sup>th</sup>, 31<sup>st</sup> –during Winter Vacation (schools close at 12:30 Dec 23<sup>rd</sup>)

January 17<sup>th</sup> – Martin Luther King Jr. Day

February 18<sup>th</sup> – First day of February break, schools close at 12:30

May 30<sup>th</sup> – Memorial Day

Last Day of School (TBD) - First day of summer vacation, schools close at 12:30

### **FULL DAY PROGRAMS:**

Education Stations offers full day programming on many days school is out of session. Full day programming is consolidated into one building during holiday/vacation day/professional development day periods. The enrollment fee is \$60/day per student, and pre-registration is required. Full day programming begins at 8:15 a.m. and concludes at 6:00 p.m. on the following days:

October 12<sup>th</sup> –Professional Development Full Day Programming

December 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> – Winter Vacation Full Day Programming

February 21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> – February Vacation Full Day Programming

April 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup> – April Vacation Full Day Programming

### **EARLY RELEASE DAYS:**

During the 2010-2011 year, Education Stations begins after school programming daily at 2:20. This start time applies to early release days as well as regular school days. **Parents may register their student to attend the enrichment activities offered at each elementary site by respective principals from the time of early dismissal until 2:20 at an additional cost.** Students will be

checked in from the principals' enrichment activities into Education Stations at 2:20. Please plan to register students ahead of time for the early release days, as Education Stations will not be staffed nor starting programming until 2:20.

### **SNOW DAYS:**

Due to low enrollment in the snow day program during the 2009-2010 school year, coverage on snow days will not be offered during the 2010-2011.

### **RESPONSIBILITIES:**

Education Stations is designed to provide students with meaningful activities in a fun environment. Everyone has a part in helping the program run effectively and consistently.

#### **Supervisor Responsibilities:**

- ★ Continually monitor program design and implementation
- ★ Ensure quality programming is being carried out at each elementary site
- ★ Maintain current records and communications
- ★ Support staff by providing observation, feedback, training and consultation
- ★ Address and resolve student, parent and staff concerns
- ★ Uphold all group leader responsibilities as well as specialized duties listed above
- ★ Other duties as assigned

#### **Group Leader Responsibilities:**

- ★ Actively supervise and support students
- ★ Maintain updated absence, attendance and group lists
- ★ Track student schedules and pick-up times
- ★ Oversee daily activities and activity rotations
- ★ Carry out all program policies and procedures (i.e. discipline, check-in/out, late fees)
- ★ Respond to student and parent concerns
- ★ Show respect and professionalism with students, parents and other team members
- ★ Provide safe, positive and consistent interactions with students
- ★ Manage behavior proactively
- ★ Be an active participant in the play and learning of students
- ★ Other duties as assigned

#### **Parent responsibilities:**

- ★ Read the entire handbook and clarify any questions
- ★ Pay tuition, drop-ins and all fees on time
- ★ Pick-up students on time
- ★ Adhere to all program policies and procedures
- ★ Bring forward any questions or concerns
- ★ Work with staff to resolve any issues
- ★ Keep all information current (i.e. student health, contact numbers, days scheduled for attendance)
- ★ Fill out and return feedback questionnaires to help develop the program

#### **Student responsibilities:**

- ★ Be safe, kind, respectful and responsible towards myself and others
- ★ Follow staff directions
- ★ Have fun and try new things

- ★ Stay with my group and ask before leaving
- ★ Tell a staff member if I feel hurt or unsafe in any way
- ★ Tell a staff member if I see other kids acting in an unkind or unsafe way
- ★ Answer questions so I can help the program get better and better

## **DISCIPLINE POLICY:**

Melrose Education Stations provides a positive and social learning environment where students can be safe both emotionally and physically. The discipline policy is designed to help students grow and develop their behavioral and emotional competence.

The following supports are in place to encourage positive behaviors.

- ★ Students are taught the rules and consequences of both expected and inappropriate behaviors
- ★ Rules and behavioral expectations are reviewed frequently (see below)
- ★ Students are recognized for following the rules and demonstrating positive behaviors/social skills
- ★ Students are taught to self-reflect and assess their own behavior/choices
- ★ Students are encouraged to recognize others when good social/problem-solving skills are shown
- ★ While support is always available, students are encouraged for working out issues independently
- ★ Students work together to demonstrate group cohesion/cooperation and are reinforced as a whole

In order to protect the rights and dignity of all students, inappropriate behaviors will be addressed in a proactive and consistent manner. The following protocol is written for students, and serves as the Education Stations' discipline procedure.

All students and staff are expected to abide by the rules, which are:

1. **Be safe** - keep everyone protected by looking out for others and controlling myself
2. **Be kind** – say and do things that help build good feelings
3. **Be respectful** - follow directions, recognize everyone's rights, and be positive
4. **Be responsible** - do my personal best, think about my choices, and be a good group member

Education Stations is a place for learning, fun and friends. I can help solve problems if they come up. I know that my job is to tell an adult if I feel hurt or unsafe. I will tell an adult if I see someone acting unkind or unsafe. I know that all kids and adults are expected to follow the same rules.

If I break the rules, I'll try each day to make better choices. Every day is a fresh start.

Infraction	Staff says	What staff will do...	What I will do...
Minor	"This is your warning"	Staff will tell me what behavior needs to change, and tell me what I should be doing instead. Staff will talk with me privately, help me name better choices and make a plan to fix the problem.	I will realize that it is time to pay more attention to my behavior and do better. I will use my plan and make better choices. I will try harder to think about and follow the rules.
After one minor OR Just one significant	"Time for a pause"	Staff will ask me to leave the group and complete a think time sheet. Later they will help me understand what I need to do to get back into the group. Staff will let my parents know what happened.	I will think about what happened and fill out the sheet honestly. After we talk, I will make better choices so I can be with the group and do fun activities.

Infraction	Staff says	What staff will do...	What I will do...
Severe	"No more chances today"	Staff will give me a safe area to stay in, away from the group until I am picked up. They will talk with my parent(s) and I may not be allowed to come to my next scheduled day(s) of after school.	I will understand that I can't participate in any more games/activities the rest of the day. I will talk with my parents about how to make better choices when I come back next time.

I do not get any warnings if hurt someone, disrespect adults, use inappropriate language, intimidate/bully others, leave the group or disrespect school property or do something else serious. My parents do not get their money back for a suspension day, and staff decisions are final. I know these rules are to help everyone have a fun and safe time. I understand all the rules, and what will happen if I break them. I agree to follow the rules and behave in a safe, kind, respectful and responsible way.

Students may be immediately removed from programming for serious offenses including but not limited to:

- x Physically harming or endangering another person
- x Insubordination
- x Inappropriate language
- x Harassment, verbal abuse, intimidation or bullying
- x Abuse of school property

Parents will be contacted if their student is demonstrating behavioral difficulties. ***While staff will work earnestly with parents to facilitate continued participation in the program, students may be removed from the program permanently for failure to follow the behavior policy or if their attendance causes others undue hardship.*** Students may be immediately and permanently terminated from the program for serious offenses. Parent(s) will be contacted, and the student prepared for departure. Such serious offenses include but are not limited to:

- x Leaving the group or grounds without permission, intentionally going missing
- x Bringing drugs, alcohol or dangerous objects/weapons
- x Endangering his or her own safety or the safety of others in the program

## **PREVENTING AND ADDRESSING ABUSE AND NEGLECT**

Education Stations policies intended to prevent and address abuse and neglect include:

- Employees are never to be behind closed doors while alone with a student.
- All activities and staff interactions with children should be observable and able to be interrupted by another staff member "popping in" at any point in programming.
- In general, staff should avoid one-on-one situations/contact with a student. If an exception either of the two preceding policies is necessary or should occur, the incident must be immediately documented by the employee(s) involved by filling out a "Policy Breach" form.
- ◆ Staff structure promotes an open and proactive atmosphere through assigning clear supervisory roles and responsibilities. Group leaders and mentors are teamed to jointly supervise the same group of students
- ◆ Generous staffing encourages supervision of both students and other staff. Education Stations adheres to a low student to staff ratio, usually at 8:1 and never to exceed 12:1
- ◆ Supervisory staff circulate among groups and spontaneously check groups across campus.

- ◆ “Line leaders” and “sweepers” are assigned when moving groups. A staff member is to be posted at the front and at the back of the line with students in the middle. When moving groups of students a line is to be formed, with adults leading and ending
- If a staff member suspects a student has been, or is being abused or neglected by anyone (another minor or adult) they are to report immediately to the program director.
- The program director will report to DCFS any suspected cases of abuse or neglect.
- All licensed educators are required to file directly with DCFS.
- **Anyone** who suspects childhood abuse or neglect may directly file a report with DCFS.

## **PREVENTING AND ADDRESSING BULLYING AND ANTISOCIAL BEHAVIOR**

Cultivating an inclusive culture of kindness is the program’s best line of defense against unkind, bullying and antisocial behaviors.

- Education Stations employees must be rigorously supportive of the mission to create an atmosphere of camaraderie and emotional safety. **Staff must be proactive and responsive** to intervene if unkind, bullying or antisocial behavior is observed or reported. The response of adults and mentors to children’s unkind or inconsiderate behaviors is critical. By responding swiftly and consistently, staff shows all students that the rules will be followed, and everyone may feel safe. Every staff member is responsible to demonstrate to students the respectful types of behaviors that are expected, and follow up faithfully when unkind, bullying or antisocial behavior is demonstrated. Employees are absolutely expected to act on student reports or complaints to ensure the after school environment is friendly and comfortable for everyone.
- Clear rules and consequences are set and followed. See the discipline section of this handbook. Students are directly taught the rules/consequences at Education Stations, and they are reviewed regularly. If students/staff act in an unsafe, unkind, disrespectful or irresponsible manner or violate the dignity and rights of other children/staff they will be immediately removed and the incident documented and processed with the student(s), their parent(s) as appropriate.
- Activities that develop group identification and belonging are practiced regularly, like gathering times and open circle exercises. Team-building and cooperative games help reinforce the inclusive culture of kindness at Education Stations. Staff and students are encouraged to behave as a team to which everyone belongs and contributes.

## **STAFF CONDUCT:**

Staff members are expected to:

- ❖ Model positive communication and behaviors
- ❖ Respect and listen to students while setting appropriate limits and understanding personal situations that influence each student
- ❖ Maintain confidentiality of students and their families

Staff is prohibited from using negative or controlling forms of discipline including but not limited to:

- Physical punishment, spanking, or other corporal means
- Humiliation, intimidation, disparaging remarks/names or other forms of verbal abuse
- Sexual or explicit language, behavior, contact or exposure
- Neglect
- Depriving students of bodily necessities (access to snacks, drinks, and bathrooms)
- Disciplining a student for soiling or wetting themselves
- Using deceit or abusing their position of authority in any way

## **MEDICAL CONSIDERATIONS:**

If students have any special medical or dietary needs, please be sure appropriate documentation has been detailed on registration forms. Parents are responsible to alert the site lead in writing of any specific medical needs. All medications must be filed through the school with accompanying treatment/medication forms. No medication will be accepted or administered without going through these steps. Arrangements will then be made to administer medication on an as-needed basis.

## **EMERGENCIES:**

Emergency situations will be assessed and acted upon with the best interest of the student in mind. While supervisory staff is First Aide and CPR trained, in the event of a serious injury an ambulance will be called and the student transported to the nearest medical facility for treatment. The student's parents and pediatrician will immediately be notified.

## **SICKNESS:**

Students who have gone home sick during the school day will not be allowed back the same day for the after school enrichment program. Parents will be notified if their student is demonstrating mild discomfort (headache, lethargy). Students feeling slightly unwell will be provided quiet rest time if parents and staff agree remaining on-site is appropriate. To support the safety and health of all students, parents will be contacted and asked to provide transportation home as soon as possible if their student has a temperature, a contagious disease or is vomiting. Parents are asked to notify the building nurse if their student has a communicable disease (i.e. chicken pox) to allow staff to alert other parents to be aware of any signs of illness.

## **ALLERGIES:**

Due to the growing number and severity of peanut allergies, *parents are asked to be sure all food their student brings from home is peanut-free.* Provided snacks will be peanut free as well. Certainly, students have allergies to a host of other foods and substances. If students have allergic conditions, clear and current information is essential. Be sure appropriate documentation has been noted on registration forms. Treatment/medication forms must be filed through the school and instructions provided. Students with known significant allergies will not be allowed to attend until appropriate medication forms are submitted and EpiPen/reaction medication provided. Staff will all be apprised of student allergies and take appropriate precautions. Feel free to contact the building lead at any time to ensure student needs are being met preventatively.

## **PROGRAM MONITORING:**

The program director will be at each elementary school weekly to observe staff and program implementation. The building principal will be available to support the program at her/his own site. Each building has a designated site lead and an appropriate number of staff present until 6:00 p.m.

Students, parents, teachers and staff will be asked to report their perceptions and opinions of the program via questionnaires or other measures periodically throughout the year. This information will assist in program development and may help secure grant funding in the future, which may reduce tuition costs.

## **SCHOOL-BASED POLICIES:**

***After checking in with the building lead***, students who have enrolled/signed-up for after school help and/or activities (Brownies, Global Child, etc.) will be able to attend the aforesaid activities and then check back in to the after school program to finish their train ride for the day.

Students who have detention must serve the assigned detention prior to rejoining their after school program. Those students who have been suspended from school are ineligible to attend the after school program until the suspension period has been served.

In order to respect building teachers' classrooms and property, students are not allowed back in their classrooms after school ends. In order to maintain a closed and safe campus, the public is not allowed in the building for restroom access etc. Parents are asked to remain in the designated pick up/drop off areas and are not allowed to access the rest of the building except by authorization of the building principal. ***After school staff does not have authority to grant parents/public access to the building.***

## **WITHDRAWAL:**

Parents are required to give a two week written notice of their intent to withdraw a student from programming. Refunds will not be issued for unused days.

## **TERMINATION:**

Enrollment of a student may be terminated at any time if, in the judgment of program director and/or the building principal, further participation in the program is not in the best interest of the student, other students or the program. While the program staff will work with families and students to navigate difficult situations within reason, the general safety and well-being of all students must be the prevailing consideration.

Students may be terminated or suspended for the following reasons including, but not limited to:

- Repeated failure by parents to pay tuition/fees on time or unpaid balances.
- Student's behavior and discipline issues affect the health, welfare or safety of themselves or others.
- Parent/guardian's maltreatment of staff.
- Continued late pick-ups.
- Lack of program policy support or follow through by parents/guardians (i.e. sickness).
- Inappropriateness of program to meet the needs of the student.

## **PERSONAL PROPERTY AND DRESS:**

Students are responsible for all of their personal property. Parents are encouraged to label student belongings. Staff help students get organized but will not be responsible for lost/damaged property. Unclaimed items will be deposited in the school's general lost and found. ***Students should not bring items of personal value such as toys, money, or electronics.*** In cold weather, students without adequately warm clothing may not be permitted to go outside.

### **HOMEWORK AND ACADEMIC SUPPORT:**

In order to encourage students to complete their homework, they will be provided with a quiet area, time and access to help. Staff is intended to facilitate the homework process and support students in completing assignments. On the general registration form, parents indicate if they require their student to spend some time each day at the homework station. Parents are asked to discuss this choice with students, so children understand how they are expected to spend their time after school.

### **NEWSLETTERS, E-MAIL AND RELEASE:**

Parents and teachers will receive a monthly newsletter to keep them apprised of program happenings. Suggestions and feedback are welcomed. E-mail notifications will be sent regularly with relevant registration and program information. Student accomplishments are celebrated, and often photos may be taken. Please understand that students may be video recorded, tape recorded or photographed as a part of on-going activities or special occasions. Student images/voice may be recorded and released via newspapers and other public venues.

### **COMMUNITY PARTICIPATION:**

Education Stations welcomes community members to share areas of expertise or interest with students. Presentations are scheduled throughout each month to provide a range of topics and presenters. Please consider sharing a personal hobby or passion with students on a weekly, monthly or one-time basis. Presentations are facilitated at each presenter's convenience. Contact the building lead with any questions.