



Melrose Public Schools'
After School Enrichment Programming
Education Stations

Parent Handbook
2011-2012

After school questions/registrations are handled at each site.

Hoover Elementary Education Stations

(781) 979-2144

HooverES@melrose.mec.edu

37 Glendower Road, Melrose MA 02176

Horace Mann Elementary Education Stations

(781) 979-2145

HoraceMannES@melrose.mec.edu

40 Damon Avenue, Melrose MA 02176

Lincoln Elementary Education Stations

(781) 979-2146

LincolnES@melrose.mec.edu

80 West Wyoming Avenue, Melrose MA 02176

Roosevelt Elementary Education Stations

(781) 979-2147

RooseveltES@melrose.mec.edu

253 Vinton Street, Melrose MA 02176

Winthrop Elementary Education Stations

(781) 979-2148

WinthropES@melrose.mec.edu

162 First Street, Melrose MA 02176

Administrative and summer programming/Campus KIDS contacts:

General Line (781) 462-3271

EducationStations@melrose.mec.edu

360 Lynn Fells Parkway, Melrose MA 02176

Dear Parents and Guardians,

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 third year serving Melrose students in a fun, safe and productive environment!

Joseph F. Casey
Superintendent of Schools

Heather Josephson
Program Director

Arianna Miliotis
Head Site Coordinator

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 variety of daily activities are typically offered each day. All activities take place on school grounds, unless previous written permission has been granted for a field trip.

PROGRAM OBJECTIVES:

- Encourage well rounded development through a variety of participatory enrichment activities.
- Teach students 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.

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 the 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. Students remaining on the blue/green lines then participate in a rotation of "station" activities: Move and Groove (gym games), Daily Sampler (variety of activities), and Homework Zone. 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 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. Parents may choose a combination of weekdays and pick up times to suit their schedule. Drop in services may be used to accommodate unusual or temporary schedule needs. ***Enrollment is guaranteed for students who are registered on a weekly schedule.*** Drop-in attendance and late registrations are subject to availability. Parents may call to extend a student's stay on a regularly scheduled day if drop-in space is available.

Schedules must remain the same throughout each calendar month, with the exception of drop-ins. Parents may submit schedule changes, which will be effective the following month. Schedule change forms must be filled out by parents, and are due by the 15th calendar day of the preceding month (i.e. schedule changes for December are due by November 15th).

Parents are to contact the site coordinator 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 after school staff.***

TUITION AND REGISTRATION:

Student enrollment is for the entire 2011-2012 academic school year. Previous registration and payment are required to guarantee placement. A non-refundable \$25 registration fee is due at the time of registration. Registration for students attending the first month of programming is due by 8/02/11, after which time a late fee of \$25 will apply. ***Tuition is due by the first day of each month, prior to attendance. Payment for drop-in services and late fees are due at time of pick up.*** Students will not be permitted to attend after the 5th calendar day of the month unless tuition is paid in full. Please make checks payable to "Melrose Public Schools" and kindly write your child's name on the memo line.

Tuition is based on a 180-day school year, divided into 10 equal monthly payments. This means parents pay the same amount each month for a given schedule, regardless of how many actual service days occur. For example, the monthly payment for a student to attend M-F until 4:30 costs \$350 in both March (which has 22 after school service days) and April (which has 15 after school service days). This flat monthly fee allows parents to budget for consistent, predictable charges.

Tuition may be paid by personal check, credit card (via the MelroseSchools.com online payment center), bank-issued checks or personal online bank payments. Please be sure banks issuing checks send them to the correct address, the elementary school students attend. Addresses are listed on the first page of this handbook. Please ensure the student's name is identified on all checks.

Please direct all correspondence, registration forms/fees and payments directly to the elementary school students attend ATTN: Education Stations.

Hoover:	(781) 979-2144	HooverES@melrose.mec.edu
Horace Mann:	(781) 979-2145	HoraceMannES@melrose.mec.edu
Lincoln:	(781) 979-2146	LincolnES@melrose.mec.edu
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2011-2012 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*
Red line pickup by 3:15						
Red Train (first child)	\$40	\$70	\$100	\$135	\$165	\$15*
Red Train (ea sibling)	\$32	\$59	\$86	\$113	\$140	\$15*
Blue line pickup by 4:30						
Blue Train (first child)	\$85	\$165	\$215	\$285	\$350	\$25*
Blue Train (ea sibling)	\$68	\$125	\$176	\$234	\$293	\$25*
Green line pick up by 6:00						
Green Train (first child)	\$100	\$175	\$265	\$345	\$395	\$30*
Green Train (ea sibling)	\$76	\$135	\$202	\$265	\$300	\$30*

*Students regularly scheduled on red/blue lines may extend their stay by doing a "train change" for \$15 per line.

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 account for traffic and driving conditions, as late fees apply despite weather.

LATE FEES AND RETURNED CHECKS:

A late fee of \$25 will be assessed if student tuition is not paid by the fifth day of the month. Students are then not allowed to attend programming until all late fees and tuition 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/materials, ***refunds nor credits for unused days can be given.*** Refunds of normal tuition payments will not be given for school closures, absent days or other missed days. Parents are responsible for payment of all registered periods, whether or not the child actually attends.

CLOSURES FOR AFTER SCHOOL PROGRAM:

Education Stations' after school programming begins at 2:20pm and concludes at 6:00 p.m. The routine after school program will be **CLOSED** on days school is not in session. The after school program will be **CLOSED** on the following days of the 2011-2012 school year. Parents may register their child for full day programming at a separate tuition fee on many of these days (see below).

September 2nd and 5th – Labor Day

October 10th – Columbus Day

November 8th –Professional Development Day

November 11th – Veterans' Day

November 23th, 24th, 25th – Thanksgiving Break (schools close at 12:00 Nov 23th)

December 26th, 27th, 28th, 29th, 30th and January 2nd – Winter Vacation

January 16th – Martin Luther King Jr. Day

February 20th, 21st, 22nd, 23rd, 24th – February Vacation

April 6nd – Good Friday

April 16th, 17th, 18th, 19th, 20th – April Vacation

May 28th – Memorial Day

FULL DAY PROGRAMS:

Education Stations offers full day programming on many days school is out of session. Full day programming begins at 8:15 a.m. and concludes at 6:00 p.m. During these days, programming is consolidated into one building. The enrollment fee is \$60/day per student, and pre-registration is required. ***Programming on any of these days may be cancelled with two weeks' notice if an insufficient number of students have registered.***

November 8th –Professional Development Full Day Programming

December 26th, 27th, 28th, 29th, 30th and January 2nd – Winter Vacation Full Day Programming

January 16th – Martin Luther King Jr. Day Full Day Programming

February 20th, 21st, 22nd, 23rd, 24th – February Vacation Full Day Programming

April 6nd – Good Friday – Full Day Programming

April 16th, 17th, 18th, 19th, 20th – April Vacation Full Day Programming

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.

EARLY RELEASE DAYS:

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 ahead and register students with the principals' program on early release days if these services are needed. Education Stations will not be staffed nor starting programming until 2:20 on early release days.

SNOW DAYS:

All Education Stations' programming will be closed on snow days. School days that are cancelled due to inclement weather are added to the end of the academic year. After school programming will be extended according to the school calendar. No refunds will be given for after school days cancelled due to snow, as these service days will be completed in June at no extra charge.

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)

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

STAFF STANDARDS AND CONDUCT

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 many 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, and each receives 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 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.

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 (needed access to food, drinks, and bathrooms)
- Disciplining a student for soiling or wetting themselves
- Using deceit or abusing their position of authority in any way

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 social, 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 follow 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/staff, use inappropriate language, intimidate/bully others, leave the group without permission, disrespect school property or do something else serious. My parents do not get their money back for suspension days, 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:

- × Physically harming or endangering another person
- × Insubordination
- × Inappropriate language
- × Harassment, verbal abuse, intimidation or bullying
- × 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:

- × Leaving the group or grounds without permission, intentionally going missing
- × Bringing drugs, alcohol or dangerous objects/weapons
- × 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 about 8:1 and never to exceed 12:1
- ◆ Supervisory staff circulates 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 the procession.
- 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.

Procedural measures to prevent and address bullying and antisocial behaviors include:

- 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.

MEDICAL CONSIDERATIONS:

Parents are responsible to alert the site coordinator in writing of any specific medical needs. If students have any special medical or dietary needs, please be sure appropriate information has been provided on registration forms. If a student may require medication or treatment while attending the after school program, parents must submit a treatment/medication form. All medications must be in original packaging/container and display the child's prescription. 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 been diagnosed 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 and necessary medication provided. Staff will be informed regarding student allergies and take appropriate precautions. Feel free to contact the site coordinator 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 coordinator and an appropriate number of staff present.

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

SCHOOL-BASED POLICIES:

If students will be attending another activity after school in the building, they must first be checked in with Education Stations. After the other activity (tutoring, brownies etc.) concludes, supervising adults are to return students back into the care of the site coordinator.

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. Parents/students 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.***

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/discipline issues are affecting the welfare/ 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 site coordinator with any questions.