

# PROGRAM DESCRIPTION

W.I.N.G.S. After School Program was formed to create an environment where students can reach their highest potential in academics, physical fitness and artistic talent.

## HOURS AND DAYS OF OPERATION

W.I.N.G.S. After School Program is from 3:30 - 6:00 p.m., Monday through Friday. On school designated Early Dismissal Days (Every Wednesday), W.I.N.G.S. operates from 2:00 - 6:00 p.m. On Early Dismissal Days due to inclement weather, W.I.N.G.S. is closed. On school holidays, in-service days, and professional development days, W.I.N.G.S. is closed.

## SCHEDULE

A typical after school schedule is as follows:

3:30 - 4:00	Snack and Bathroom Break
4:00 - 5:30	Academic Assistance/Physical Activities Creative Arts Enrichment
5:30 - 6:00	Dismissal/ Free Time

## REGISTRATION

The following forms must be completed for registration:

- 1) General registration form
- 2) Physical form (updated and valid within 1 year of enrollment date)
  - \* should be updated every 2 years once enrolled
  - \* only the After School physical form is accepted
- 3) Complete Immunization records (as applicable to age of child)
  - \* 5 Doses of Diphtheria/Tetanus (minimum of 4 to be enrolled)
  - \* 4 Doses of Polio Vaccine (Oral or Shot) (minimum of 3 to enroll)
  - \* 3 Doses of Hepatitis B
  - \* 2 Doses of Measles, Mumps, Rubella (MMR)
  - \* 1 Dose of Varicella
  - \* Any record of doses of HIB and Pneumococcal immunizations
- 4) Parent/Program Agreement
- 5) Payment Agreement
- 6) Parent Consent Form
- 7) Emergency Contact/Release Form
- 8) Pick-up Procedures Agreement

ALL REGISTRATION FORMS MUST BE COMPLETE IN ORDER FOR CHILD TO BEGIN THE AFTER SCHOOL PROGRAM.

## **PAYMENTS**

There is a \$25.00 registration fee for all new students. This fee is a one time fee. There is a \$15.00 per day fee, and a \$75.00 payment for each week. Payments must be made every Friday before an actual week's attendance. Parents will also have the following Monday to make payments. Any payments received after Monday will be charged a \$10.00 late fee for the 1st week. If a payment is not made by the following Monday, parents will be charged an addition \$15.00 late fee for the 2<sup>nd</sup> week. A notice will be sent informing the parent that if a payment is not made by the 2<sup>nd</sup> week, your child will be suspension from the after school program until the total payment plus both late fees are received. Payments are to be made by CASH and/or MONEY ORDER ONLY. Credits of payments can be given to only EXCUSED ABSENCES.

Excused absences include:

- Medical and dental appointments  
(with follow-up copy of appointment slip)
- Long term illness (with follow-up doctor's/hospital's excuse)
- Vacation/trips (with one week notice)
- Early dismissal due to extreme Family Emergencies  
(please explain)

\*In order for credit to be given, documentation must be submitted\*

Unexcused absences include:

- Short term sickness
- Early dismissal due to sickness or early pick-up

## **DISCIPLINE AND DISMISSAL**

The W.I.N.G.S. After School Program operates differently than Independence Charter School. Because of the nature of the activities, student safety, participation and respect for others (including teachers) in order for all students to have meaningful participation and engagement in the activities is most valued in the after school program. W.I.N.G.S. operates on a 'Three Strikes, Your Out" Discipline model. This discipline procedure is as follows:

- 1) Student receives a verbal warning. Teacher models/explains

appropriate behavior.

- 2) If student continues with the negative behavior, the student receives a 10 minute time-out in the activity to think about his/her behavior and how to fix it. The teacher talks with the student about his/her behavior.
- 3) If student continues with the negative behavior, the student is taken to the front office and has an extended time-out for the entire time of the activity. Student talks with the After School Coordinator. An incident form is filled out. The After School Coordinator meets with the parent to talk about the incident. Parent signs incident form and receives a copy. Form is placed in the student after school file.

If a student receives five incident forms within a month's time, the After School Coordinator and parent will meet to discuss whether the program is suitable to the child. Changes in activities may be made. If a student receives five more incident forms after this meeting, the student may be asked to leave the program. Parents will be given 2 weeks to find a replacement after school program.

### **PICK UP PROCEDURES**

Parents are to pick up their child (ren) no later than 6 p.m. If a parent picks up a child after 6 p.m., he/she will be charged a late fee of \$1.00/minute. Parents are to notify the After School Coordinator immediately of any delays in pick-up.

Only those listed on the Emergency Contact/Release form may pick up a student. If there are any changes to the list, please notify the After School Coordinator immediately. If there are changes due to emergencies, please call and speak directly to the After School Coordinator so that a "Verbal Request for Release of Child" Form may be completed.

# W.I.N.G.S. After School Program

Independence Charter School

## Student Registration Form (2007 – 2008)

Start Date \_\_\_\_\_

Child's Name \_\_\_\_\_  
Last First

Address \_\_\_\_\_ Apt. # \_\_\_\_\_

\_\_\_\_\_ City State Zip

Home # ( ) \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade \_\_\_\_\_

Sex: M F (Circle One)

Racial/Ethnic Identity: \_\_\_\_\_

Allergies/Health Problems (Explain)

\_\_\_\_\_  
\_\_\_\_\_

.....

Parent/Legal Guardian's Name

(Mr. Ms. Mrs.) \_\_\_\_\_  
First Last

Address \_\_\_\_\_ Apt. # \_\_\_\_\_

\_\_\_\_\_ City State Zip

Home # ( ) \_\_\_\_\_ Work # ( ) \_\_\_\_\_

Alternate # ( ) \_\_\_\_\_