

# COACH K'S KIDS



WILLOW CHARTER ACADEMY



# HANDBOOK

2024-2025



## **COACH K'S KIDS BEFORE & AFTER SCHOOL PROGRAM HANDBOOK**

### **Statement of Purpose:**

The Purpose of the Before/After School Programs are to serve the school and parents, by providing Willow Charter Academy scholars with an environment that is safe, comfortable, and nurturing. This innovative before- and after-school program allows kindergarten and school-age children to balance learning and fun, through a variety of experiences. Before school begins and after school ends, children need to be engaged in a comfortable, yet stimulating childcare environment. We offer a wide variety of activities. Some of them include homework help, physical activities, and social emotional learning. Our program is designed, so that everyone goes home happy.

### **Program Statement:**

Coach K's Kids Before School Program is offered Monday through Friday from 6:00 A.M. to 7:30 A.M. Coach K's Kids After School Program is offered Monday through Friday from 3:30 P.M. until 6:00 P.M. Coach K's Kids Before and After School Programs are offered to all enrolled Willow Charter Academy Scholars.

### **Program Goals:**

- To provide study/homework time.
- To provide an opportunity for free play, reading, and age-appropriate games and crafts.
- To provide supervised playground time and recreational activities to enhance fitness.
- To provide an opportunity for social emotional learning.

### **Registration and Enrollment:**

Beginning July 1, 2024, registration for the 2024-2025 school year will begin. All the required forms can be requested by emailing [coachskids@gmail.com](mailto:coachskids@gmail.com) or in the school front office. Paperwork can be turned into the school office or emailed to [coachskids@gmail.com](mailto:coachskids@gmail.com). There is open enrollment throughout the school year and parents must complete and sign a registration form each year. They are also responsible for making sure that all contact and emergency information is kept current. A \$25.00 yearly enrollment fee for Coach K's Kids participants is due at the time of registration. All parents must have a completed registration form, release of liability form, pickup authorization form on file.

**PROGRAM FEES:**

Coach K's Kids before and after care fees schedule is listed below. Fees will be billed monthly and must be paid on or before the **FIRST DAY** of the month.

**Rates/Month**

	<b>Full-Time 5 days a week</b>	<b>Part-Time 4 days a week</b>	<b>Part-Time 3 days a week</b>	<b>Part-Time 2 days a week</b>	<b>Part-Time 1 day a week</b>
<b>1 CHILD</b>	\$140.00	\$120.00	\$105.00	\$74.00	\$42.00
<b>2 CHILDREN</b>	\$220.00	\$200.00	\$185.00	\$136.00	\$74.00
<b>3 CHILDREN</b>	\$280.00	\$245.00	\$265.00	\$196.00	\$106.00
<b>4 CHILDREN</b>	\$340.00	\$333.00	\$326.00	\$254.00	\$138.00

**Drop-In Policy/Fees**

Parents who wish that their child/children stay in the Before/After School Program, as a "Drop-In," must send an email. For Before School Care, an email must be sent to coachskids@gmail.com, before 6:00 A.M. Regarding the After School Program, 2:00 P.M. is the cutoff. The email must state the name of the person you are authorizing to pick up your child/children. A cell phone number is required for the person authorized to pick up, the parent and the name and phone number of an emergency contact. Drop-In fees are \$10 per day.

**Hours and Days (Days Not in Session)**

Coach K's Kids Before School Program hours are Monday through Friday, from 6:00 A.M. until 7:35 A.M. Coach K's Kids After School Program hours are Monday through Friday, from 3:30 P.M. until 6:00 P.M. The program will not operate on weekends, during holidays, breaks or vacation (i.e., Christmas Holidays, Spring Break, and summer vacation). The Before/After School Program will not be available during teacher workdays. Coach K's Kids will be closed for inclement weather.

**Emergency Contact:**

If you need to contact your child or the Program personnel during the program hours, you may call 337-446-7932.

**Release of Children:**

Before School Program students will be released to the teacher. Students enrolled in the After School Program will only be released to persons listed on the pick-up authorization form. If there is a need for someone, other than a previously authorized person listed on the form to pick up a student, the primary parent must send an email authorization. The email must be sent on that day, by 2:00 P.M, to coachskids@gmail.com. That email must include both the name and a contact phone number for the person who will be picking up the student. If students are not picked up by 6:00 P.M., parents will be called. If parents cannot be reached, the other authorized persons listed on the authorization form will be called to pick up the student.

**Pick Up Time/Late Fee Schedule:**

After School Program students must be picked up promptly at 6:00 P.M. Late fees of \$1.00 per minute will be charged beginning at 6:01 P.M.

**Student Illness, Accidents, or Injuries:**

Students with any type of infectious illness, communicable disease, infection of the skin, or head lice must receive proper treatment, from a physician, before participating in the Before/After School Program. Students must be fever free for a full 24-hour period, without medication, before participating in the Before/After School Program. If your student becomes ill or injured during the Before/After School Program, you will be contacted immediately. If parents cannot be reached, an emergency contact will be called. In the case of an extreme emergency, where the Before/After School Program is unable to contact the parents or emergency contacts, a doctor or hospital of the Program Directors choosing, will be contacted. They will administer emergency aid to the student. Minor injuries will be addressed by the Program Directors. Parents will be informed of all injuries and an injury report form will be filled out.

**Personal Articles:**

Students should not bring any items that are not allowed in the WCA School Policy Guide. The program will not be responsible for lost, stolen, or traded items.

**Discipline Policy:**

As part of Coach K's Kids, students are always expected to behave in an obedient, respectful manner. The Before/After School Program will follow the behavior and discipline policies in the Willow Charter Academy student handbook.

**Emergency Situations:**

- A. In case of an emergency, please do not call the school. We will call every parent, in alphabetical order, to let parents know of the emergency and instructions will be given for picking up the child.
  
- B. If the parent will be late picking up the child and we have not been notified, we will contact the parent/guardian, or the emergency contacts listed on the enrollment form. If no one can be contacted, a staff member will remain with the child for one hour. After an hour, the Administration/Director will be notified, and he will contact local authorities.

**Coach K's Kids Before and After School Programs will follow all Willow Charter Academy weather related closures.**

# Coach K's Kids

## Before & After School Program

### Family Agreement Form

I have carefully reviewed the Parent/Student Handbook for Coach K's Kids. I understand and agree to comply with the rules and policies as stated in the Parent /Student Handbook.

Please also sign the financial agreement.

**FAILURE TO COMPLY WITH THE POLICIES AND PROCEDURES OF Coach K's Kids Before/After School Program COULD RESULT IN THE TERMINATION OF OUR SERVICES. THESE POLICIES AND PROCEDURES ARE PUT INTO PLACE FOR THE PROTECTION OF YOUR CHILDREN AND OUR STAFF.**

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Parent Handbook Acknowledgement Form:

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Siblings that attend: \_\_\_\_\_

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\_\_\_\_\_