

DT Preparatory Academy Before/After School Care Enrichment Program Handbook

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1. Introduction

Welcome to the DT Preparatory Academy Before/After School Care Enrichment Program! Our program aims to provide a safe, engaging, and educational environment for students beyond regular school hours. This handbook will guide you through our program's policies, procedures, and offerings.

2. Mission and Philosophy

Mission Statement

Our mission is to support the overall development of our students by providing quality care and enrichment activities that foster academic, social, and emotional growth in a safe and nurturing environment.

Philosophy

We believe that every child deserves a stimulating environment where they can explore, learn, and grow. Our program emphasizes respect, responsibility, and community, encouraging students to become well-rounded individuals.

3. Program Overview

Our Before/After School Care Enrichment Program offers a variety of activities designed to complement the school curriculum and promote the holistic development of each child. We cater to students from kindergarten through middle school, providing age-appropriate activities and supervision.

Program Hours

- Before School Care: 7:00 AM - 8:00 AM
- After School Care: 2:30 PM - 6:00 PM

Location

The program is held in the school's designated enrichment areas, including classrooms, the library, the gymnasium, and outdoor play areas.

4. Enrollment and Registration

Eligibility

The program is open to all students currently enrolled at DT Preparatory Academy.

Registration Process

1. Complete the enrollment form available at the school office or on our website.
2. Submit the form to the school office.
3. Attend a mandatory orientation session with your child before the program starts.

Enrollment Fees:

- We do not accept daycare vouchers
- Registration Fee: \$0 (non-refundable)
- Weekly Fee: \$60 per child up to three children, with a price break beginning with the fourth child.
- Weekly fee is due on the Friday prior to the week of care.

5. Daily Schedule

Before School Care

- 7:00 AM - 7:30 AM: Arrival and free play
- 7:30 AM - 8:00 AM: Breakfast and quiet activities
- 8:00 AM: Dismissal to regular school activities

After School Care

- 2:30 PM - 3:00 PM: Snack time and relaxation
- 3:00 PM - 4:00 PM: Homework help and academic support
- 4:00 PM - 5:00 PM: Enrichment activities (arts, sports, STEM projects)
- 5:00 PM - 6:00 PM: Free play and pick-up

6. Activities and Curriculum

Our enrichment activities are designed to support the academic and personal growth of our students. We offer a diverse range of activities, including:

Activities

Homework Help

Description: Dedicated time and support for students to complete their homework with assistance from qualified staff.

Example: Teachers assist students with math problems, reading comprehension, and science projects.

Arts and Crafts

Description: Creative projects that encourage artistic expression and develop fine motor skills.

Example: Painting, drawing, clay modeling, and holiday-themed crafts.

STEM Activities

Description: Hands-on experiments and projects in science, technology, engineering, and math.

Example: Building simple circuits, coding games, and conducting science experiments like volcano eruptions.

Physical Activities

Description: Sports, games, and outdoor play to promote physical health and teamwork.

Example: Soccer, basketball, relay races, and yoga sessions.

Life Skills

Description: Lessons in cooking, gardening, and other practical skills that foster independence.

Example: Cooking simple recipes, planting and maintaining a garden, and basic sewing.

Character Education

Description: Programs that teach values such as respect, responsibility, and teamwork.

Example: Group discussions on empathy, team-building exercises, and community service projects.

7. Behavioral Expectations and Discipline

Expectations

We expect students to:

- Respect themselves, peers, staff, and the environment.
- Follow instructions and participate positively in all activities.
- Maintain a safe and inclusive environment.

Discipline Policy

We use a positive discipline approach, focusing on teaching and reinforcing appropriate behaviors. Inappropriate behavior will be addressed through the following steps:

1. Verbal warning
2. Time-out or temporary removal from the activity
3. Parent notification
4. Meeting with parents and program director
5. Suspension or expulsion from the program (in extreme cases)

8. Health and Safety

Health Policies

- Students must have up-to-date immunization records on file.
- If a student becomes ill during the program, parents will be notified immediately.
- Medications will only be administered with a completed Medication Authorization Form.

Safety Procedures

- Students are supervised at all times by qualified staff.
- Emergency drills are conducted regularly.
- All staff are trained in first aid and CPR.

9. Staff Qualifications

Our staff are experienced and dedicated professionals who are committed to providing high-quality care and enrichment activities. Each staff member undergoes background checks and receives ongoing training in child development, safety, and curriculum implementation.

10. Parent Communication and Involvement

We believe that open communication between parents and staff is essential for the success of our program. Parents are encouraged to:

- Attend parent meetings and events.
- Volunteer in program activities.
- Communicate regularly with staff about their child's progress and any concerns.

Communication Channels

- Monthly newsletters
- Parent-teacher conferences
- Program updates via email and our school website

11. Fees and Payment Policies

Payment Schedule

- Fees are due on the Friday prior to the week of care.
- Late payments will incur a \$25 late fee.
- Late pickup fee is \$5 for every 5 minutes late for pickup after 6pm.

Payment Methods

- Payments can be made via check, credit card, or online through our school's payment portal.
- **We Do Not accept daycare vouchers**

Financial Assistance

- Sliding scale fees are available for qualifying families. Please contact the program director for more information.

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12. Contact Information

For any questions or concerns regarding the Before/After School Care Enrichment Program, please contact:

Program Director:

Mr. Pattriel Toles

Email: ptoles@dtprepacademy.org

Phone: (850) 501-8362

School Address:

DT Preparatory Academy

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