

IHGMS Learning Enrichment Afterschool Program

Program Procedures & Policies – Hybrid Edition

Hours: 2:45-5:00 pm Monday-Friday

Fee Structure: \$50 for the entire school year

LEAP is a federally funded after school enrichment program. The New Hampshire Department of Education requires that our services are designed to support the academic and social-emotional growth of our members, with priority given to students who are identified as needing academic support or who come from low-income families.

Attendance is paramount to our members receiving the full benefit of our programs; therefore our members are expected to attend consistently until the end of enrichment at 5:00 each night. In the event that program reaches enrollment capacity, students with sporadic attendance and dismissals run the risk of losing their spot to students on our waiting list. We understand that life happens, drs. appointments come up, etc., and that is fine on occasion, but as an example, would you take your child from soccer practice early just because it's convenient for you? With that said, we will do everything in our power to ensure we have the staffing and capacity to not require a waiting list. We have no desire to turn anyone away or remove them from our program.

Payment: Payment for each session is due prior to that session. Each new session will begin at the start of each quarter. Registration forms will be issued to students no less than one week before the start of a session. Students will not be allowed to attend the program until payment has been received unless arrangements are made with the Site Coordinator and permission is granted. (If consistent payment issues arise, please contact Pat Arsenault at 895-3394 ext. 4308. We will not deny any child our services due to inability to pay.)

Discipline: The after school program is an extension of the school day. Students will be disciplined under the same guidance laid forth in the student hand book as consistently as possible given the after school structure and environment.

Cell Phones/Electronic Devices: During program hours, cell phones and other electronic devices are not to be used while participating in homework club, tutoring, or enrichment classes. Exceptions can be made at the teacher/group leader's discretion.

Pick-up Policy: Pick-up is no later than 5:00 pm. Late fees of \$1 per minute starting at 5:05 will be enforced if this is a consistent issue.

Suspensions: Suspensions may be issued in accordance to the guidelines set forth in the student handbook. In the event a member is suspended, they may not attend any form of activities or clubs provided by this specific program. In rare cases, problems may persist to the point that it is no longer feasible for a member to remain in the program. In this

situation, please understand that it is an absolute last resort for us and have tried everything to amend these issues before falling back on this option.

Lost & Found: We cannot be responsible for lost or stolen property. Most items left at the after school program will be put in the school's lost & found bin. Any items of value (video games, ipods, etc.) will be left in the Site Coordinator's possession until the next afternoon when they can personally be returned to their rightful owner. It is the student's responsibility to ensure that they leave with everything they brought with them.

Emergency Form: The registration form you fill out at the beginning of the program will also serve as your child's emergency information form. It is absolutely imperative that this form is filled out thoroughly in the event you need to be reached in a hurry.

Check-Out Policies: Students may be signed out by parents and people authorized on the emergency form. The Site Coordinator reserves the right and is encouraged to request ID from anyone she/he may not recognize. If your child will be picked up by someone not on the form, please be sure to inform the Site Coordinator in writing exactly who and what date this person will be picking up your child. During our summer program, students attending summer rec will be escorted to that area and inform rec staff that the students have returned. *Please let us know immediately if there is anyone, especially a relative, that your child may recognize but you do not want them leaving with them, and please provide proper documentation legitimizing these claims.

Refunds: Because registration is the key component to planning and supplying a program like this, we are unable to offer refunds on fees. Our payment structure is a flat rate regardless if a member attends every day for the entire year or just one day.

By signing this you state that you understand and agree to the policies set forth in this document. Thank you for your cooperation and we look forward to providing you with the best after school programming we possibly can.

Parent Print Name *Date*

Parent Signature *Date*

Student Print Name *Date*

Student Signature *Date*



a Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Program