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2017-2018

Lexington Academy Afterschool

Parent/Guardian Handbook

Revised 07/2017

**FOREWORD**

The purpose of this handbook is to provide parents and guardians with concise and useful information about Lexington Academy, the elementary after-school program of the Lexington Public School District. It includes details about the program activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year. The Lexington Public School District has additional policies that are applicable to Lexington Academy, and may be accessed on the district’s website: www.lexschools.org.

Lexington Academy strives to provide an atmosphere in which students can learn, play, and grow. The Lexington Academy staff members welcome suggestions that will help in making every child’s time at Lexington Academy worthwhile. Parents are encouraged to share any thoughts and ideas with the academy at anytime.

Many thanks go to the Lexington Public School District for housing and sponsoring the program, to the staff of Lexington Academy for their energy and the outstanding job they do with each student every day, and to the parents and guardians of the students in Lexington Academy for their continued support and encouragement. Students benefit greatly from the many special community contributions made to Lexington Academy.

Sincerely,

Melissa Dunn

Lexington Academy Program Director

**Contact Information:**

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Site Coordinator: Cindy Hendrick

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Afterschool Coordinators:

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* Sandoz

**Program Description:**

Lexington Academy is an Expanded Learning Opportunity (ELO) program that serves students in grades K-5 in the Lexington Public School District. The program provides a safe and welcoming environment for students to obtain homework assistance and to engage in a variety of enrichment experiences. Teachers, paraprofessionals, and community-based organizations work together to provide a variety of unique programming options that make learning fun.

**Lexington Academy Locations:** Lexington Academy is located at each Lexington Public School District elementary school. The academy has received funding since 2008 through the Nebraska 21st Century Community Learning Center. Each program location provides students with access to the school gym, classrooms, cafeteria, computer lab, and playground. The outstanding staff members have received training through the grant to enable them to provide quality homework help and enrichment. Lexington Academy operates in the following locations: Bryan (grades K-5), Morton (grades K-1), Pershing (grades 4-5) and Sandoz (grades 2-3) Elementary Schools.

**Please note**: Students will attend the Academy in the same building as they attend school.

**Enrollment Limits and Priorities:** To maintain recommended student-staff ratios of the 21st Century grant that funds Lexington Academy, in 2017-2018 the program will limit enrollment at each attendance center to 80 students. The District will admit those, as capacity allows, who have submitted their applications on time and meet one or more of the following grant priorities:

1. Those families intending to enroll their children on a full-time basis (every day of the week throughout the year for the full length of the program day, 3:25 PM until 5:45 PM).

2. Those families who have multiple children who plan to attend. If one child qualifies for attendance, the other children in that family will also be admitted if possible.

3. Those families who represent one or more of the demographic categories required for grant compliance. (The demographic composition of Academy must reflect the demographic composition of the school district.)

 Rejected on-time applications and those submitted after August 1 will be accommodated as openings become available.

**Admission Procedures:** If parents are interested in enrolling students at the Lexington Academy, they must complete and submit a program enrollment form which may be picked up at any of the district elementary buildings. Once a student is admitted, she or he can participate in the homework club and enrichment activities from 3:35 PM – 5:45 PM. Parents may disenroll their child at any time by contacting their respective site coordinator.

**Tuition:** There will be a one-time annual enrollment fee of $10.00 per student. Please submit this fee to the site coordinator when enrolling your child.

**Schedule:** Lexington Academy operates from 3:25 PM – 5:45 PM Monday through Friday. The daily schedule consists of homework club, a healthy snack, physical activity and an enrichment activity appropriate for the child’s age. Each child will have daily assistance with their homework from staff members.

The days of operation coincide with those of the Lexington Public School District. The school calendar is online at [www.lexschools.org](http://www.lexschools.org) under “Events & Calendar”.

**Snow Days:** Lexington Academy will be closed when Lexington Public Schools is closed, and dismissal procedures shall be the same as those of the district. Academy is not offered on the last day of school.

**Emergency Dismissal Procedures:** When enrolling your child, please be prepared to provide the parent/guardian’s name, phone number, email address, as well as those for two emergency contacts. In the event of an emergency, a staff member will first attempt to contact parents/guardians. If Lexington Academy cannot reach the parents/guardian, the academy will then attempt to notify the emergency contacts.

**Pick-up Procedures:** Please pick up your child on time. We understand that unforeseen circumstances can come up that result in an occasional delay, however, it is critical that every child is picked up no later than 5:45pm. If a student is not picked up by 5:45 PM, law enforcement will be contacted to ensure that the student gets home safely.

Lexington Academy utilizes a system to ensure that each student is checked out to the proper person at the end of the day. Students will not be allowed to leave Lexington Academy unattended unless parents/guardians have provided us with written permission for the student to walk home. The students who have permission to walk home will leave the building at 5:30 pm. Staff will make sure that the student follows the checkout system. As a safety precaution, parents/guardians are required to enter the designated building door for check out with one of the staff members. **Lexington Academy does not allow parents/guardians to check out their children on school playgrounds.**

When checking out a child, please speak directly to one of the staff members or the site coordinator.The child can help with this responsibility by getting into the habit of saying “goodbye” to his or her assigned staff member. Students may not go into hallways or classrooms unless parents or one of the staff members accompanies them.

Students will not be released to anyone other than a parent, guardian, unless it is authorized in writing. Please contact the site coordinator if the child needs to be checked out by a person who does not normally check him or her out. If a staff member is unfamiliar with any person requesting to check out a student, the staff member will ask to see picture identification before the student is released.

**Latest Pickup--5:30 PM:** Lexington Academy closes at 5:45 PM. It is asked that parents arrive by 5:30 PM in order to allow students enough time to tidy up and gather their belongings.

**Programming:** Lexington Academy strives to meet each student’s need for physical and intellectual activities through a carefully designed schedule of educational, enrichment, and recreational programs. Throughout the school year, students are offered a variety of activities at minimal or no additional cost to parents. The activities offered in the past have included art, computers, sports programs, cooking, dance, and science programs. Most activities meet a minimum of once per week for a period of six weeks. A schedule of activities will be distributed to parent or posted in the entryway. If a student does not wish to participate in an activity, her or she may be withdrawn from the activity with written permission from his or her parents. Students who do not participate in a scheduled activity may read a book or use the time to complete homework.

**Pictures:** Lexington Academy may use photographs or other electronic media images of students to promote and expand the program.  Please indicate on page 2 (middle section) of the registration form whether or not authorization is given for your child to be part of it.

**Homework Policy:** Lexington Academy knows the importance of homework and set time aside every day for students to complete their assignments. The staff members are available to supervise the homework area and to assist students with their work, however, a student who needs individual help with his or her homework must ask. Because of the large number of students who require assistance during homework time, staff members are unable to check every student’s homework. Lexington Academy makes an effort to help all students who are referred for help by a teacher.

Although Lexington Academy encourages students to do their homework when it is assigned, using the time set aside to complete homework is the responsibility of the student. Please let the appropriate Academy site coordinator know if it is preferred to have the child complete his or her homework at home. Students who do not wish to use homework time to complete their homework may use the time to read a book.

**Snacks:** Lexington Academy provides an afternoon snack. The time varies for each Academy site. Students will receive white milk or juice and a snack in the afternoon after homework club. If a child has any food allergies, dietary restrictions, or prefers different or additional food, please feel free to send a snack to school with the child. Students will not be allowed to use the school phone to call anyone for a snack.

**Outdoor Play:** Students who attend Lexington Academy should expect to spend time outside during the day. Outdoor play will be cancelled due to precipitation, icy ground conditions, temperatures below 10 degrees, or excessive wind or heat. In these cases, students will play in the gym.

**Possessions from Home:** Since Lexington Academy cannot guarantee the safe return of personal belongings, it is asked that any personal possessions be left in backpacks during a student’s time in Lexington Academy. Electronic games and toys from home are not allowed and will be taken from students during Academy; parents may pick these items up afterward. Lexington Academy does not allow the use of toy weapons or trading cards at any time. Lastly, students are not permitted to play or listen to music on their phone during Academy.

**Telephone Use by Children:** Students will not be allowed to call home. Please discuss their “afterschool plan” before arriving at the school. The Lexington Academy staff will be happy to relay messages to students when necessary, but it is not possible for students to make telephone calls during Academy. Parents are welcome to call their child’s school from 8:00 AM - 3:30 PM at any time to leave a message. Parents/guardians can speak to the child’s site coordinator if any questions or concerns arise regarding the child during Academy’s operating hours 3:25 PM – 5:45 PM. Any student left after 3:40 PM will be sent to Lexington Academy.

**Health Policy:** All students enrolled in Lexington Academy must satisfy the minimum immunization and routine physical examination requirements of the Lexington Public School District. Documentation must be on file at the student’s school.

If a student becomes ill while attending Academy, a parent or emergency contact will be notified. A student who is not feeling well should be picked up within one hour of notification. The academy will provide a quiet rest area while the student waits.

Students who attend Lexington Academy should feel well enough to follow the normal routine of the program. Students who have a potentially contagious or serious condition (e.g. eye ailment, head lice, rash, fever, vomiting, or diarrhea) may not attend Lexington Academy and must make full recovery before returning.

Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the coordinator as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations.

* **Accidents or Acute Illness:** In the event of an accident or acute illness, every effort will be made to notify the student’s parents. If a situation requires immediate attention, the Lexington Academy will call 911 and the student will be transported to the hospital by ambulance.

* **Medication Policy:** Lexington Academy does not have a nurse on staff and will not dispense prescription or non-prescription medication to any student. Parents/guardians may stop by and personally administer medications to the child prior to or during Academy.

**Clothing Requirements:** Students should be adequately clothed to play outside year-round. Warm clothing, hats, gloves, and waterproof boots are necessary for the winter months. Students without boots or snow pants will be asked to stay on shoveled surfaces. Students are welcome to carry an extra set of seasonal clothing in their backpacks. Please check the weather before the child is sent to the school.

**Behavior Management:** The students and staff of Lexington Academy are asked to treat each other with respect, tolerance, kindness, and consideration. Students will be given reminders and redirection in order to encourage positive behavior. A student who is unkind will be asked to correct his or her behavior and apologize. A student who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a short period of time. Any activities in which participants purposely exclude another student will not be allowed.

When a student is disruptive or needs time to regain self-control, he or she will be removed from the group and a staff member will discuss the misbehavior with the student. Lexington Academy will notify parents as soon as possible in the event their children’s misbehavior causes a significant disruption. If a student continues to misbehave, the site coordinator will contact the child’s parents to arrange a meeting. The building principal will also be notified.

Under no circumstances will a student be subjected to neglect, physical punishment, verbal abuse, or denial of restroom facilities. Parents will be notified if their child is observed exhibiting unusual emotional or physical behavior that threatens their safety or those of others in Lexington Academy.

Any student who leaves school premises without permission from an authorized adult, or who exhibits behavior that threatens his or her safety or the safety of others, may face disciplinary consequences up to and including exclusion from the program.

**Typical Steps Addressing Behavioral Problems**

**Step 1: Time out/talk with a staff member** – If a student is still having trouble after some positive encouragement and redirection within the classroom setting, we may ask them to take a break with a staff member.

**Step 2: Talk with a parent or guardian**– If a student’s behavior is particularly disruptive or persistent, you will be asked to discuss the behavior at pick-up time so that we can work together to come up with a solution.

**Step 3: Suspension** – If a student’s behavior is harmful to themselves or others even after several warnings, we may ask the student to take a break for 1-3 days. We will come up with a behavior plan to address the issues upon the student’s return.

**Step 4: Removal from the program** – If we have tried to develop a strategy for behavior and a student is still putting themselves or others at risk, we reserve the right to remove the child from the program.

**Communication:** Lexington Academy maintains an open door policy. Please feel free to direct questions or concerns related to any facet of Lexington Academy to the site coordinators or director at any time. On the second page of this handbook one can find all of the Lexington Academy coordinators’ contact information.

**Volunteers:** Parents are invited to be part of Lexington Academy by becoming a volunteer. Parents/guardians involvement can enhance the program for all participants. If anyone would like to be a volunteer, please contact the Lexington Academy site coordinator. ***One can make a difference in each of students’ lives by becoming a volunteer!***

**Receipt Form**

By signing below, I acknowledge I have received and read the Lexington Academy Student/Parent Handbook.

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Student Name(s) Who Are Attending Academy

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Parent/Guardian Name (Printed)

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Parent/Guardian Signature

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Date