



## PARENT AND STUDENT HANDBOOK

# STING After School Enrichment Program

## Parent/Guardian Student Handbook

Welcome to the STING After School Enrichment Program! We are excited to have your child join us for an enriching and engaging experience. STING is made possible through the Nita M. Lowey 21st Century Community Learning Center Grant, aimed at providing high-quality afterschool programming to support student learning and development.

**We offer STING from 3pm to 5pm Monday, Tuesday, Thursday and Friday. Wednesdays from 2pm to 5pm. Pick up begins at 5pm and ends by 5:30 pm each day. (Note: weds transportation is only offer at 5pm)**

**Mission Statement:** STING is dedicated to providing a safe, nurturing environment where students can thrive academically, socially, and emotionally. Through a variety of activities, workshops, and classes, we aim to enhance students' academic skills, foster creativity, and promote positive character development.

**Program Overview:** STING offers a range of opportunities for students to explore their interests, receive academic support, and participate in fun and engaging activities. Our program includes the following. **Your child is required to attend 3 days a week minimum.**

1. **Homework Help:** Our dedicated staff members are available to provide assistance with homework assignments and academic projects. We strive to create a supportive environment where students feel encouraged to excel academically.
2. **Fun Classes and Workshops:** From arts and crafts to STEM activities, students have the opportunity to participate in a variety of classes and workshops designed to ignite their creativity and curiosity.
3. **Enrichment Activities:** Beyond academics, STING offers enrichment activities such as sports, music, dance, and drama to provide students with opportunities for personal growth and skill development.

**Student Safety:** Ensuring the safety and well-being of our students is our top priority at STING. We maintain a secure and supervised environment at all times, with staff members trained in first aid and emergency procedures. Additionally, all staff undergo background checks prior to employment.

**Behavioral Expectations:** We believe in promoting a positive and respectful atmosphere where every student feels valued and supported. To ensure the success of our program, we have established the following behavioral expectations: The same school day behavior is expected during the program.

1. **Respect:** Students are expected to treat each other, staff members, and program property with respect at all times.
2. **Responsibility:** Students are responsible for their own actions and behavior while participating in STING activities.
3. **Safety:** Students must adhere to safety guidelines and instructions provided by staff members to ensure the well-being of themselves and others.



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**Discipline Policy:** In the event that a student's behavior is disruptive or violates program rules, the following steps will be taken:

**STING discipline policy differs from the normal school day.**

1. Verbal Warning: The staff member will provide the student with a verbal warning and discuss the behavior expectations.
2. Written Warning: If the behavior persists, the student will receive a written warning outlining the specific behavior and consequences.
3. Parent/Guardian Conference: If the student continues to exhibit disruptive behavior, a parent/guardian conference will be scheduled to discuss strategies for improvement.
4. Removal from Program: If a student has more than three behavioral occurrences, they may be temporarily or permanently removed from the program, at the discretion of program staff.

**Transportation Services:** STING is committed to ensuring that all families have access to our program. Transportation is available to families in need Monday through Friday. To utilize our transportation services, families must sign up at least one week in advance. This allows us to coordinate transportation routes efficiently and ensure the safety of all students. Our transportation services are provided by qualified drivers who prioritize the safety and well-being of students during their commute to and from the program. If you require transportation assistance, please contact program coordinators for more information on how to sign up. We are dedicated to removing barriers to participation and ensuring that every student has the opportunity to benefit from the STING After School Enrichment Program.

**Extracurricular Activities:** To ensure smooth coordination, students engaged in extracurricular activities are required to arrange special pick-up times and dates with the program director. This proactive communication ensures the safety and efficient logistics for all involved, allowing parents or guardians designated as 'special pick-up' contacts to conveniently collect their students after activities. By adhering to this process, we prioritize the well-being and security of our students while accommodating the needs of their families."

**Communication:** Open communication between parents/guardians and program staff is essential for the success of our program. We encourage parents/guardians to reach out to program coordinators with any questions, concerns, or feedback they may have.

Thank you for entrusting your child to the STING After School Enrichment Program. Together, we can provide a supportive and enriching environment where every student can thrive.



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### Parent/Student Agreement:

I, [Parent/Guardian Name \_\_\_\_\_], understand and agree to the terms outlined in the STING After School Enrichment Program Handbook. I acknowledge that I have received, read, and understood the program policies, including those related to student safety, behavioral expectations, and discipline procedures. I understand that it is my responsibility to communicate with program staff regarding any concerns or questions I may have.

I, [Student Name \_\_\_\_\_], agree to abide by the behavioral expectations outlined in the STING After School Enrichment Program Handbook. I understand that my participation in the program is contingent upon my adherence to these expectations and that failure to comply may result in disciplinary action, including removal from the program.

Thank you for your cooperation and support.

Parent/Guardian Signature: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

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

**Please sign and return this agreement to program staff **BEFORE** your child's participation in the STING After School Enrichment Program.**

### Want to volunteer?

"Yes, I want to volunteer! As a parent, I'm dedicated to supporting STING's mission. Eager to contribute my time and resources, I aim to make a meaningful impact in our community, ensuring every child has the opportunity to thrive."

Circle one (YES) or (No)

You will need to fill out our volunteer form and be approved. Don't worry, it is short and easy!