



Parent Handbook

2018–2019



**City of Andalusia/Andalusia City Schools
A.P.P.L.E Program
Parent Handbook**

Dear Parents,

Welcome to the Andalusia A.P.P.L.E. Program. In conjunction with the Andalusia City Schools, the City of Andalusia will offer after-school and summer programming to children grades K-8 who attend Andalusia City Schools (ACS). This handbook will provide you with some insight into our program activities and valuable information we consider important in the safety and care of your child while enrolled.

A.P.P.L.E. is a locally -funded program administered by the City of Andalusia. It mirrors the ACS policies and procedures as well as the school calendar. We are pleased to offer your child the opportunity to participate in a variety of planned activities that are creative as well as educational. It is our role to encourage and facilitate the learning of children as well as parents. Our staff is here to make this an enjoyable experience for all participants.

This handbook is an integral part of the enrollment agreement between the A.P.P.L.E. program and the parents/guardians of the children who participate. Please take time to read and become familiar with the information provided.

We look for this to be an inspirational year.

Sincerely,

The A.P.P.L.E. Staff

Barbara Tyler-Program Director 334-428-1127
Sondra Ramsden-Program Coordinator 334-343-0890
apple@cityofandalusia.com
Like us on Facebook—City of Andalusia APPLE Program

**Andalusia's A.P.P.L.E. Program
Child and Parent Contract**

Please **initial** that you have read and understand the specific content of this handbook.

- Parent's Expectation of the Program
- Parent Participation and Involvement
- Program's Expectation of the Parent
- A.P.P.L.E. Absences
- Children's Expectation of the Program
- Program's Expectation of the Children
- Discipline Policy
- Snacks
- Illness
- Half Days/Holidays/Emergency Closings
- Safe Arrival and Departure

Child's Name

I give permission for my child to be released to the following: **PLEASE PRINT**

Name	Phone #	Relationship to Child
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Name	Phone #	Relationship to Child
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Name	Phone #	Relationship to Child
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Notes: _____

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Program's Expectations of the Parents

Parents or persons authorized to pick-up children must conduct themselves in an appropriate manner. We will not tolerate any child being humiliated, scolded, touched, yelled at or spoken to in a harsh manner, whether it is your child or someone else's child.

Any adult, in the staff's opinion, displaying inappropriate behavior will be asked to leave immediately. Failure to comply will result in law enforcement being called.

The program expects that parents will:

- Complete all registration forms before a child can participate. This must be done annually.
- Attend a Parent Meeting for informational purposes.
- Be responsible for informing the A.P.P.L.E. office if a child will not be participating on any scheduled program day. When calling about an absence, your message should include participant's **full name and grade**. 334-428-1127
- Pick up children on time. Pick-up time is between 5:30 and 5:45 p.m. during after-school. Summer pick-up is by 5:00 p.m.
- Follow health care and safety policies.
- Pay attention to communications from the program regarding child's behavior, and cooperate/work with staff to improve the situation. Contact A.P.P.L.E. office prior to withdrawing a child from the program.

A.P.P.L.E. Absences

The A.P.P.L.E. program is an enrichment program NOT an after-school day-care. Attendance will be taken and reported daily. If your child will not be attending the after-school program because of scheduled appointments, vacations, or other planned absences, please notify the program director or coordinator in advance. No one will be at the Woodson Learning Center/A.P.P.L.E. office before 1:00 p.m. so when calling please leave a message. 334-428-1127

Children's Expectation of the Program

- To have a safe and supportive environment in which to play and learn.
- To be listened to and respected.
- To have use of all program equipment, materials and facilities on an equal basis as long as program rules and regulations are followed.

Program's Expectation of the Children

Rules are essential to the operation of such an ambitious program. Staff will review the rules with the children during the first week and as often as needed. We encourage parents to read and discuss these rules with their children prior to entering the program.

General Rules for Children:

- Children will stay with assigned staff.
- Children must exercise good behavior, self control and follow staff directions and requests at all times.
- Children will display good sportsmanship.
- Fighting, hitting or the use of foul or abusive language **will not be tolerated**.
- Children will show respect for others and their property.

It is recommended that items of value be left at home. The A.P.P.L.E. program will not be responsible for any items lost, stolen or damaged.

Remember to:

- Keep hands and feet to yourself at all times.
- Ask permission before you touch or use another person's belongings.
- Do not run in the hallways or walkways.
- Do not raise your voice at others or interrupt others who are talking.
- Do not litter.
- Respect the school rules that guide you during the day and while in the program.
- Take care of program equipment and materials properly and return them to their designated place when finished.
- Never leave your group without permission.
- Be responsible for your actions.

Discipline Policy

Students in the A.P.P.L.E. program are expected to display a high standard of behavior and integrity.

3 Strike Rule for Bad Behavior

1. Verbal Warning-parent will be contacted regarding the situation.
2. A parent will be contacted to pick-up child immediately. Child will be suspended from the program for 5 days.
3. Your child will be dismissed from the program for the remainder of the semester.

Snacks

A nutritious snack will be provided by the ACS Child Nutrition Program upon arrival to the A.P.P.L.E. after-school program.

Illness

Children should not attend the after-school program if they have severe colds, undetermined rash, fever, severe headaches, upset stomachs or other symptoms of illness. If a child becomes sick or injured, they will be taken to the Program Director or Coordinator (we do not administer oral medications). Sick children will remain under supervision until parental contact is made and the child is picked up.

Half Days/Holidays/Emergency Closings

There will be no after-school program on half days and school holidays. If students are dismissed from school early, due to inclement weather, the after-school program will be closed as well. If school is not in session on subsequent days, due to inclement weather, the after-school program will be closed.

Safe Arrival and Departure

Your child will be bused from AES or AJHS to the Woodson Learning Center. They will have a check-in and check-out system to follow each day. ANY changes in your child's arrival/departure schedule need to be submitted to the A.P.P.L.E. program office, in writing, prior to the date the change is to become effective. Accurate information is essential in providing a safe environment for your child. Parents should notify the Program Director, Coordinator or front desk if there are any changes in address, work/home/cell phone numbers or emergency contacts.

You, the parent, are responsible for picking up and signing out your child from the Woodson Learning Center. Our suggested **pick-up time is from 5:30 p.m. to 5:45 p.m. during the after-school program.** If you have an emergency and are unable to pick up your child by 5:45 p.m. please call the Woodson Learning Center/A.P.P.L.E. office and speak with the program coordinator. If you do not pick up your child by 5:45 p.m., and have not contacted the center, you will be charged \$1.00 per every minute you are late. Late fees must be paid before child returns to the program. No child will be allowed to walk home UNLESS prior written request has been made by the parent/guardian AND supervision is provided. NO staff members are permitted to transport participants. During the Summer program we provide an evening meal at 4:00 p.m. and request that you pick-up after 4:30 and no later than 5:00 p.m. Same policies apply for summer.

A.P.P.L.E

Objectives:

Academic Acceleration, Parent Involvement, Physical Fitness, Leadership Life Lessons, and Enrichment Activities

Goals:

The goal of this program is to provide your children with a variety of different experiences they would not normally be exposed to during the regular school day, as well as, provide a climate conducive to the personal growth of all participating children.

- 1) Provide academic, athletic, and arts instruction that is innovative and complimentary to the ACS curriculum.
- 2) Build capacity in families to better prepare their children for college and career.

Location:

Woodson Learning Center
1201 CC Baker Avenue
Andalusia, AL 36421

Parent's Expectation of the Program

- Your child will receive adequate adult supervision in a safe, supportive environment.
- You will be informed if there is an incident report, concerning your child, at the front table during sign-out.
- You will be informed of activities and programs made available to your child as well as parent/family events.

Parent Participation and Involvement

The A.P.P.L.E. program is dedicated to working with families. We strongly encourage you to participate in your child's program. Parents are welcome to visit the center any time. Our focus is your child and providing them with an enjoyable experience. If you have any questions, please contact the Program Director and/or Program Coordinator.

- Parents/Guardians are invited to attend all family activities and special events at the Woodson Learning Center.
- Parents/Guardians are encouraged to share their talents and special skills or volunteer to help in one of our many programs. Please contact the A.P.P.L.E. office if interested.
- You may visit with the Program Director or Program Coordinator about concerns related to your child or the program. Calling in advance for an appointment is preferred.