

## Policies and Procedures for After School

### **Participation:**

- To participate in After School each student needs to have an Enrollment Form completed.
  - Enrollment Forms can be found in the Wediko Office or on the After School website.
- There will be multiple clubs to choose from each day.
  - This year, we will be doing rotating seasonal cycles of clubs. Upon each cycle, sign-ups will be available for each club.
  - Students must make commitments to the specific clubs. It is advised that students make a final decision, as we cannot allow switching of clubs within each cycle.

### **After School Structure:**

- Students will arrive for Busy Brain and snack at 2:20 in the cafeteria.
  - General attendance and health check will take place at this time.
  - Every student must come to the check in or they cannot participate for the day.
  - Student cannot leave the building and can come back for after school.
- Students participating in after school need to arrive to the cafeteria no later than 2:30.

Activities appropriate for Busy Brain include reading, talking quietly with peers, board games/cards, etc.

- At 3:00, the club leaders will pick the students up and escort them to the space where the club will be held.
  - Club leaders will take a daily attendance marking the time in and out of each student.
- At 5:00, club leaders and after school coordinator will dismiss the students in the main lobby.
  - Wediko staff will be there to check them out.
  - If your child can walk home, Wediko needs written permission from a parent or guardian. Please indicate this on your child's enrollment form.
  - If your child does not have permission to walk home they must wait for their ride in the school's main lobby.
  - Student cannot leave before 5:00 without a parent phone call to a Wediko staff member. The only two dismissal times for Wediko are 4 pm and 5 pm.
- Cell phone policy: We have the same policy as the school. Cell phones are not allowed in after school. Please call staff if you need to reach your child.

### **Allergies and Asthma:**

- We need to be aware of any allergies your child may have.
- If your child requires an EpiPen we need to be aware.
- If your child has asthma they need to carry their own pump.
  - If they don't have a pump or don't wish for them to carry it, we need written permission explaining this.

- If they have asthma but don't have an inhaler, we need written permission to participate in after school.

**Other:**

- Rain/Inclement weather: If outside club is moved inside, students will be doing related activities in the classroom.
- Please note that the After-School Coordinator will be on site 5 days a week, until 6 pm.
- Please be advised that we are not responsible for lost items of students.
- We will be running monthly fire/shelter drills.