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# SK LEARNING CENTER, LLC

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After-School Program Policy and Procedure Manual

**SK LEARNING CENTER  
AFTER-SCHOOL PROGRAM  
POLICY AND PROCEDURE MANUAL**

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**INTRODUCTION**

We are so happy that you decided to send your child to the SK Learning Center After-School Program. As a parent/guardian, it is important that you become involved in the educational process to ensure a successful learning experience for your child. To help you become involved, we invite you to read and discuss this handbook with your child. You and your child must understand the policies of the after-school program.

To help us serve your child well in after-school, we need your help and input. To be successful, we want to establish a collaborative relationship between after-school and your home. We have found that receiving support at school and at home is important to the educational, mental, and physical growth of our students. We look forward to a very exciting year and to getting to know you.

Our staff is committed to the growth and development of every student. We encourage you to support them and to let us know if you have any concerns or questions.

**Please read and review with your child. Please return all signature pages to any SK Learning Center staff person.**

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**A. Program Overview**

SK Learning Center offers an After-School program for children of elementary and middle school age.

Our program typically serves students in grades K through 8. **Students attend the program five days a week from the time school ends until 6:00 PM.** The program's primary objectives are to assist students with their homework as well as to enrich students' lives with an assortment of recreational and cultural activities. During program hours, students will have time allotted for snacks, hot lunch, homework assistance, and recreation -- all provided by dedicated staff members.

**B. Program Philosophy**

All children are unique and have different experiential backgrounds, needs, skills, talents, abilities, interests, learning styles, and rates. Our purpose is to provide a safe, caring, creative and challenging learning environment that will support and encourage each student to develop to their full potential intellectually, emotionally, socially, and physically. We strive to help students become independent and contributing members of their community and of the global society.

**C. Important Phone Numbers**

Please feel free to contact us at any time. We look forward to getting to know you and making the after-school program a wonderful experience for you and your children. If we are unable to answer the phone, please leave a message with a telephone number where you can be reached.

**Tel:** (646) - 416 - 0060

**Email:** [SKAcademyNYC@gmail.com](mailto:SKAcademyNYC@gmail.com)

**Website:** [www.skacademynyc@gmail.com](http://www.skacademynyc@gmail.com)

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**II. PROGRAM DATES**

The after-school program begins on September 5th, 2022, and is expected to end on June 27th, 2023. A typical day at the Program begins at the end of your child's regular school day. Our teachers will meet your child and escort him/her to their activity or their homework classroom, which will be designated by grade level. Under no circumstances is a child in our program to leave the building during the Program.

Monday through Friday the schedule is as follows:

2:30 – 3:30: Lunch

3:30 - 5:00: Homework

5:00 - 6:00: Activity (VARIES THROUGHOUT THE WEEK)

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**The after-school program will also be open from 8 AM-6 PM on the following days:**

SK Learning Center is open for all major holidays and school off days. Services are offered all year long.

After-school parents have the option of bringing in their child from 8 AM-6 PM for an additional fee of \$70 or from 2 PM - 6 PM. Payment for 2 PM - 6 PM will be already covered in advance with their afterschool package.

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**III. ARRIVAL, DISMISSAL & ABSENCES**

**A. Arrival**

Staff members from the after-school program will meet the children in the front courtyard during school dismissal. SK Learning Center staff will escort them to their first activity. Attendance will be taken at this time. Parents may bring their children from school to the after-school program as well. If the parent is escorting their children to the program, be sure to bring the children upstairs. Please let us know in advance how the child will arrive at the after-school program.

**B. Early Dismissal/Appointments**

If you want your child to leave school at 4:00 pm, he/she must bring a note.

**If you are picking up early (between 4:30-5:45 pm), please follow these procedures:**

1. Give the Security Agent at this entrance your name and your child's name
2. The Security Agent or an SK Learning Center staff person will contact your child's classroom and your child will meet you at the security desk (*You may **not** go to your child's classroom*).
3. Sign your child out with the Security Agent

To keep our children safe, it is very important that we follow this procedure and minimize the number of adults walking throughout the school building. *Be prepared to wait!* Your child will need to clean up his/her activity before leaving the classroom and depending on the activity, this can take time.

**C. Dismissal**

Your cooperation during dismissal is needed to ensure that you and your child(ren) are safe.

**Dismissal from our program starts at 5:45 sharp as follows:**

- All children must be signed out by a designated parent/guardian in order to ensure they are in the custody of you or a designated adult.
- Dismissal is completed at 6 pm.

If the child is allowed to leave the after-school program by him/herself, a parent must sign a parental consent form in advance.

We understand that there are times when emergencies arise and that you may not be able to pick up your child in a timely manner. We offer late pick up until 7 pm for \$5.00, parents must inform

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us in advance. If you know that you will be late for dismissal, you must call us at (646) - 416 - 0060.

The following are the consequences for late pick up:

1<sup>st</sup> Late: a verbal warning to family members reiterating our dismissal policy.

2<sup>nd</sup> Late: verbal warning plus 2nd letter given to the family.

3<sup>rd</sup> Late: Students will be suspended from the program.

4<sup>th</sup> Late: Students will be dismissed from the program.

Every effort to contact the parent/guardian or their Emergency Contact(s) to inform them that the child has not been picked up will be made. In the event that no one can be found, the 61st Precinct will be called, and the child will be brought there for the family member to pick up.

**D. Absences**

If your child is absent from the regular school day, he/she is allowed to attend the after-school program. You are welcome to drop off your child at the center. If students must miss the after-school program for any reason, there is no refund for the days missed.

Students are not permitted to leave at 4:00 pm without prior written consent or without a phone call. If your child is present in regular day school but missing from after-school without a note, we will contact you. If your son or daughter leaves the building without a note, it will be considered an “unexcused” absence. If a child has more than five (5) unexcused absences, he/she will be dismissed from the Program. **Also, we will not release your child to the bus without prior notification from you!**

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**IV. PROGRAM ACTIVITIES**

**A. Activity Schedule**

The following activity schedule will be in place.

MONDAY - FRIDAY:

2:30 – 3:30: Lunch

3:30 - 5:00: Homework

5:00 - 6:00: Activity (VARIES THROUGHOUT THE WEEK)

**B. Homework Help**

Students will have the opportunity to start and hopefully complete their homework assignments during the after-school program. To make this time successful, please send your child to the program prepared (logins, IPad, computer, pencil, paper, etc). Our program supplies are limited and need to be shared by all students.

Although class sizes are small compared to the regular school day classes, our staff does not always get the opportunity to work one on one with every child. If a staff person sees that there is a small group of students who do not understand a particular concept, then he/she will pull together those students to work as a group. Students primarily work alone on their homework and have a staff person there to guide and assist them if they are having difficulty. It is your child's responsibility to bring their homework assignments to the after-school program.

If you have any questions, comments, or concerns about your child's progress with their homework, please give us a call or send us an email.

**V. RULES & RESPONSIBILITIES**

**A. Parent/Guardian Responsibilities**

There are many aspects of the after-school program in which we need the cooperation and patience of the parents. As you know, the quality of parents' relationships with both the day school and after school is a good indicator of students' success. We ask that parents take responsibility for monitoring and checking homework. Another area that will require your



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attention is the preparation of your son/daughter for our program. Please send your child to school with the proper materials such as extra pencils, notebooks, etc.

The parent or guardian is responsible for the student's conduct and character during the After-school program, including preparedness, behavior, and ability to stay on task. The parent or guardian is responsible for initiating any communication with the tutor, informing them of any homework assignments sent by the teacher, and ensuring that all work is completed by the student within the timeframe given. To facilitate the student's success, we encourage parents to provide a quiet study area, appropriate materials, supplies, and time for the student to complete homework, projects, and study for tests. Parents should also encourage students to directly communicate with their tutors if they student is struggling with homework, test preparation, or assignments.

### **B. Student Responsibilities**

We aim to create an environment where every student feels safe and is able to express his/her ideas and learn. All enrolled students are expected to conduct themselves appropriately during program time.

Students are expected to:

- Follow the rules of each of the staff members
- Be prepared each day with their homework, pencils, notebooks, and books to read
- Respect the Rights and Property of other students
- Resolve conflicts peacefully without fighting or name-calling
- Be respectful and courteous to all After-School Staff and fellow students
- Never leave the classroom without the permission of the group leader
- Never run in the hallways or within the classroom
- Take proper care of all classrooms, the contents of the rooms, and all property belonging to SK Learning Center.

### **C. Inappropriate Student Behavior**

There will be no tolerance for certain inappropriate behavior. This includes, but is not limited to, the following:

- Not following the directions of the staff members within our program
- Harming another child in any way: (i.e. fighting, hitting, pushing, shoving, arguing, bullying, etc.)
- Leaving the building without the prior written consent of a parent/guardian
- Defacing school property, including (but not limited to) teacher desks, student desks, hallway walls, bathrooms, and any other after-school program property
- Cursing, profanity, or any type of racial slur towards anyone involved in our program

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- Running in the hallways or around the classroom.
- Using cell phones and other personal electronics.
- Not following directions during van transportation.

Students may not cheat or plagiarize any assignments during the after-school program. Students will be considered to be cheating if involved in the following in class:

- Copying the homework, essays, tests, exams, or any written assignment of other students, from our center or any other school or tutoring center, and presenting this information as to their own work.
- Allowing other students to copy their work.
- Citing incorrect materials, or failing to cite materials used, when producing assignments or projects. Even if a few words or phrases are changed, students must accurately cite the materials they used to complete their work.

Parents will be notified if their child does not abide by the rules of SK Learning Center. If disruptive behavior continues, the student may be asked to find tutoring instruction elsewhere.

The following acts will be cause for **IMMEDIATE DISMISSAL** from the after-school program:

- Falsely setting off fire alarms
- Stealing another person's property
- Physically assaulting another student or staff member

## **VII. OTHER USEFUL INFORMATION**

### **A. Payment**

The registration fee is \$50.00 and \$100.00 Deposit Fe. Parents who stop lessons or programs and return after the 3 months mark will be asked to pay the registration fee again if they were to return to the program.

Payment shall be made on a 4-week period. Payments must be made by the first of each month to cover the upcoming 4 week period at the end of the previous period. All parents must select a package rate. A late fee of \$25 will be charged for failing to pay the package in advance.

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SK Learning Center is open for all major holidays and school off days. If students must miss the after-school program for any holidays or DOE off days, there is no refund for the days missed as the center is open.

**B. Staffing**

We have compiled a strong group of professional men and women who will work with your children on a day-to-day basis and who are committed to the success and education of your children. These individuals bring their experience and dedication with them to our after-school program, which is definitely a valuable asset of the program.

**C. Emergency/Accident Procedures**

In the rare instance that your child is hurt in any way or there is an emergency, several program staff has been certified in CPR and first aid. If any injury occurs, whether small or more serious, the parent/guardian will be immediately notified by phone. If the parent/guardian cannot be reached, the emergency contact from the application will be called. If no one can be reached, a letter will be sent home in the child's book bag. We will fill out an accident report. These accident reports will be kept on file in the child's personal file in the after-school program. For serious medical problems, staff will call 911 immediately.

**D. Medications and Special Medical Needs**

In order to responsibly care for your children, we require parents to inform us of their children's special medical needs. We will meet with parents to create an individual health care plan. Should medications need to be provided during the hours of the after-school program, we are required to keep dosage information, permission forms, and a separate full, unopened prescription in a locked cabinet only for use and distribution after school by our certified personnel. If you prefer for your child to administer his/her own medication (i.e. Asthma pump), health forms must be completed. We want to support your needs and will be glad to advise your medical providers regarding the state laws that govern our certification to administer medications.

All students attending SK Learning Center's after-school program should NOT attend when sick. Students should stay home and receive medical care, and should not return until at least 24 hours have passed without any symptoms. If there is an outbreak of any sort, parents will be notified.

**E. Miscellaneous**

- **Termination:** If you wish to remove your child(ren) from the after-school program, we ask that you make the request in writing with at least two weeks' advance notice.
- **Valuables:** We strongly encourage all students to leave all valuables at home. Valuables include, but are not limited to: large amounts of money, iPods, or any other type of

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electronic game or any other types of toys. We encourage this policy because it is not only distracting to your child, but also to the students around him/her and because we will not be able to reimburse you if the item is lost or stolen.

- ***Inclement Weather:*** In the event of inclement weather (snow, sleet, hail, flooding, tornado, hurricane, severe thunderstorm) it is up to the discretion of the client/student and the staff members as to whether or not after-school will be held that day.
- ***No Warranties:*** While we endeavor to provide the best educational and enrichment services possible, the tutor and SK Learning Center make no promises or warranties with regard to a Student's performance as a result of any tutoring provided. In no event shall our obligations, expressed or implied, to any customer or site user, exceed those obligations specifically noted herein.
- ***SK Learning Center Policies and Guidelines:*** SK Learning Center will set all tutoring policies, and parents and students must agree to follow all policies and procedures. In addition, all persons employed by SK Learning Center must abide by all policies set forth and must complete their duties to their best ability.
- ***Non-Discrimination Policy:*** SK Learning Center provides equal educational opportunities without regard to an actual or perceived race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, disability, sexual orientation, gender (sex), or weight and to maintain an environment free of harassment on the basis of any of these grounds, including sexual harassment or retaliation, pursuant to New York Human Rights Law. **SK Learning Center does not discriminate on the basis of age, race, national origin, religion, disability, or gender in its educational programs and activities, and it is prohibited from discriminating on the basis of gender by Title IX (20 U.S.C. § 1681) and on the basis of disability by Section 504 (42 U.S.C. 794).**

Print Child's Name \_\_\_\_\_

Child's Signature \_\_\_\_\_

Print Parent's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_