



**Dedicating \* Resources \* to \* Excel \* All \* Minds**  
**Afterschool Participant Handbook**

**Our Mission:**

DREAM's Afterschool Academy ensures the safety of student's grades (K-5) in our community and offers opportunities that are not repetitive of the normal school day. Hands On Learning is our approach and academic preparation, character building, and family involvement are the tools we use to point our participants in the direction to SUCCESS.

DREAM is dedicated to supporting economically disadvantaged students in efforts to build more successful families throughout our community. Our program focuses on the "Whole Family" encouraging a household to promote the importance of education and positive social interaction.

**Students Eligibility**

It is the policy of DREAM not to discriminate on the basis of age, sex, race, color, religion, national origin, or disability in its educational programs, activities or employment practices.

**Registration & Enrollment**

Each parent is required to complete an enrollment application and Afterschool Participant Handbook, this process is for returning and for newly enrolled students. Due to the amount of space available for program, it is necessary to limit participation. When enrollment reaches the maximum limit, students not placed will be assigned to a waiting list. As openings occur, students will be placed according to available space for that age group, in the order that they registered (date/time).

**Withdrawal from the Program**

Parent requesting to withdraw their child from the program must complete a Notice of Withdrawal form at least 7 days in advance or their account will be billed for the last week in which the child was enrolled in the program. This form must be placed in the students closed file. Payment is required for the account balance.

**Hours of Operation**

Hours of operation are 2:45 pm to 6:00 pm, Monday-Friday, according to the Pulaski County Special School District calendar. DREAM will pick up your child from school. If your child is not picked up by 6:00 pm, the following policy will be in effect.

- 1<sup>st</sup> Offense: Verbal Warning and documentation to file.
- 2<sup>nd</sup> Offense: Payment of \$3.00 per minute after 6:00 p.m. according to our time.
- 3<sup>rd</sup> Offense: Dismissal for one-week plus late pick-up fee.
- 4<sup>th</sup> Offense: Dismissal from After School Program in addition to late pick-up fee.

**Program Calendar**

DREAM provides afterschool services ONLY! Due to limited space, we do not provide before school services or non-school day services at this time. We will only offer services to elementary school children on days that PCSSD is in school.

## **Child's Personal Property**

DREAM will not be responsible for student's personal property if it is lost or stolen. Students are advised to leave property not pertaining to school at home. All lost and found items will be placed in a central location and parents and students can inform the Site Director or staff of lost items.

## **Employees**

All employees of DREAM must submit to a FBI Check, a criminal background check, and a child maltreatment check.

## **Volunteers**

All DREAM volunteers must submit to a criminal background check. In a child becomes upset or misbehaves, the teacher/assistant will follow the Guidance/ Discipline Policy procedures. **Under no circumstance is the volunteer permitted to discipline any child in care at DREAM**

## **Child Maltreatment**

All caregivers are responsible for reporting, to the appropriate authorities, any concerns about the occurrence of abuse towards a child in our care.

## **Written procedure for reporting suspected maltreatment**

Every employee is mandated by state statute to report any cases of suspected child abuse or neglect. Such a report is not a statement of blame; it is simply a statement that will result in an investigation by the proper authorities. In the event that the Department of Human Services carries out an investigation of child abuse, DREAM and its staff will cooperate fully with investigators. All workers must be and are screened by the State of Arkansas for abuse and criminal records. The child maltreatment hotline number is 1-800-482-5964. Children may be subject to interviews by licensing staff, child maltreatment investigators or law enforcement officials to determine licensing compliance or for investigative purposes without parental notice or consent. Children enrolled at DREAM are subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. (Child interviews do not require parental consent or notice.)

## **Custodial Dispute Policy**

DREAM will only release children to authorized persons listed by the parent(s)/legal guardian. It is the parent's / legal guardian's responsibility to inform us of any and all changes to this list. DREAM reserves the right to exclude our business from being involved any custodial disputes that do not have a court order with specific instructions regarding us releasing a child to a non-custodial parent

## **Parent Non-Custodial Picking Up Child**

All Parents or Legal Guardians are required to provide a list of persons that are allowed to pick up their student. Names appearing on the list will be required to show identification to pick up the student. Names not appearing on the pickup list will not be allowed to pick up the student.

## **Fire and Tornado**

Monthly practices will occur to help prepare in case of an emergency. Fire escape plans are posted in areas throughout the center. In the case of a fire/tornado, staff and children will go to a designated area and parents/emergency contacts will be advised.

## **Inclement Weather Policy:**

Mid -Day Dismissal – In the event schools are closed during school hours, the DREAM staff will notify parents/guardians of early dismissal through our subscribed text message group (REMIND). In most cases, DREAM will pick up children from school and bring them to the center to be picked up by parents by a certain time.

## **Program Fees and Payments**

### **Private Pay**

The Afterschool Service Fee is \$65.00 per student, there is no sibling or family discount. We accept online and credit/debit card payments. Online payments can be made on our website at [dreamarkansas.org](http://dreamarkansas.org) by clicking the Tuition Express link. We must have an email address in our system for you to pay online. Payments must be made weekly or biweekly, and cannot be overdue more than 11 business days or your account will be suspended and services will be discontinued.

### **Voucher Pay**

DREAM accepts DHS Childcare Vouchers and will bill vouchers weekly. It is the responsibility of the parent to maintain, and update required documentation with DHS to ensure that your voucher remains active.

## **Program's Expectation of the Student**

The Program expects the children will:

1. Be responsible for their actions.
2. Respect the program rules that guide them daily and while attending the program.
3. Remain with their assigned group and with their assigned teacher/mentor at all times.
4. Respect the facility and material given to them to use for activities.
5. Respect the staff as well as one another.
6. 100% PARTICIPATION!

## **Discipline Policy**

Each student will be treated fairly, and progressive discipline will be practiced. The following Disciplinary Guidelines will be strictly enforced.

### **Center Rules**

1. No horseplay or fighting. No Bullying Allowed!
2. Respect the facility, clean up after yourself!
3. Respect yourself, other students, staff, and visitors.
4. No profanity or obscene language.
5. All students are required to participate in daily activities.
6. Respect the materials and equipment permitted for student use.
7. Do not touch or take items that don't belong to you
8. Stay in your assigned area.

### **Van Rules**

1. Stay in your seat while the van is in moving
2. No candy or food while on the van
3. Keep your hands and feet to yourself

4. No pushing or shoving while loading or unloading the van
5. No yelling or screaming on the van
6. Keep everything in your backpack until you get to the afterschool program
7. When entering the building, come in quietly until everyone is checked in.

### **Consequences**

Program Expectations and Rules are for all participants. If you chose not to follow the Expectations and Rules, the following will be consequences.

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|-------------------------------|--|
| <b>1<sup>st</sup> Offense</b> | Verbal Warning   |
| <b>2<sup>nd</sup> Offense</b> | Isolation / Time Out Area and Conference with Director |
| <b>3<sup>rd</sup> Offense</b> | Parent Conference & Suspension Warning                 |
| <b>4<sup>th</sup> Offense</b> | 1-3 day Suspension from After School Program           |
| <b>5<sup>th</sup> Offense</b> | Dismissal from After School Program                    |

### **Parent / Participant Handbook Consent Page**

Please provide your digital signature in the portal, acknowledging that you agree that you have received a copy of the DREAM Afterschool Academy Participant Handbook and that your child understand the policies and procedures of the DREAM Afterschool Program.