



WAMPANOAG TRIBE OF GAY HEAD (AQUINNAH)
EDUCATION DEPARTMENT
AFTER-SCHOOL PROGRAM POLICIES AND PROCEDURES

Please carefully go over the following behavior guidelines and program rules with your child(ren) and sign the Policies and Procedures Acknowledgement as part of your registration. This copy is for you to keep.

Purpose

The purpose of the After-School Program is to provide cultural and academic enrichment for Aquinnah Wampanoag children ages 5-12 during the school year.

Program Hours

Monday thru Friday 2:40PM-6:00PM beginning on the first day of school in September. On school vacation days and half-days, the After-School Program may run extended program hours. The After-School Program will be closed on days when the Wampanoag Tribe of Gay Head (Aquinnah) government offices are closed. **In the event of inclement weather or any unforeseen emergencies the After-School Program may be cancelled or may close early. Parents will be notified immediately of any schedule changes.**

Eligibility

Age range 5-12 years old enrolled Aquinnah Wampanoag tribal members.

A child must be at least 5 years old, enrolled in kindergarten and potty trained-on the day they begin attending the After-School Program.

General Behavior Guidelines

It is the goal of the After-School Program to provide a healthy, safe, secure and respectful environment for all students and staff. All students are expected to follow the behavior guidelines and interact appropriately in a group setting. Please review the following Behavior Guidelines and Program Rules with your child(ren). Your cooperation is greatly appreciated and will help provide a safe, fun, and respectful environment for all students and staff.

- Children are expected to participate in all program activities and follow the directions of the program staff at all times.
- Children must be respectful, honest and considerate of other children, staff, volunteers and guests.
- Children must be respectful of After-School Program property
- Bullying will not be permitted or tolerated.

Program Rules

- During the program, children may not leave the After-School Program grounds unless accompanied by a parent or staff member. Students must remain within visual sight of a staff member at all times.
- Shoes must be worn at all times, except at the discretion of staff.
- Electronic device of any form are excluded from the After-School Program.
- Profane or abusive language, hitting or any kind of abuse will not be tolerated.
- Roughhousing and aggressive horseplay is not permitted.
- The use of toy guns, matches, pocket knives, or other items which may be injurious to self or others is not permitted. Do not allow your child to bring these items to the program, they will be confiscated.
- When inside the building, walk- no running inside.
- Please use indoor voices when indoors and outdoor voices only outdoors.

Children must follow all the program rules and General Behavior Guidelines. Failure to do so may be cause for a child to be suspended from the program for a length of time deemed sufficient according to the Education Director. Physical assaults (hitting) and/or verbal abuse or any unsafe behaviors that are potentially harmful to themselves or to others **are not tolerated**. A first offense will require a time-out and parental notification. A second offense will require a one day suspension from the program and a parent, student, staff conference, before a student is able to return. A third offense will mean a mandatory five day suspension. Anything further will result in dismissal from the program.

Attendance

Children are **not** permitted to attend the After-School Program if they have missed school that day due to illness or behavioral discipline. Children are not permitted to attend the After-School

Program if they have a fever. In the event that a student becomes ill while at the After-School Program, parents and guardians will be notified and are required to pick up their child promptly once notified.

Drop-off and Pick-up Procedures

Drop-off:

Children may be dropped off between 2:40PM and 3:30PM at the After-School Program. Those children taking the school bus will be met at the bus stop by an After-School Program staff member. Please inform the Education Director, in advance, if your child will be dropped off directly at the After-School Program.

Pick-up:

Pick-up is at 6:00PM sharp. Children will only be release to individuals who are authorized for pick-up. An authorized individual is someone whose name is listed as authorized to pick up the student in the After-School Program registration packet. We ask that all parents/guardians be respectful of staff time by picking their children up on time.

Personal Property

At the beginning of the school year each child will be assigned a cubby marked with his/her name to hold their personal belongings. All of your child's belongings and clothes (lunch bags, thermos, backpacks, bathing suit, towels, books, toys, sun block etc.) should be clearly labeled with his/her name and returned to the assigned cubby after each use.

Lost and Found

The After-School Program Staff will do their best to help your child keep track of his/her personal items but is ultimately not responsible for lost items. All items will be placed in a lost and found container located near the check in/out area. Please check the container periodically for your child's lost belongings. Unclaimed items will be donated at the end of the school year.

What to Bring/Wear to the After-school Program

Clothing & Shoes

Children should come to the After-School Program dressed for a full afternoon of activity. We recommend outdoor activity clothes and athletic shoes (not open toes shoes/flip-flops/"cros"). Each student may want to leave a change of clothes at the After-School Program in case of "accidents" or in case a student becomes wet or soiled.

Gym Bag/Backpack

A backpack, gym or book bag is recommended for your child's belongings. Please label with the child's name.

Sun block/Tick repellent

Please provide a bottle of sun block and tick repellent of your choice labeled with your child's name on the first day of the program (to leave at the program). Your child will participate in outdoor activities frequently. For protection from the sun's harmful UV rays, we recommend applying sun block with a minimum SPF of 15. Sun block reapplication will happen periodically throughout the afternoon and before leaving for any field trips/water activities.

Snacks

The After-School Program will provide a healthy snack for the students every day. You may also pack a snack if you prefer but please do not send any foods with a high sugar content, such as candy or soda. If your child has any food allergies, please notify After-School Program staff immediately.

Field Trips

Children in the After-School Program may participate in on-Island and off-island field trips throughout the school year. Itinerary for field trips will be provided to parents prior to the field trips with the following information: departure and arrival times, meal plans, what to bring, emergency contact information, etc.

Please sign the Policies and Procedures Acknowledgement form as part of the After-School Registration Packet. You may keep this copy for your records.