AfterSchool Parent Handbook*  
Revised April 2015  
Spring Schedule: January 30, 2016 – May 12, 2017  
with our Solstice student showcase on the evening of December 12, 2017

*Please keep a copy of this handbook in a convenient place for your reference.

PARENTAL CONSENT

Parents must read the entire contents of this handbook, initial each page to note their understanding, and sign below before enrolling a student in the program.

I agree to indemnify and hold harmless Green Street Teaching and Learning Center and its agents for damage caused by or resulting from my child’s participation in the programs sponsored by Green Street. Program activities may include but are not limited to transportation by Wesleyan University vans; walking to and from Green Street to various destinations in Middletown; spending time at Wesleyan’s main campus; receiving information from arts and science professionals; receiving and eating snacks provided on location and off-site; and viewing films. I have read and understand the information contained in this document, and agree to abide by the policies set forth within. I have filled out the registration form with accuracy and will immediately update Green Street as to changes. I am verifying that my application is complete.

Name (Print): _____________________________________________________________

Signature: ___________________________ Date: ________________

Parent of: ______________________________________________________________

PAYMENT

A $25 non-refundable deposit, per child, is due at the time of registration in order to reserve your child’s space in the program. This deposit will be applied to your balance for the semester.

An additional fee of $5 will be charged for each half-day program. Once your child’s schedule is finalized, we will determine the total number of half-days included. The fee will be applied to your invoice, separate from your tuition balance. No discounts will be applied to the half-day fees.

By signing this handbook, you agree to pay all associated fees according to the agreed-upon and approved payment schedule. Once your child is registered for the AfterSchool Program and all discounts and financial assistance have been granted (if applicable), no refunds or additional discounts will be applied to tuition.

If for reasons of hardship you are unable to pay your balance, even with financial assistance, please speak to Cookie Quinones or Claudia Wolf about what we can do to help. A letter to our director explaining your circumstances may qualify your child for a full scholarship.

If the fees are not paid in full and we have not received a letter of hardship for the semester, you will not be able to register your child for the AfterSchool Program the following semester. Please call Claudia at 860-685-7797 with any questions about payments and possible payment plan options. If an invoice is not paid within 2 weeks of mailing and we have not heard from you, we will contact you.

INFORMATION
If you have any questions or concerns, call the front desk at 860-685-7871.

**PEOPLE AT GREEN STREET**

Sara MacSorley, Director
Sandy Guze, Education & Program Coordinator
Claudia Wolf, Financial Coordinator & Registrar

Cookie Quinones, AfterSchool Supervisor
Eggie Quinones, Technical & Maintenance Coordinator
Ryan Launder, Administrative Assistant

**PROGRAM POLICIES**

**Class choices and changes:** Once a student has registered for a class, there will be no class changes. In the event that a teacher is absent, we will either provide a substitute or may have your child join a different class for that day. Students enrolled in *Musical Mentoring* cannot be guaranteed their "first choice" instrument. Parents should be aware that on occasion, there may be a group music class in lieu of instrument lessons.

Our partnership with Wesleyan’s Center for the Arts allows us to provide special opportunities for our AfterSchool students. These special arts activities may occasionally take place in lieu of regular classes.

**Absences:** If your child is going to be absent for any reason, you must call the front desk by 1:00pm to let us know. Please leave any messages about absences at the front desk line (860-685-7871). We call parents/guardians to confirm any absences that we have not been made aware of in advance. If we are not notified of a child’s absence for three consecutive days, the child may be removed from the program.

**Regular Pick-up Times:** You are responsible for coming inside the building and signing your child out at pick-up time. For grades 1-5, the pick-up time from classes is 5:15pm (M-F) and the pick-up time from homework is 5:45pm (M-TH). For grades 6-8, the pick-up time from the Friday *Wesleyan Bound* class is 5:15pm. There is no homework help offered on Fridays, so **pick-up time for all grade levels is at 5:15pm on Fridays**.

**Early Pick-up:** Please plan for your child to stay the full class period. Early dismissal is disruptive to the entire class and detracts from your child’s skill development. Early dismissal is not allowed except in the case of unavoidable medical issues or extreme emergencies. If your child has an unavoidable appointment or other activity during AfterSchool time, please contact the front desk by 1:00pm so we don’t send them to class. If you have not given us adequate notice, the child will be dismissed at the end of class.

**Late Pick-up and Fee:** If parents are more than 15 minutes late, a late fee of $1 per minute per family will be charged. For example, if your child’s scheduled pick-up time is 5:15pm you will be charged $1 per minute starting at 5:30pm. After 30 minutes, if we are unable to reach you (or your emergency contacts), the Middletown Police Dept. will be notified and your child will be placed in their custody. The fee is due no later than the day following your late pick-up. If the fee is not paid by this next day, your child will not be allowed to participate in the program until the fee is paid. You are responsible for paying the late pick-up fee even if you arranged for someone else to pick up your child, and they arrived late.

**Contact Updates:** If your contact information changes, please update us immediately so that we can call you in case of emergency. Please let us know if your child is having any issues in classes or homework time. The sooner we know about an issue, the sooner we can address it.

**CALENDAR AND WEATHER CANCELLATIONS**

Our calendar is available at the start of the semester. Please regularly check the calendar. Note that the Green Street AfterSchool Program DOES NOT OCCUR on holidays and vacation breaks as scheduled by Middletown Public Schools. For questions about our calendar or weather cancellations, call 860-685-7871.
If Middletown Public Schools have a delayed opening due to inclement weather, the AfterSchool Program will occur as usual. In the event that Middletown Public Schools closes or cancels their own afterschool activities due to inclement weather, Green Street AfterSchool activities will also be cancelled. Please watch your local media for Middletown Public School updates.

The Green Street AfterSchool Program will occur when Middletown public schools have scheduled early dismissal days. Students WILL BE transported to Green Street by bus on Middletown’s early dismissal days. The only exception will be on the Wednesday right before Thanksgiving, Nov. 25th—when THERE WILL NOT BE ANY AFTERSCHOOL PROGRAM.

Green Street reserves the right to cancel the AfterSchool Program, regardless of the public school decision. In the event of a Green Street cancellation, parents will be contacted by 2:00pm.

**HOMEWORK TIME POLICIES**

We offer homework help for students as part of our AfterSchool programming. The homework period is a time when students receive assistance starting their homework assignments. We will do our best to help children complete their daily assignments, but Green Street cannot guarantee completion or one-on-one assistance. If your child’s lack of focus or poor behavior contributes to his/her inability to complete their homework, we will let you know. Green Street may communicate directly with your child’s school regarding homework and academics. By signing this handbook, you give us permission to speak with your child’s school as necessary.

**BEHAVIOR MANAGEMENT POLICY**

Our first priority is to have fun in a safe environment for all our students. Misconduct is any behavior that prevents the success and safety of our students, teachers, or the well being of any person or property at Green Street. If the misconduct involves any physical violence, we may go straight to suspension. In the event of any damage to Green Street property, parents will be responsible for the costs. By signing this handbook, you are agreeing to cover the costs of any damage to Green Street property caused by your child during AfterSchool.

**Step 1: Student time out/student talk with a staff member** – If a student is still having trouble after some positive encouragement and redirection within the classroom setting, we may ask them to take a break with a staff member.

**Step 2: Talk with a parent or guardian**– If a student’s behavior is particularly disruptive or persistent, you will be asked to discuss the behavior at pick-up time so that we can work together to come up with a solution.

**Step 3: Suspension** – If a student’s behavior is harmful to themselves or others even after several warnings, we may ask the student to take a break for 1-3 days. We will come up with a behavior plan to address the issues upon the student’s return.

**Step 4: Removal from the program** – If we have tried to develop a strategy for behavior and a student is still putting themselves or others at risk, we reserve the right to remove the child from the program.