

2018-2019 Ludlow Taylor ES Afterschool Program Parent's Handbook



Afterschool Coordinator Brenda Thomas

Brenda.thomas@dc.gov

Days & Hours of Operations

Monday through Friday 3:30-6:00pm

Welcome to the Afterschool Program at Ludlow Taylor ES!

Our mission is to provide a high quality program for all the children that attend afterschool.

In order to build a safe environment for your child, we have designed this Parent Handbook that includes basic information about our program and answers some common afterschool questions. In this handbook, we will describe the policies and regulations of our program that allow us to operate in a safe and efficiently managed afterschool program. This handbook will be updated with current information each school year.

It is very important to take care of all the children. Last year we had 264 joining our program each day. This year we will have 300. We have enough staff for the amount of children that join our program. Your child will have the opportunity to take the enrichment classes that we offer during the school year, participate in the day to day activities and join the study hall.

Our Goals

The afterschool program is an important part of Ludlow Taylor ES. Our program provides an opportunity for students to end their day in a relaxed family-like atmosphere. Snacks are provided and a variety of activities are offered, including outdoor play, sports, games, arts & crafts, dance, music, computer, study hall and STEM to name a few.

Students are encouraged to make their own choices, be creative and pursue individual interests. They need to assume responsibility for their own behavior, respect the rights of others, and keep their environment clean and safe.

The afterschool program at Ludlow Taylor ES offers an exceptional quantity of programs. In addition to afterschool students can enjoy Make & Take Workshops, participate in showcases, take trips, and enter competitions and contests. These programs will be posted on the afterschool bulletin board in the main lobby.

Staff

The Afterschool Coordinator is Brenda Thomas, the enrichment teachers and afterschool teachers are respectful, caring and have unique skills. You can meet them at dismissal or read about their profiles or contact them by email (coming soon).

We have a successful team that works well together and shares in the goal of creating a safe place for your child.

Policies & Procedures

Security & Safety

Authorization for Pick-up

For security reasons, only the person who is named on the afterschool program registration or pick up list can pick up your child. You can make additions to this list by simply filling out a form. See the afterschool front desk for the form.

Authorization to leave LTES without an adult

If you authorize your child to leave LTES on his/her own, please write a letter to the afterschool program with your permission. We will NOT allow students of the afterschool program to leave the school without a permission letter from the parents with the current date. Parents are responsible for their children at the time they leave the school. Students cannot return to the afterschool program after leaving the school.

All pick-ups must be signed out at the afterschool front desk. Photo ID's will be checked if they are new to the pick-up procedure. Please always sign your child out before departure. This will enable the afterschool program to keep proper attendance counts. It is for the safety of your children. Any child that has not been picked up by 6:05 is considered late. Please call Ms. Thomas directly @ 202 805.2888 if you are running behind or anticipate being late. Three late pickups could result in removal from the program. The school phones are not answered after 4:30pm.

Discipline

We try to create an environment in which students are encouraged to develop an appreciation of their own rights as well as the rights of others. We have zero policy for fighting, bullying or theft.

At the beginning of the school year, students discuss with each other and the staff the rules and regulations that foster a positive environment. It will help them to be more responsible and respectful to others.

Illness- Emergency

If your child becomes ill while in afterschool, a parent or emergency contact will be called and advised whether it is necessary to pick up the child. The nurse on duty until 4:30pm and several staff members are AOM/CPR/First Aid certified.

Parent Input

Your daily contact with the afterschool teachers and coordinator gives you the opportunity to share any concerns you may have, and gives the afterschool teachers an opportunity to share comments about your child's day. We welcome comments and suggestions in order to improve our program. Working together, afterschool teachers and parents can continue to develop high quality programming for our children.

How to enroll my child in afterschool program or clubs?

Registration for afterschool must be done online using a desktop or laptop.

<https://dcps.dc.gov/asp>

Fee based clubs have registration 3 times a year approximately every 10 weeks (fall session, winter session, spring session). Registration is done through their websites. The link will be on the LTES website and on the afterschool bulletin board.

A Day in the Afterschool Program

After dismissal, children in grades PK 3 & 4 will be picked up from their classrooms where they get a snack and outdoor time or picked up for a club. There will be at least 2 activities daily even if they aren't in a club (art, movement or games). At dismissal, parents will go directly to the PK location to pick up the child.

Kindergarten, 1st and 2nd grade will be picked up from their classrooms and begin afterschool by getting snack, a bathroom break and begin clubs and other activities. They will be called via walkie talkie for final dismissal. Please be patient, it is a process. Often you can pick them up from outside if you'd like. Be sure to come through the front door before proceeding to the playground or field first.

Third, fourth and fifth graders are picked up from the cafeteria by the afterschool providers, given snack, and they are taken to study hall for homework, sent to various clubs or taken to a classroom, lab or outside.

Payment Options

Families will have the option to pay online through the current co-payment portal at afterschoolpayment.dcps.dc.gov. Certified checks, cashier's checks, and money orders are also accepted. Personal checks will not be accepted.

Afterschool Bills are due the 1st of the month starting September 1, 2018

Afterschool Calendar

August

August 20 Afterschool starts for K-5th grades

August 23 Afterschool starts for PK3-PK4

August 27 Club Sign Up Event 5pm-7pm

September

September 3 No Afterschool Labor Day

October

October 8 No Afterschool Columbus Day

October 25 and October 26 No Afterschool PD Days

November

November 6 No Afterschool Parent/Teacher Conference

November 12 No Afterschool Veteran's Day

November 21, 22,23 No Afterschool Thanksgiving Break

December

December 24-January 1- Winter Break

January

January 21-23 No Afterschool MLK Day, Records Day, PD Day

February

February 18-22 No Afterschool February Recess

March

March 8 No Afterschool- Parent/Teacher Conferences

April

April 4 & 5 No Afterschool-PD Day/Records Day

April 15–19 No Afterschool- Spring Break

May

May 27 & 28 No Afterschool- Memorial Day/Parent -Teacher Conferences

June

June 13 Last day of Afterschool