

**Welcome to**

Young Peoples Workshops



SPANISH  
IMMERSION  
SCHOOL

**After School Program  
Handbook**

Thank you for choosing YPW Spanish Immersion School – After School program - We are looking forward to the year ahead. We are very happy about the opportunity to be a part of you and your child's lives this school year. At YPW it is our aim to run a high quality program that is not only safe, but provides opportunities for children to have fun, be active, explore new interests and build relationships.

For our returning families, welcome back! We want to thank you for continuing to choose YPW as the program to serve you and your family. To our new families, we want to welcome you to what we hope will be the first of many years together. As we go through this school year, please feel free to ask questions and we will do our best to provide assistance as soon as possible.

Our afternoons will be spent playing games, learning new skills, hanging out with friends, doing homework, and participating in enrichment activities such as LEGO robotics, science, cooking and Spanish workshops.

Our staff focus on positive reinforcement and encourage your child to be his or her very best with praise, hugs, high-fives, and incentive programs.

We hope you share in our excitement about the upcoming year and if you ever have any questions, comments or concerns about the care your child is receiving at YPW Spanish Immersion School, please don't hesitate in contacting us. We value your feedback!

*The After School Team*

## **PROGRAM DESCRIPTION**

The YPW After School Spanish Immersion program allows children to develop friendships in a relaxed environment, complete their homework in an organized manner and engage in intelligent fun of their own choosing. Plus they'll experience the natural flow of conversational Spanish that makes learning a language seem effortless.

### **FIRST PART OF AFTERNOON – ROTATION OF:**

Snack (Wash Hands, Choice of Snack and Bathroom Break)

Relax (Young People chat with friends, listen to music, read books, relax after a long day at school)

Homework Help (Young People can work on school assignments and strengthen basic study skills)

### **ACTIVE / OUTDOOR TIME – GAMES –**

### **SECOND PART OF AFTERNOON – ROTATION OF:**

Spanish / Math & Science / Technology / Art / Cooking Workshops

- A lesson plan is posted in the classroom and website listing the various enrichment activities the teacher(s) planned for your student
- Schedules encourage a balance between students – directed and structured teacher lead activities with periods of active play alternating with quieter activities.
- We incorporate active play every day
- Enrichment activities are designed for your child to learn new Spanish vocabulary and practice new learned words and phrases
- Snacks are served every day and time is provided for homework.
- We pick up your child in early release days
- Parents and student must commit to at least participate in one complete Spanish workshop per week.

## LATE FEES

Parents who arrive late to pick up their children will be charged a late fee of \$5 for the first 10 minutes and an additional \$1 for every minute thereafter. Late fees are to be paid at *the time of pick-up*. Cash or checks made payable to the corresponding teachers are acceptable.

## ABSENCES

If your child is sick, picked up early, rides the bus/carpool on a particular day, or unable to attend our afterschool program, please email us at: Westlake: [YPWWestlake@YPWkids.com](mailto:YPWWestlake@YPWkids.com) or Central: [YPWCentral@YPWkids.com](mailto:YPWCentral@YPWkids.com) prior to the start of the program on that day or the latest by 2 pm.

**Please note: We will automatically charge to your account \$40 after the second occasion and each time thereafter of waiting for your child at his school when we didn't have to go to pick her up and you did not send us an email notifying us of his absence.**

## PARENT VISITS

Please feel free to stop by any time during program hours. Parents are always welcome at any of our YPW programs.

## MEDICAL INFORMATION

Our staff cannot administer medicine during program hours to any student without the following:

- ☐ A completed and signed Medication Form.
- ☐ A written and dated note from your physician for any over the counter medicine.
- ☐ All prescription medication must be kept in the original pharmacy container in which it was received. The container should include the doctor's name, name of medication, procedures for use, and the child's name.
- ☐ Any medication must be checked in at the program office by the parent/guardian.

**Please note:** If your child has an epi-pen or an inhaler, these items must also be accompanied with a completed medication form and checked in at the school office.

## ILLNESS & EMERGENCY PROCEDURES

If a student becomes ill during the program day and is unable to participate in activities, the parent/guardian will be notified. If he / she is hurt, a member of the staff or an authorized person will administer immediate first aid.

If the situation should require immediate medical attention, the school director or a member of the staff will attempt to contact and inform the parent/guardian as soon as possible. In the event that the parent/guardian cannot be reached, the emergency contact person will be called.

The school director or another staff member will call the designated physician and/ or local emergency unit for treatment and/ or transportation to a hospital.

A staff member will accompany the student to the hospital and stay until the parent/ guardian arrives and signs the student into his/her custody.

## INCLEMENT WEATHER POLICY

If schools are closed, because of inclement weather, all off-site YPW Spanish Immersion School programs are closed.

**No refunds are given due to inclement weather.**

Visit our website, [www.YPWkids.com](http://www.YPWkids.com), for the most recent updates.

## BEHAVIORAL GUIDELINES

### YPW After School Rules

To ensure that our programs are safe, pleasant, and fun-filled for all children and staff, our basic YPW After School rules are clearly communicated and consistently enforced.

They include:

1. Safety First
2. Listen and follow directions
3. Try everything and do your best
4. Do what's right
5. Have fun

## EMPHASIS ON THE POSITIVE

We realize that the single most effective behavior management tool at our disposal is an emphasis on positive behavior.

Our instructors are trained to be constantly on the lookout for opportunities to praise or otherwise reinforce positive behavior.

Common reinforcing techniques include (but are not limited to): verbal praise, a high-five or hug, and/ or program wide recognition (for example, being named "Student of the Week").

As often as possible instructors will share incidents of positive behavior with parents. Some students will receive "thumbs up/down" sheets which are documented, and also meant to encourage conversation between parent and child at home.

## YPW & HOME PARTNERSHIP

Sometimes families have specific concerns regarding their child's behavior or are working in the home and school to modify certain behaviors. Our staff welcomes the opportunity to support these efforts.

Please do not hesitate to speak with the Program Director if you have concerns or if you would like for us to support any work that you are doing at home or school with your child.

We will be happy to include your child's teacher in a discussion regarding specific approaches or concerns.

## SUSPENSION & EXPULSION

While it is our hope that these procedures and a strong YPW & home partnership will promote positive behavior (and minimize behavioral problems), serious and/or chronic disciplinary problems can occur.

In these cases, suspension or expulsion may be necessary. YPW Spanish Immersion School encourages appropriate language, cooperation, respect to staff and facilities, positive attitudes, staying in program areas, and participation in all activities.

Please take time to review these behavioral guidelines with your children as necessary.

YPW maintains a zero-tolerance policy with respect to sexual misconduct, alcohol/tobacco/drug use, and weapons possession. Student found in violation of this rule will be sent home immediately.

## WHAT TO BRING

### What to Wear

Please make sure your child wears weather appropriate clothing, including a coat in winter months. Mark all clothing, belongings, and backpack clearly with your child's name as it helps in returning lost items.

### What NOT to Bring

Please do not allow your child to bring toys or any items of monetary or sentimental value to after school. This includes electronics, trading cards, and water guns.

***We cannot be responsible for loss, theft, or breakage of such items.***