

# After-School Plus Program SY 22-23

## PARENT HANDBOOK

Community Engagement Branch

Department of Education • State of Hawaii • RS 22-0685, March 2022 (Rev. of RS 21-0700)



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



Dear Parent/Guardian,

It is time to register your child for the Afterschool A+ Program for school year 2022-23. The Y is looking forward to being the program provider for your child's after-school (A+) program.

The A+ program starts on the first day of school. For Kindergartners, the A+ program starts on their first full day of school. **Please turn in your completed registration as soon as possible to ensure sufficient staffing is in place for the upcoming school year.** Newly hired A+ staff must complete and clear the criminal background fingerprinting process which can take up to two months.

Students will be accepted into the program in the order that completed registration forms are received by the YMCA of Honolulu. Children may be wait listed due to site capacity or staffing limits. **Once the registration process is completed; you will be notified of your child's start date via a confirmation email.**

Listed below are the **REQUIRED** forms that must be filled out completely and signed. Incomplete forms will delay your child's admission into the A+ program:

1. **After-School Plus (A+) Program Registration Form:** (Must be submitted each school year):

Complete one form per family.

- Parents/Guardians must be working; provide employer's name, address, phone number and work schedule.
- If parents/guardians are attending school during the afterschool hours, a schedule of courses for the semester with the NAME OF THE STUDENT AND SCHOOL NAME PRINTED ON THE SCHEDULE must be submitted with your registration form.
- If parents/guardians are self-employed, a copy of your GE tax license and one of the following must be submitted: income tax return for the past year including the Schedule C, or a voided business check. This is required for each school year.
- Individuals listed as Authorized Pick-up must be 18 years or older. Please note that individuals you list on your registration form will replace any names we already have on file.

2. **After-School Plus (A+) Program Registration Agreement Form:** Submit one per family. Please read carefully, initial each line, sign and date.

**YMCA OF HONOLULU**

1441 Pali Highway, Honolulu HI 96813

P 808 531 YMCA F 808 533 1286 [www.ymcahonolulu.org](http://www.ymcahonolulu.org)



3. **A+ Program Emergency Form:** Submit one form **per child**. Additional forms may be requested. An ID number for each parent/guardian (e.g. mother, father) must be provided on the top right corner of Emergency Form. This is used to verify identification should you need to make an over-the-phone change to an Authorized Pick up.
4. **Waiver and Release of Liability Agreement for Youth Programs Form:** Please review and sign our waiver and photo/video release form.

#### OPTIONAL FORMS

1. **Electronic Funds Transfer (EFT) Draft Authorization:** We accept all major credit cards, checking and savings accounts. There's no additional fee for this service. EFT auto drafts will be processed on the 1<sup>st</sup> day of each month. The first month's auto draft will be processed on the first day of A+ program.
2. **Application for Subsidized Monthly (A+ Program) Form (if applicable):** Complete this information **only if you are applying for subsidized program fee**. See List of Acceptable Income Documentation and attach your documents to the registration form. If you will be providing paystubs as proof of income, please provide the most recent months' worth. You will be notified of your eligibility status. DHS updated their Income Eligibility Table effective 11/1/2021. Please use our [online calculator](#) to check if your family may qualify.

#### A+ Fees:

**Program Fee:** The monthly fee is determined by the State of Hawaii Department of Education and is currently \$200 per child. However, for the school year 2022 - 23, the DOE will use federal funding to offset \$80/month per student in A+ fees for all families who do not qualify for the DHS income-based subsidy. This will reduce the monthly A+ fee from \$200/month to \$120/month for the 2022-2023 school year. This fee is due on the 1<sup>st</sup> program day of each month. Your first month's program fee will be due on the first A+ program day.

**Late Payment Fee:** A late fee of \$5 for each school day a payment is overdue will be charged. If payment is not received on or before the 5th program day of the month, your child will be terminated from program. You may re-enroll your child if all outstanding fees and the reinstatement fee of \$25 are paid. (Example: \$120 program fee + \$20 late fee + \$25 reinstatement fee = \$165). **To avoid late fees, please sign up for Electronic Funds Transfer.**

**Service Fee:** A \$25 service fee will be charged for any checks returned by your financial institution or for declined credit card payments.

Please submit your completed registration **online** or **mail** to:

YMCA of Honolulu A+  
PO Box 3286, Honolulu, HI 96801

Afterschool A+ Program Staff  
YMCA of Honolulu  
p. 808-678-4296  
childcare@ymcahonolulu.org

## Frequently Asked Questions (FAQs)

- **When should I submit the A+ Registration?**
  - You should submit your registration before the end of May 2022. Staffing will be estimated by the total number of registrations received by May.
- **How can I submit confidential or personal documents?**
  - The Y has a [Secured Site](#) for uploading any confidential supporting documents. It is a quick and easy process.
- **What is the best way to submit the A+ Registration?**
  - The quickest way to turn in your completed registration is via our secure [online registration](#)
  - Registrations received via mail or in person may experience delays in processing.
- **How will I know if my child or children are registered?**
  - We are processing registrations in the order that we receive them. Once we have completed processing your child(ren)'s registration you will receive a separate email notification on the status of your child(ren)'s enrollment.
  - Please be sure you list a valid email address on your child's registration to receive this communication.
  - Due to the large volume of registrations we are receiving, we ask for your patience and also request that you refrain from contacting our team to check on your registration status, as our team is focused on working as quickly as possible to process registrations in the order they are received. You can check our website to see when we are processing your A+ registration based on the date you submitted. [Click here for our website.](https://bit.ly/3Ryzb4T) [<https://bit.ly/3Ryzb4T>]
- **How can I avoid paying late fees?**
  - Auto EFT Draft: For your convenience, the Y provides a FREE Auto pay service. It is the best way to avoid late payment fees! You can pay by credit card or by savings or checking account.
- **Do I need to fill out an A+ Request for Accommodation Form?**
  - Fill out an A+ Request for Accommodation form ONLY if your child cannot participate in the A+ Program without special assistance in a normal group setting.
- **How do I know if I am an Independent Contractor and why is that considered self-employed?**
  - If you do NOT receive a W-2 at the end of the calendar year from your employer.
  - You receive a 1099 form from the company you work with.
  - Similar to self-employed parents, Independent contractors can usually make their own schedules and need to verify their working status.
  - Please submit a copy of your GE tax license and a copy of either 1) income tax return including your Schedule C or 2) printed business checking account.
- **Can I access my Y account online?**
  - Yes! You can [access your Y account](#). All you need is the email address that we have on file for your family and your password.
  - If you don't remember your password, use the [Forgot your password](#) link to reset.
- **What can I do on my online Y account?**
  - You can change personal information, make Online Payments, access Online Receipts and annual Tax Receipts, and view transactions including your family's A+ enrollment status.
- **If I have any questions or concerns, who can I contact?**
  - The Y has a convenient **Service Center** to assist your general questions.
    - Phone #: (808) 678-4296
    - Hours of Operation: Monday to Friday 8 AM to 5 PM
  - The Y has a childcare email.
    - [childcare@ymcahonolulu.org](mailto:childcare@ymcahonolulu.org)
- For your safety please do NOT email confidential or personal documents by email! Please use our [Secured Site](#).

# Directory

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**School Principal:**

\_\_\_\_\_

**A+ Site Coordinator(s):**

\_\_\_\_\_

\_\_\_\_\_

**Group Leaders:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Aides:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

School: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Town/Zip Code: \_\_\_\_\_

A+ Telephone Number: \_\_\_\_\_

District A+ Office: \_\_\_\_\_

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# Welcome

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Welcome to the After-School Plus (A+) Program. A+ is the outcome of a joint effort of former Governor John Waihee's Subcabinet on Early Childhood Education and Child Care (chaired by former Governor Ben Cayetano who was Lieutenant Governor at that time), the Hawaii State Board of Education and the Hawaii State Department of Education (HIDOE) in 1989.

The goal of the A+ Program is to reduce the high incidence of latchkey children and provide affordable after-school child care services to children in the public elementary schools whose parents work, attend school or are in job training programs. The program also provides a safe, secure and nurturing environment with a rich variety of activities for the children.

The A+ staff appreciates your support and proudly provides a program that fits the interests and needs of children in a happy and stimulating environment. Please feel free to contact the A+ Site Coordinator at your school regarding your children's adjustment and progress in the A+ Program.

## About the A+ Program

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The program starts immediately after the close of the school day. Children report to the base site for the A+ Program at their school. In general, during the first 30 minutes or so, children check in and are given time for free play/snack. After free play/snack, children participate in enrichment, physical development/coordination activities and are given time to complete homework. Enrichment includes activities such as arts, crafts, drama, music and dance. Physical development/coordination activities include physical fitness activities such as aerobic exercise; sports including those that use balls, rackets, and other equipment; and games that may involve running, jumping, or other movement.

Character development themes may be introduced to children in large group settings. There may also be presentations such as crime protection, drug abuse and prevention, pedestrian safety as community resources are available.

The A+ Program is **not** an extension of the regular school day. While some structure is necessary for order and control, activities will be offered in a comparatively informal setting where children are given the opportunity to choose from a variety of activities. Children will be encouraged to use after-school time to complete homework assignments.

While the program is operated by the HIDOE and not required to be licensed, State licensing standards were used as a guide in designing the program. The use of HIDOE facilities means that building and safety standards are met. Staff will be hired at each site so that the 20 to 1 children to staff ratio required for licensing is not exceeded. New employees will be subject to criminal history checks, and will receive both pre-service and in-service training. The A+ Program will provide an array of stimulating, enriching and enjoyable activities designed to engage children's interests and keep them active both mentally and physically.

## Program Goals

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- To provide after-school supervision for children in a stimulating and caring environment.
- To reduce the number of latchkey children.
- To enhance the relationship between home and school in collaboratively meeting the needs of children.
- To improve the physical fitness of children.

## Eligibility and Selection

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All latchkey children enrolled in public elementary schools in kindergarten through grade six, are eligible to participate in the program if they are living with parent(s), guardian(s), or foster parent(s)/guardian(s) who is/are:

- Employed during the hours of A+ operations;
- Working in the A+ Program;
- Attending colleges, universities, or other types of schools during the hours of A+ operations;
- Engaged in job training programs during the hours of A+ operations.

In schools where enrollment is restricted because of staff shortages, students may enroll in A+ Programs at other schools if:

- Space is available;
- The Principal of the receiving school and the Site Coordinator approve; and
- Parent/legal guardian assumes responsibility and make arrangements for their child's transportation to the alternative A+ site.

In restricting enrollment, the HIDOE does not discriminate on the basis of race, sex, age, color, national origin, religion, or disability.

In addition, the HIDOE does not tolerate acts of harassment on the basis of race, sex, age, color, national origin, religion, or disability. Any student who believes that he or she has been subjected to harassment on the basis of race, sex, age, color, national origin, religion, or disability, is encouraged to report such harassment. Students and parents may report allegations of discrimination or harassment to the school's administrator or to the HIDOE's Civil Rights Compliance Office at the address listed below.

HIDOE is committed to conducting a prompt investigation. Support, including counseling and educational resources, will be available to students who are harassed, as well as to students found to have engaged in acts of harassment on the basis of race, sex, age, color, national origin, religion, or disability. Students found to have engaged in harassment may be disciplined, up to and including suspension or expulsion, if circumstances warrant. Students, parents, and HIDOE staff should work together to prevent harassment on the basis of race, sex, age, color, national origin, religion, or disability.

HIDOE will not tolerate retaliation for reporting discrimination and/or harassment on the basis of race, sex, age, color, national origin, religion, or disability, and will take steps to protect those who wish to report the harassment.

Please direct inquiries regarding HIDOE nondiscrimination policies to:

Civil Rights Compliance Office  
Hawaii State Department of Education  
P.O. Box 2360  
Honolulu, Hawaii 96804  
(808) 586-3322 or relay  
CRCB@k12.hi.us

<b>State Support Team</b>
Beth Schimmelfennig – Director Rhonda Wong – Title VII Specialist Nicole Isa-Iijima – Title IX Specialist Aaron Oandasan – Title VI Specialist Krysti Sukita – ADA/504 Specialist

### Regional Support Team

Sarah Medway: Farrington-Kaiser-Kalani Complex Area Specialist  
Kaipo Kaawaloa: Kaimuki-McKinley-Roosevelt Complex Area Specialist  
Christina Simpson: Aiea-Moanalua-Radford Complex Area Specialist  
Michael Murakami: Leilehua-Mililani-Waialua Complex Area Specialist  
Christina Simpson: Campbell-Kapolei Complex Area Specialist  
Shari Dela Cuadra: Pearl City-Waipahu Complex Area Specialist  
Lance Larsen: Nanakuli-Waianae Complex Area Specialist  
Anna Tsang: Castle-Kahuku Complex Area Specialist  
Colette Honda: Kailua-Kalaheo Complex Area Specialist  
Dee Sugihara: Hilo-Waiakea Complex Area Specialist  
Dee Sugihara: Kau-Keeau-Pahoa Complex Area Specialist  
Moana Hokoana: Honokaa-Kealakehe-Konawaena Complex Area Specialist  
Lesley Alexander Castellanos: Baldwin-Kekaulike-Maui Complex Area Specialist  
Megan Moniz: Hana-Lahainaluna-Molokai Complex Area Specialist  
David Dooley: Kapaa-Kauai-Waimea Complex Area Specialist

## Request for Accommodations

The program shall be made available to all eligible children on a nondiscriminatory basis. For the child with a disability, who is identified by parents or who is known to the A+ program staff to have special needs, the district will provide such reasonable modifications as are necessary to afford the child an opportunity to participate. Note: **The A+ program is voluntary and is not part of the compulsory educational service and not part of the individualized education program (IEP) of the child.**

- (1) The parent/legal guardian makes a written request to the Site Coordinator using the *A+ Request for Accommodation Form*.
- (2) The Site Coordinator and the Principal shall meet with the parent/legal guardian to discuss the request and consult with other school staff familiar with the child to identify the particular needs of the child; determine what program modifications if any, will be necessary to reasonably accommodate the special needs of the child and whether these modifications can be reasonably provided and consider possible alternatives that may offer the child a comparable program.
- (3) Once the Site Staff formulate their recommendation, the Site Coordinator shall submit the *A+ Request for Accommodation Form* filled out by the parent/legal guardian and the A+ Program Recommendation Form with all the relevant information to the District A+ office.
- (4) The District A+ Coordinator shall determine and identify what accommodation, if any, is necessary for the child to access the A+ Program.  
The determination of the principal of the disposition of each case, in consultation with the district coordinator, shall be final.
- (5) Once a decision is made, the District A+ office shall send the forms as a PDF via email or fax and mail a hard copy to the State A+ Office for processing.
- (6) The State A+ Office will determine funding, if any will be provided, and process a memo for signature by the Community Engagement Branch Director.
- (7) Once the memo is approved, the original will be sent to the A+ Site Coordinator with copies to the Complex Area Superintendent (CAS), Principal, and the A+ District Office.

## Registration

When registering a child for the A+ Program, the parent/legal guardian will be asked to pay the first month's program fees and will be required to complete:

- (1) A+ Program Registration Form (background information on the child, departure arrangements, and names of people authorized to pick up the child);
  - (2) A+ Program Emergency Form;
  - (3) A+ Program Registration Agreement (delineates program policies and expectations of parent/legal guardian and children, to be signed by the parent/legal guardian before a child can be admitted into the A+ Program); and
  - (4) Application for Subsidized Monthly Fee (A+ Program) - Optional.
- Only one A+ Program registration per family should be submitted.

## **Hours and Days of Operation**

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A+ services will be provided on regular school days, beginning after school until 5:30 p.m. The program will not operate when school is closed, including school vacation periods, holidays, and Teacher Institute Day. A+ Programs will also be closed on days when school is open only half a day.

## **Snacks**

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The parent/legal guardian is responsible for providing snacks for their children. The nutritional value and perishability of foods should be considered. The parent/legal guardian may also check with the A+ Site Coordinator for possible snack options that may be available.

## **Program Fees**

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### **Fees/Payments**

A+ fees are charged on a monthly basis and will be paid on or postmarked before the first school day of each month. Cash will be accepted, however, checks are preferred. Checks should be made payable to the school, e.g., A+ Program - Kaala Elementary School and mailed attention to the A+ Program. Payments made in person must be delivered directly to the A+ Site Coordinator by the parent/legal guardian. Cash should not be sent to school with children or by mail. Original receipts of payment will be issued and sent home with children to their parent/legal guardian.

December and January are considered a combined month with tuition payment due in December. There will be no provisions for refunds once payment is made. A \$25.00 service charge will be charged for all returned checks.

### **Late Payments**

A \$5.00 late charge shall be imposed per family for each school day a payment is overdue.

### **Termination**

If a child's parent/legal guardian has not paid the monthly tuition within the first five (5) A+ Program days of the month, the child shall be terminated on the sixth (6th) A+ Program day. Failure to pay any outstanding fees by the end of the month shall result in termination from the program. Any exceptions to this policy must be approved by the A+ District Coordinator. The child may re-enroll if the parent/legal guardian pays all outstanding fees, and a penalty fee of \$25 for reinstatement. If there is more than one child enrolled in the A+ Program, the family is penalized for a flat reinstatement fee of \$25.

## **Transportation**

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Transportation to and from the A+ Program will not be provided as children are enrolled at their own school. Transportation arrangements are the parent/legal guardian's responsibility. The parent/legal guardian must notify the A+ Program in advance of how children are to get home.

No modifications resulting in additional cost will be made in school bus schedules to accommodate children participating in the A+ Program.

For children with permission to attend A+ Programs at schools other than their regular school, the parents/legal guardian must make transportation arrangements and assume responsibility for getting their children there. The parent/legal guardian must notify the Site Coordinator of the arrangements made for the child to get to the A+ Program.

## Pick-Up Procedures

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Children shall be picked up only by the parent/legal guardian or authorized adults on registration forms. The parent/legal guardian must give advance permission for any other type of arrangement, such as:

- If the child is to be picked up by someone else that day.
- If the child is to walk, bike, skateboard, or take other means home, A+ staff is authorized to dismiss the child.

If the parent/legal guardian wants A+ staff to release a child from school on his or her own, the parent/legal guardian must sign an "Authorization for Release of an Unaccompanied Child" form, releasing the A+ Program and staff of all responsibility once the child leaves the school.

When completing the form, the parent/legal guardian should select release times carefully. During the winter months, the sun may set before 6:00 p.m. Traffic may be heavier because of workers going home. When a child is released on his or her own, there will be fewer children on the streets than at the close of the regular school day. Upon completion of the form, the parent/legal guardian should consult with the Site Coordinator.

## ID Cards

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All persons authorized on the A+ Registration Form for child pick-up must show a current picture ID, i.e., Hawaii State driver's license, State or Military ID card before children are released.

If a parent/legal guardian needs to have their child picked up by someone who has not yet been authorized for pick-up, the parent/legal guardian must:

- 1) Call the A+ site and provide his or her name and current ID information so that his or her identity can be verified
- 2) Provide the name and current ID information of the alternate designated to pick up the child.

If a person not previously authorized or phoned in by the parent/legal guardian comes to pick up a child, A+ staff will not release the child until the parent/legal guardian or other authorized adult has been contacted to confirm the identity of the pick-up adult and approve the child's release.

It is the parent/legal guardian's responsibility to notify the Site Coordinator of any injunctions barring any person, formerly authorized to pick up the child from the A+ Program.

## Sign-Out

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The parent/legal guardian or authorized adult must sign out the child on a sign-out sheet and note the time of departure. This procedure is essential for security purposes so that staff will have a record of which children have left.

## Late Pick-Ups

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If for any reason the child cannot be picked up by the time the program closes, the parent/legal guardian should contact one of the designees previously authorized by them for pick-up of their child.

If the child is not picked up within 15 minutes after closing, the Site Coordinator will try to contact the child's parent/legal guardian first then other adults authorized to pick up the child. Children will only be released to authorized adults.

A \$5.00 late pick-up fee **per child** shall be imposed for every 15 minutes beyond the closing time that a child is picked up late (i.e., 1-15 minutes late – \$5.00; 16-30 minutes – \$10.00, etc.) Chronic late pick-ups may be grounds for a child's termination from the program.

## **Absences**

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If a child is to be absent from the A+ Program, the parent/legal guardian must call the A+ Program number to notify A+ staff of the absence prior to the end of the regular school day.

If the child is absent on a day he or she is scheduled to be in the program and the school has received no prior notification, staff will follow up with a call to the parent/legal guardian or another adult designated as a contact in case of emergencies, to verify the child's absence.

If, after a period of time, the parent/legal guardian is uncooperative with this notification procedure, or the child is habitually truant, it may be grounds for termination of the child from the program.

If the child is signed out of the A+ Program, he or she cannot be resigned back in within the same day. If the child does not show up in the first five (5) minutes to A+, he or she will be marked absent, and the child will not be able to report to A+ within the same day.

## **Illnesses**

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Sick or moderately sick children should be kept at home so they can rest and are less likely to infect other children. Children kept at home during the regular school day should not be sent to the A+ Program.

If a child becomes ill during the A+ Program, the Site Coordinator (or designee) will contact a parent/legal guardian or other responsible adult named on the child's registration form to pick up the child. Staff will have the child rest quietly until he or she can be picked up. Children with communicable diseases excluded from school as required by the Department of Health, also will be excluded from the A+ Program. Once readmitted to school, they may return to the A+ Program.

A+ staff will not be responsible for storing, holding, dispensing, or administering medication to children.

## **Emergency Care/First Aid**

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A+ staff will include at least one person at each site appropriately trained and certified in first aid.

A parent/legal guardian or other adults authorized by the parent/legal guardian in emergencies will be contacted in cases of serious injury.

The program cannot transport children to out of area physicians, so if staff is unable to locate the parent/legal guardian or an "emergency" contact, staff will secure appropriate treatment at the nearest medical facility.

If the injury or illness requires an ambulance, the child will be transported to a designated site or physician. In all cases of injury or illness, attempts will be made to contact the parent/legal guardian immediately and involve them in the decision regarding treatment. An adult staff member will accompany the child to the source of emergency care, if appropriate. The adult will stay with the child until the parent/legal guardian or parent/legal guardian's designee assumes responsibility for the child's care.

The A+ Program does not provide medical insurance for your child. The parent/legal guardian is financially responsible for any medical care or special transportation incurred on the child's behalf.

## **Emergency Procedures for Closing the A+ Program**

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The A+ Program will follow the regular school procedures for closing school in case of emergencies such as flooded roads, heavy rains, earthquakes, breakdowns in utility services, etc. If school was closed earlier in the day before the start of the A+ Program, the A+ Program will also be closed.

In the event of a site evacuation, children will be taken to a local emergency center. The location will be posted at the A+ site. Efforts will be made to contact the parent/legal guardian should evacuation be necessary. A+ staff will remain with the children until they are picked up by a parent/legal guardian or other authorized adults.

## **Proactive Student Behavior Support Systems**

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The A+ Program will stress positive behavior. In the event disciplinary actions do not result in the desired behavior, the child may be referred to the Site Coordinator. Parent conferences may be arranged where there are repeated offenses.

If all efforts to control disruptive and/or abusive behavior are unsuccessful this may constitute grounds for termination from the program. For the success of the program, children must not be disruptive or abusive to themselves or to others.

If necessary for the health and safety of the child or other participants in the program, Hawaii Administrative Rule Chapter 19 will prevail.

The parent/legal guardian of children who are guilty of vandalism, or the damaging of school property shall make restitution to the school.

## **Termination from Program**

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Students may be terminated from the program for 1) failure to pay the monthly non-refundable fee (see page 3) or any outstanding fees (e.g., late payment fees, late pick-up fees, bad check fees, etc.) by the end of the month; 2) chronic late pick-up; 3) conduct which disrupts the program's activities or jeopardizes the safety and welfare of the program's staff or participants; or 4) the child is habitually truant.

Prior to termination from the program, the Site Coordinator at the school site shall meet with student and parent/legal guardian of the student to apprise them of the problems and to afford them a reasonable time to take corrective action. In an emergency situation, for health and safety reasons, a child may be immediately terminated from the program, and a follow-up meeting with the parent/legal guardian shall be offered.

## **Security**

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Procedures for reporting absences, staff follow-up on unreported absences, and daily sign-in and sign-out requirements are designed to maintain security for the children.

Children will be accompanied by staff whenever movement from one area of the campus to another is necessary.

The staff is instructed to be aware of strangers. Strangers will be asked to leave the school premises if they have no legitimate reason for being there. Monthly fire alarm drills will be conducted to ensure proper training of children and staff in fire evacuation procedures.

## **Communication/Consultation with Parent/Legal Guardian**

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### **Notices**

A monthly activity schedule for the program will be prepared, posted and modified as plans change, so that the parent/legal guardian, as well as their child(ren), may know ahead of time what their child(ren) will be doing each day.

Other notices will be prepared as necessary and sent home with children to their parent/legal guardian.

### **Conferences**

Parent conferences are not required, but will be arranged at the request of the parent/legal guardian, Group Leaders, or the Site Coordinator.

### **Program Evaluation**

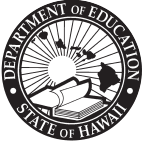
Parent evaluation of the A+ Program is an important factor in planning for improvement in subsequent years. The parent/legal guardian will be surveyed toward the end of the school year to solicit feedback.

## LIST OF ACCEPTABLE INCOME DOCUMENTATION FOR THE AFTER-SCHOOL PLUS (A+) PROGRAM

As stated on the application form, **you must submit supporting documentation. If you would like to apply for subsidized tuition**, acceptable documentation is listed below.

For each **“Type of Income”** you receive, send **one** of the following documents from the **“Suggested Sources of Acceptable Written Evidence”**.

Type of Income	Suggested Sources of Acceptable Written Evidence
Earnings/Wages/Salary	1. For each type of income received, send one of the following: <ul style="list-style-type: none"> <li>• Current paycheck stub (for one month)</li> <li>• Letter from employer on official letterhead stating gross wages paid and how often they are paid; or</li> </ul> 2. Self-employed, business or farming documents, such as ledger books, last quarterly tax estimates, last year’s tax return; or 3. Last year’s tax return (gross income) with copy of W-2.
Cash Income	A letter from employer stating wages paid and frequency.
Social Security (all types)	1. Social Security Benefit Award letter; or 2. Statement of benefits received.
Pension/Retirement	1. Statement of benefits received; or 2. Pension award notice.
Unemployment Compensation/Disability or Worker’s Compensation	1. Benefit Award letter; or 2. Check stub.
Financial Assistance Payments	Benefit statement from DHS (Do not include SNAP).
First to Work	DHS Form 728 from First to Work unit.
Child Support/Alimony	1. Copies of checks or proof of payment received; or 2. Court order decree or agreement.
All other income	Documents showing the amount, how often, and date received.
No Income	Provide a brief note explaining how you provide food, clothing, and housing for your household and when you expect income.



***A+ Parent/Guardian Complaint Form***  
***(For parent/guardian to complete)***

***Date of Complaint:*** \_\_\_\_\_

***School:*** \_\_\_\_\_

***Child's Name and Age:*** \_\_\_\_\_

***Parent/Guardian Name:*** \_\_\_\_\_

***Telephone:*** \_\_\_\_\_

***Email Address:*** \_\_\_\_\_

***Reason for complaint:***

***Parties involved:***

\_\_\_\_\_

\_\_\_\_\_

***Parent/Guardian Signature***

***Date***

***Do Not Write Below This Line***

***Date Complaint Received:*** \_\_\_\_\_

***Date Resolved:*** \_\_\_\_\_

***Resolution:*** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_