



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of Out of School Time Programs

Afterschool Program Parent/Guardian Handbook



Photo by Michael DeAngelis

2015–2016 School Year

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Letter from the Director of the Office of Out of School Time Programs (OSTP)

Dear OSTP Parents and Guardians,

Welcome to the OSTP afterschool program for the 2015–2016 school year! Afterschool is an important factor in your child(ren)'s education and future. Student participation in high-quality afterschool programming has been shown to improve school attendance, academic achievement, graduation rates and attitudes toward learning. **Students attending two and a half hours of afterschool programming each day (3:30–6:00 p.m.) gain the equivalent of nearly two months of learning time over the course of the school year.**

What should you expect from us?

Afterschool time in DCPS is more than supervised study time. Your school's afterschool program is designed to align with students' learning during the school day. DCPS teachers and aides work together with community-based organizations to implement the program at your child's school. This year's program will continue to provide Academic Power Hour (APH), a healthy supper or snack, and structured and engaging enrichment activities.

Some Reminders:

- In order for your child(ren) to receive the full benefits of the after school program, it is recommended that they remain for the entire duration of the program (until 6:00 p.m.). It is especially important that your child(ren) participate in the APH. Daily early pick-ups are not recommended or encouraged, however, if an early pick up is necessary please contact your school's administrative aide/coordinator to make arrangements.
- Afterschool enrollment is done electronically (<http://dcps.dc.gov/DCPS/asp>) in order to simplify the process for families and to allow afterschool staff to focus on program quality. All enrollment questions can be directed to your school's administrative aide (see "Afterschool Program Contact Information" in this handbook).
- Families who have a co-payment for the afterschool program may pay their bill using a credit/debit card (VISA or Master Card) on our online system at <http://afterschoolpayment.dcps.dc.gov>.

How can you contact us with questions or concerns?

Your administrative aide's contact information can be found in the "Afterschool Program Contact Information" in this handbook. You can also contact OSTP directly by calling 202.442.5002. We look forward to working with your child(ren) throughout this year to extend their learning and enrich their education.

Sincerely,
Margareth Legaspi
Director, OSTP

Office of Out of School Time Programs Mission

OSTP's mission is to support the strategic goals of DCPS by providing affordable, safe, structured and engaging academic, wellness and enrichment programs open to all children in PK-grade 8 to develop the whole child. This unique opportunity beyond the school day is provided by DCPS staff and community partners.

Afterschool Program Leadership

Administrative Aide (AA)

On a day-to-day basis, the administrative aide (AA) ensures the smooth functioning of the program. The AA is your daily point of contact for the afterschool program. From signing students in and collecting payments (if applicable), to serving supper/snack and facilitating sign-out at the end of the day, the AA ensures that the program's routine runs safely and smoothly for everyone involved.

Principal/Principal Designee

The principal/principal designee assists the AA and ensures that essential components are in place for the afterschool program. To guarantee quality programming at a school-wide level, the principal/principal designee enforces policies and procedures, monitors programs, and supports partnerships with community-based organizations.

Office of Out of School Time Programs (OSTP) Analyst

OSTP creates the policies and procedures used to guide afterschool programming at each school. OSTP provides the resources needed for high-quality daily instruction. OSTP also plans and implements summer school programming, giving DCPS students the opportunity to continue their learning and stay on top of their subject knowledge even while school is out of session. OSTP analysts support AAs and principals/principal designees at multiple schools by monitoring programs, ensuring that grant requirements are met, and offering assistance to the schools.

Fun Fact:

Did you know that attending Power Hour every day of the school year is equivalent to obtaining **27 extra days of school?**



A Typical Day in Afterschool

While specific times may vary by school*, these components of programming are recommended for all OSTP afterschool programs. School leaders determine the specific schedule for the program and for the content and plan for the Academic Power Hour.

3:30-4:30 p.m. Academic Power Hour (APH)

- **3:30-4:00 p.m. Homework Help**—Teachers, with the support of classroom aides, provide homework assistance and check student projects, reports, and assignments as needed.
- **4:00-4:30 p.m. Structured Lessons**—This half of APH focuses on reinforcing lessons from the school day. Structured lessons may also include the use of technology and the outdoors to apply skills learned in the classroom.



Photo by Michael DeAngelis

4:30-5:00 p.m. Supper/ Snack

DCPS will provide a nutritious supper or snack for every afterschool student each day that the program is in session. This will be provided at no additional cost to your family. If your child has any special dietary needs, please request a Dietary Accommodation Form that will be used to notify the cafeteria manager at your school.



Photo by Paula Reichel

5:00-6:00 p.m. Enrichment

DCPS staff and partners provide a wide range of structured and engaging extracurricular activities. While specific programming varies by school, activities include project-based learning, science, educational field trips, arts, athletics, community service, and more. There may be special events, field trips, and volunteer opportunities throughout the year as well.



Photo by Bel Perez-Gabilondo

*Some OSTP schools also have extended day programs. Students can participate in both extended day and afterschool (as long as they are enrolled).

“The program is spectacular! And I look forward to enrolling my child in the program next year. The staff works diligently to ensure his proper care- physically, academically, and socially until the end of the day.”

-Parent of a child participating in an
OSTP afterschool program

Afterschool Hours and Dates of Operation

Afterschool program days and hours of operation are Monday through Friday, from 3:30–6:00 p.m., unless otherwise specified by the school. Program start date will vary by school. For more information about start dates, please contact your school or consult our website at dcps.dc.gov/afterschool.

There is no afterschool programming on half days, holidays, parent-teacher conference days, canceled days (such as days with inclement weather/“snow days”), or professional development days, as well as November 25 and December 18, 2015. Therefore, the OSTP afterschool program is **not** scheduled to occur on the following dates, which may be subject to change:

Monday, September 7:
Labor Day

Friday, October 9:
Professional Development

Monday, October 12:
Columbus Day

Monday, October 19:
Parent Conference Day

Friday, October 30:
Records Day, Dismissal at
12:15 p.m.

Wednesday, November 11:
Veterans Day

Wednesday, November 25:
Day before Thanksgiving

**Thursday, November 26 and
Friday, November 27:**
Thanksgiving Break

Friday, December 4:
Professional Development

Friday, December 18:
Day before Winter Break

December 21-January 1:
Winter Break

Monday, January 18:
Martin Luther King Jr. Day

Friday, January 22:
Records Day, Dismissal at
12:15 p.m.

Friday, February 12:
Professional Development

Monday, February 15:
Presidents’ Day

Monday, February 22:
Parent Conference Day

March 28-April 1:
Spring Break

Friday, April 8:
Records Day, Dismissal at
12:15 p.m.

Friday, April 15:
Emancipation Day

Friday, May 6:
Professional Development

Monday, May 23:
Parent Conference Day

Monday, May 30:
Memorial Day

Thursday, June 16:
Last Day of School, Dismissal
at 12:15 p.m.

Program Policies and Procedures

In order for afterschool programming to not only be engaging, but safe and structured as well, certain program policies must be implemented.

Dismissal Procedures

Students must be picked up or walk home by 6:00 p.m. each day. A student may be picked up by any of the people listed on the online OSTP Afterschool Enrollment Application or on a signed copy of the Addition/Revision Form (please refer to the document at the end of this handbook). The parent/guardian or designated pick-up person must sign out the child(ren) when he/she picks them up.

No child will be released from afterschool programming without being signed out by the authorized pick-up person.

1. A student may be picked up by another person *if and only if* the parent/guardian has sent written authorization for that individual to pick up the student.
2. A student may walk home alone if the parent/guardian has noted in the online OSTP Afterschool Enrollment Application that this is acceptable.
3. A student may walk home alone earlier than the time stated in the OSTP Afterschool Enrollment Application *if and only if* the student's parent/guardian has signed and given a written authorization expressing his/her desire to have his/her student leave at the earlier time to an afterschool staff member.

Afterschool program administrators keep all written authorizations and updates in the student's afterschool program file.

Steps taken if a parent/guardian does NOT pick up their child(ren):

1. If a student is not picked up by the end of the program (6:00 p.m.), afterschool staff will call every phone number listed in the child(ren)'s enrollment application to locate an adult who can pick up the student.
2. If after multiple attempts, the student(s)' parent, guardian or emergency contact(s) cannot be reached, the school will call Child and Family Service Agency (CFSA) at 202-671-7233.
3. If the parent, guardian or other approved adult arrives prior to the CFSA representative, CFSA will be contacted again to report the update.
4. The student may not return to the afterschool program until the administrative aide and/or the principal has spoken with the parent, guardian or case worker and has agreed to a plan by which the student will be picked up on time.

Late Pick-Up Policy

Although DCPS understands that occasional tardiness may be inevitable, regular extended late pickups cannot be allowed. Therefore, afterschool program participation can be terminated for students whose parents/guardians are late picking up their child(ren) on three (3) occasions.

- On the first two occurrences, afterschool staff will issue a standard written notice to the parent/guardian, identifying the first and second late-pick up dates.
- On the third occurrence, afterschool staff may issue a standard written notice to the parent/guardian indicating that program participation has been terminated for the child(ren).

No Pick-Up Procedures

Student(s) will be referred to the DC Child and Family Services Agency (CFSA) if:

- Left in afterschool unattended after removal from program
- Not picked up and afterschool staff is unable to reach parent/guardian or emergency contacts after numerous attempts

The following steps will be implemented in the event that the student (who has been previously removed from after school program) is left after school dismissal:

- The student will be held in the main office once school is dismissed (beginning at 3:15).
- School staff will call the parent/guardian after dismissal to request immediate pick up from school (at 3:30).
- If the student is not picked up within 30 minutes, a second call will be made to the parent/guardian and emergency contacts on the student's afterschool enrollment form (at 4:00).
- If a student is not picked up within an hour of the first call, CFSA will be contacted and asked to take custody of the student (at 4:30).

Early Pick-Up Policy

In order for your child(ren) to receive the full benefits of the after school program, it is recommended that they remain for the entire duration of the program. It is especially important that your child(ren) participate in the Academic Power Hour. Daily early pick-ups are not recommended or encouraged, however, if an early pick up is necessary please contact your school's administrative aide to make arrangements.

Non-Payment Policy (only applicable at some schools)

As a condition of participating in OSTP afterschool programs, families may be required to submit a monthly payment unless they are eligible for free programming or unless they are participating solely in a community organization's free programming. OSTP will closely monitor the payment of these fees and will hold families accountable to submit their monthly payments on time and in full (if applicable).

A monthly invoice will be mailed to the parent/guardian indicating the amount due for the coming month. It is the parent's/guardian's responsibility to make monthly payments.

- **Failure to pay in a timely manner will result in the temporary or permanent removal of your child(ren) from the afterschool program until payment is submitted.**
- Furthermore, parents/guardians with an outstanding balance on their account at the end of the year are not eligible to participate in the afterschool program for the following school year until payment is satisfied.

The afterschool program is not a “drop-in” service. Participation on all program days is expected when students are enrolled. **No refunds are possible once payment has been made.**

Steps taken if payment is not received on time:

1. Warning Letter Sent Home with Student via Backpack (2 business days after deadline)

If payment is not received within two (2) business days after the monthly due date, a warning letter will be sent home by the administrative aide with the student(s) that day. Families will be informed in this letter that if payment is not received within three (3) business days (one week after the initial due date) the student(s) will be suspended from programming until the payment is made.

2. Letter Confirming Removal from Program (5 business days after deadline)

A removal letter will be sent home with the student(s) if payment is not received by 6:00 p.m. on the final day of the 5-business day grace period. This letter will inform the family that the child(ren) will no longer be allowed to participate in the program until payment is received. Participation can resume immediately upon receipt of payment.

Student Policies and Procedures

All DCPS-level and school-wide rules apply during afterschool programming as in the regular school day.

Behavior Expectations

All students are expected to meet behavioral standards. The discipline procedures and consequences that are detailed in Chapter 25 of the District of Columbia Municipal Regulations (DCMR) apply during the afterschool program. These are available in detail on the DCPS website: <http://dcps.dc.gov/page/attendance-and-behavior>. Principals and administrative aides have specific guidance on implementation of Chapter 25 in the non-compulsory afterschool program. In cases of repeated and/or severe behavioral issues, families will be notified and may be required to meet with afterschool staff to develop a behavioral plan in order for the child to remain in the program.



Attendance

Students will only benefit from afterschool with consistent attendance, whole-hearted commitment and effort. As such, students are permitted **five unexcused absences per month** or 15 excused absences per month before they can be removed from the program. Excessive absences in general can result in removal from the program (including excused absences). Please provide advance notice to your afterschool staff if you know your child will be absent from the program.

Students with Special Needs in Afterschool

Afterschool programming is available to all students in a participating OSTP school:

- All students have access to the OSTP Academic Power Hour and enrichment programs.
- Afterschool teachers and aides must use reasonable accommodations to ensure the child(ren)'s successful participation in the afterschool program.

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- OSTP afterschool programs typically have an adult-to-student ratio of 1:20. In order to address the needs of a particular student, OSTP and the Office of Specialized Instruction (OSI) program managers will determine how best to provide additional support on a case-by-case basis. In the instance that a request for extra support is made, the team will review student information including any and all collected documentation to determine the most appropriate support(s) to ensure student safety and success.
 - The Office of the State Superintendent of Education (OSSE) provides transportation for students with disabilities. DCPS follows policies set forth by OSSE. A 2014 policy states that buses will only pick-up/drop-off during school days at the address provided.

Parental Involvement

Your involvement with your children's school and afterschool programming is critical for his/her success.

Ways you can support your student(s) in **afterschool**:

- Give feedback to afterschool staff
- Volunteer in the school
- Attend afterschool program events

Ways you can support your student **at home**:

- Provide time and space for him/her to complete homework at home. Understand that since the Academic Power Hour combines time for homework and for targeted instruction, your child(ren) will likely need additional time at home to complete his/her homework.
- Review the homework that was done in afterschool so you know what your child(ren) is working on.



Thank you for your involvement!

Parent Satisfaction and Communication

If you have a question, concern, or an idea for the program, contact your administrative aide (see the list at the end of this handbook). If you have problems or questions related to afterschool overall, please contact the Office of Out of School Time Programs at (202) 442-5002. **Your voice matters!** Open communication with your afterschool program leaders helps the program run well, so please keep in touch.

Parent Survey

Toward the end of each year, you will receive a parent survey about the afterschool program. Your opinion matters to us and helps us shape programming in future years. Your administrative aide will have more information.

Current Contact Information

Your child(ren)'s safety is important to us. Updated contact information is essential to ensure your child(ren)'s safety in case of emergencies and to keep you updated on your child(ren)'s progress. If your contact information changes throughout the school year, please inform your administrative aide. **Parents/guardians are urged to inform the afterschool program of any changes within three days following the change.**

List of OSTP-Managed Afterschool Programs

Elementary Schools	Education Centers
<ol style="list-style-type: none"> 1. Aiton 2. Amidon Bowen 3. Bancroft 4. Barnard 5. Bunker Hill 6. Bruce-Monroe @ Park View 7. Burroughs 8. Burrville 9. Dorothy I. Height 10. Cleveland 11. Drew 12. Garrison 13. H.D. Cooke 14. Hendley 15. J.O. Wilson 16. Ketcham 17. Kimball 18. King, M.L. 19. Langdon 20. Langley 21. Leckie 22. Ludlow-Taylor 23. Marie Reed 24. Miner 25. Moten 26. Noyes 27. Patterson 28. Payne 29. Plummer 30. Powell 31. Savoy 32. Seaton 33. Stanton 34. Thomas 35. Thomson 36. Turner 37. Tyler 38. Watkins 	<ol style="list-style-type: none"> 1. Brightwood 2. Browne 3. LaSalle-Backus 4. Raymond 5. River Terrace 6. SWW @ Francis- Stevens 7. Takoma 8. Truesdell 9. Walker-Jones 10. West 11. Wheatley 12. Whittier

Afterschool Program Contact Information

School Name	School Phone	Afterschool Administrative Aide (AA), Coordinator, or Other Administrator as of September 15, 2015
Aiton ES	202-671-6060	AA- Tanisha Simpson
Amidon-Bowen ES	202-724-4867	AA- Gloria Tobe
Bancroft ES	202-673-7280	AA- Jeffrey Bonilla
Barnard ES	202-576-1100	POCs- Auraneittia White and Sandra Montgomery
Brightwood EC	202-722-5670	POC- Sara Blake
Browne EC	202-671-6210	AA- Andrea Simmons
Bruce-Monroe ES @ Park View	202-576-6222	AA-Diana Mata
Bunker Hill ES	202-576-6095	AA-Tiffanie Musgrove
Burroughs ES	202-576-6150	AA- Felicia Worsley
Burrville ES	202-671-6020	AA- Nathaniel Thomas
Cleveland ES	202-939-4380	AA-Tameka Charles
Dorothy I. Height ES		POCs- Jim Tracey & Janet Renaldi
Drew ES	202-671-6040	AA- Dajanette Coram-West
Francis-Stevens (School Without Walls) EC	202-724-4841	Assist. Principal-Megan Hanley YMCA- Cierra Brown & Zakiya Toms
Garrison ES	202-673-7263	AA- Anita Bailey
H.D. Cooke ES	202-939-5390	POC- Debbie Pridgen
Hendley ES	202-645-3450	Coordinator, Thomas Mitchell
Ketcham ES	202-698-1122	AA- Sherene Ford
Kimball ES	202-671-6260	AA- Leslie Martinez
King, M.L. ES	202-939-4900	AA- Roselina Gorham
Langdon EC	202-576-6048	Coordinator, Andrea Joyce
Langley ES	202-724-4223	AA- Peggy Goldston
LaSalle-Backus EC	202-671-6340	AA- Linda Hodges
Leckie ES	202-645-3330	Coordinator, Patrick Cox
Ludlow-Taylor ES	202-698-3244	Coordinator, Brenda Thomas
Miner ES	202-397-3960	AA- Frances Montez
Moten ES	202-698-1111	Coordinator-Johanna Williams
Noyes EC	202-281-2580	AA- Betty Carter
Patterson ES	202-939-5280	AA- Allie Thompson
Payne ES	202-698-3262	AA- Lajuana Mobley-Cox

School Name	School Phone	Afterschool Administrative Aide (AA), Coordinator, or Other Administrator as of September 15, 2015
Plummer ES	202-939-4360	Coordinator, Michael Nabinett
Powell ES	202-671-6270	Coordinator, Graciela Segovia
Raymond EC	202-576-6236	AA- Tracy Aukward
Reed ES	202-673-7308	AAs-Lisa Davis and Marianna Murray Crawley
River Terrace EC	202-442-7111	AA- Crystal Judkins
Savoy ES	202-939-2000	AA- Brenda Williams
Seaton ES	202-673-7215	Coordinator, Lisa Kirkpatrick
Stanton ES	202-671-6180	AA- Brandi Taylor
Takoma EC	202-671-6050	Coordinator, Kelly Gilmore
Thomas ES	202-724-4593	AA- Angela Randall
Thomson ES	202-898-4660	AA- Vanessa Vick
Truesdell EC	202-576-6202	AA- Lisa Thomas
Turner ES	202-645-3470	Coordinator, Stacy Williams
Tyler ES	202-939-4810	Coordinator, Ebony Butler
Walker-Jones EC	202-939-5934	AA- Bertha Gamble
Watkins ES	202-698-3355	AA- Reginald Rothwell
West EC	202-576-6226	POCs- Sharon Hudgens and Audri White
Wheatley EC	202-939-5970	AA- Shawanna Ellerbe
Whittier EC	202-576-6156	AA- Lertia Lopes
Wilson, JO ES	202-698-4733	Coordinator, Kathleene Lynch



Student Withdrawal Form

SCHOOL:

STUDENT

Student Name: _____

Grade: _____

Date: _____

Date Effective: _____

**WITHDRAWAL
REASON FOR**

Reason	Yes/No	
Transferring to another DCPS school	_____	If Yes, which school? _____
Transferring to another school outside DCPS	_____	
Other Afterschool Commitments	_____	
Affordability of OSTP Afterschool Program	_____	
Other	_____	If Yes, please explain. _____

**VERIFICATION OF
CHANGE**

Parent name (please print): _____	Date _____
Parent Signature: _____	
Administrative Aide name (please print): _____	Date _____
Administrative Aide Signature: _____	

Please provide a copy of this form to the family and fax a copy to OSTP by the next business day: 202-442-9488.



Afterschool Contact Information - Addition/Revision Form

Please provide updated contact and/or pick-up information for the DCPS Afterschool Program below.

School: _____ Administrative Aide: _____

Contact Information

Student Name:	Cell Phone:	Work Phone:
Parent/Guardian Name:	Home Phone:	Email:

Names of Persons Authorized to Pick Up the Student

	Name	Relationship
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Parent/Guardian Signature

Date

Administrative Aide Signature

Date