



# After-Care Program & Parent Handbook

## Table of Contents

Introduction and Welcome.....	1
UYKQ's Mission.....	2
Operating Information.....	3
Enrollment, Waitlist, and Withdrawal Policies.....	3
Sign-In and Drop-Off/Pick-Up Procedures.....	4
Sample Daily Schedule.....	4
Supplies & Snacks.....	5
Sick Days & Scheduled Interruptions.....	5
Homework & Activities.....	5
Activity Procedures.....	5
Code of Conduct, Discipline Procedures & Child Safety.....	6-7
Billing, Rates, & Fees.....	7-8
Emergency Procedures.....	8
Parent Communications.....	9
Non-Discriminatory Policy.....	9
Confidentiality Agreement.....	9
Technology.....	10



## Welcome and Introduction

Welcome to the Urban Youth King & Queens After-Care Program for all students grades K-5! We are very excited to have you join us as we serve our community schools and families.

In our after-care program, parents and guardians may use our program on a consistent basis or simply as a drop-in option from dismissal–5:45pm where your child can participate in a number of activities, enjoy a snack, and receive homework help. We recommend downloading the app HiMama to your electronic device so you can manage your child’s account and correspond with the program.

One of the most exciting things about the program is that we will utilize a child directed playtime approach to our day-to-day operations so students can freely thrive in our creative environment.

We look forward to a fun-filled school year!

Haneef N. Hill, M.B.A.  
President & CEO  
Urban Youth Kings & Queens, Inc.  
[www.urbanyouthkq.com](http://www.urbanyouthkq.com)

5440 N. 6th Street, #428  
Philadelphia, PA 19120



## Mission Statement

Urban Youth Kings and Queens (UYKQ) is a 501 (c)(3) nonprofit organization that seeks to educate and empower Philadelphia's children and adolescents through wellness, sports, and after-school programs to recognize their talents, pursue college, and become leaders in their communities.

## Operating Information

UYKQ offers on-site after-care hours under the School District of Philadelphia's school year schedule. Our after-care program will operate from dismissal through 5:45pm, Monday-Friday, on an operating school day for ½ and full days. If the school closes on an enrollment day, we do not offer refunds. *We will not offer care for the following situations:*

- Inclement Weather; if school dismisses early or is canceled, after-care will be canceled for the day
- Holidays, breaks, and professional development days and other days there is no school
- Emergency closures
- Attendance is optional and enrollment secures their seat

## Enrollment, Waitlist, & Withdrawal Policies

Registration can be completed at [www.urbanyouthkq.com](http://www.urbanyouthkq.com). This will direct you to the after-care app HiMama, where all your account information is required including forms that need to be completed. Your account will be automatically placed on hold for us to approve it.

If there are spots available, UYKQ will review and approve the application and send an invoice for the first payment. All required documentation and the first payment needs to be made before your student is fully registered. If there is a waitlist, you will be notified when an opening is available.

UYKQ requests a 7 day written notice that you will make enrollment changes for your student. Notification can be sent to [rmorgan@uykq.org](mailto:rmorgan@uykq.org). Payments are nonrefundable.



## Sign In and Drop-Off/Pick-Up Procedures

UYKQ uses HiMama to keep track of daily attendance. Our on-site Supervisor will check all students in after they arrive at after-care. Parents will have access to check students out when they are picked up. Each check-in and check-out is time stamped and recorded in their account.

Drop-Off to our on-site after-care program will vary by site. Drop-off consists of a School District of Philadelphia employee/s waiting with the after-care students until a UYKQ staff member transitions them to our after-care room.

Pick-ups are allowed starting at 4:30pm-5:45pm. Students can be picked up in advance as long as our UYKQ staff is notified in writing. Only individuals on the authorization form are allowed to pick a student up and this cannot be modified on-site unless a written request is sent and approved by the on-site supervisor. Students picked up after 5:45pm will be considered late and late fees will be assessed. All fees need to be paid through the online account before the student can return. All notifications and requests can be sent to: [afterschool@uykq.org](mailto:afterschool@uykq.org). Students must be picked up, they cannot walk home.

## Sample Daily Schedule

Our UYKQ after-care schedule is posted online through the HiMama app. We promote a healthy balance between school, physical fitness, open play, and activities. A typical schedule looks like this:

### Regular Dismissal:

- Dismissal Drop-off (school to on-site after care)
- Homework Assistance/Quiet Time: 30 min
- Snack & Bathroom Break: 30 min
- Outside Play (weather permitting): 1 hour
- Inside Free Play stations: 1 hour

\*\*Scheduled Activities & Guest Speakers will be added occasionally and indicated on the HiMama activities schedule

### ½ Day Dismissal

Same as the regular day but students will have the option to add in:

- A Children's Movie
- Additional Scheduled Activities
- Additional Outside Play (weather-permitting)



- Reading Tim

## Supplies & Snacks

UYKQ will provide supplies for free play stations and organized activities led by our group leaders. We ask all parents to pack the appropriate supplies to complete homework and school projects.

Students attending after-care will provide their own snack. If snacks are donated by the School District of Philadelphia or another resource, we will offer them to the students. To avoid accidental exposure, please list all allergies in the registration paperwork.

## Sick Days & Scheduled Interruptions

If your child is showing any symptoms of being sick, please keep them home so they do not expose other students and staff who can become affected. If your child will not attend after-care on a scheduled date for any reason, please notify our staff in advance.

All notifications can be sent to [afterschool@uykq.org](mailto:afterschool@uykq.org).

## Homework & Activities

Our after-care program will provide a structured schedule and quiet space for students to complete their homework with the assistance of our staff. UYKQ staff will make every effort to effectively complete this task. If a student doesn't have any or refuses to do their homework we will ask them to observe quiet time. If the child refuses to observe quiet time, the student will be removed from the area and transitioned to a supervised secondary room. Parents and guardians will be notified through HiMama if this happens.

UYKQ believes it is beneficial in providing our students with child-directed playtime after a long school day. This involves offering different organized free play options where students can move around to different play stations or stay in one place and focus on their choice of interest. On occasion, organized activities and guest appearances will be offered.

All students will be supervised by on-site staff at all times.



## Code of Conduct, Discipline Procedures, & Child Safety

### Code of Conduct

Families and Students:

- Students and families must adhere to a code of conduct. Minor infractions that cause inappropriate disturbances or major infractions that cause major and excessive disruptions will be addressed on an as needed basis and evaluated by staff members. All infractions should be documented and addressed with the on-site supervisor so notes can be logged in the students account and parents and guardians will be notified.

UYKQ Staff:

- All staff members are required to provide clearances and certifications along with attending UYKQ's training day to go over policies and procedures. UYKQ's after-care program is designed to offer a nurturing environment where positive relationships are formed.

### Discipline Procedure:

Please review the following general rules and disciplinary consequences that will guide the program. It is imperative that students, families, and staff understand the expectations of the program as well as the potential consequences. We ask that you discuss the information listed below with your on-site supervisor if you have any questions.

*General rules for students:*

- Follow UYKQ's behavior expectations
- Show respect to staff and fellow students at all times
- Always use respectful language when addressing staff and students
- Always follow instructions set forth by after-school staff
- Demonstrate responsible care of school property, supplies, and equipment
- No disruptive behavior, including fighting, violence of any kind, or inappropriate language
- Comply with any and all regulations set forth by our after-care staff



- No electronic devices unless permitted

Questions, comments, complaints, and infractions of any kind should be sent to [rmorgan@uykq.org](mailto:rmorgan@uykq.org) and [hhill@uykq.org](mailto:hhill@uykq.org)

### Child Safety

Under Pennsylvania, Urban Youth Kings & Queens Inc. is a mandated reporter. If a child discloses any information to any employee or volunteer indicating that he/she is/has been abused by someone or if abuse is suspected, it is our responsibility to report this.

All employees and volunteers are required and authorized to report suspected or known child abuse or neglect to the Program Director or the Executive Director. In an urgent situation, the Director or Executive Director will immediately contact the appropriate law enforcement agency. After that contact, the next step is to follow mandated reporting procedures as required by the city /state. Complete responsibility and authority for investigation of the suspected abuse or neglect rests with DHS and/or law enforcement officials.

## Billing, Rates, and Fees

Parents and guardians will be able to access their students account at any time on the HiMama app. Invoices will be sent out 7 days prior to the due date for monthly and bi-weekly payments and a reminder will be sent 1 day in advance. For your ease, we recommend ACH autopay on the HiMama app as your form of payment. Other payment options include credit card (through HiMama) and money order. UYKQ will not accept other forms of electronic payments or cash for the after-care program.

Rates:

<b>FT Monthly (4-5 days/week) <i>Due on 1st</i></b>	<b>PT Monthly (3 days/week) <i>Due on 1st</i></b>	<b>2 Day Drop-In (set 2 days/week) <i>Due on 1st</i></b>	<b>1 Day Drop-In (set 1 day/week) <i>Due on 1st</i></b>
\$300	\$180	\$120	\$60



## Fees:

We have a 2 day grace period (due date plus one day) before a late fee is added to the account in the amount of 20% or \$10, whichever is greater. If the payment is going to be paid while in past due status, even within the grace period, notification must be sent to [rmorgan@uykq.org](mailto:rmorgan@uykq.org) otherwise your student will not be able to attend after-care.

If a student is picked up after 5:45pm, UYKQ will charge the account \$1/minute per student. The charges will be added to the account on the same day and the charges must be paid in full before the student returns to after-care.

## Emergency Procedures

### *Evacuation or Fire Drill*

UYKQ staff will be required to complete a headcount prior to exiting the building and upon arrival at designated safe zones. If it's a drill: re-enter building upon clearance from professional services, i.e. Firemen, Police, Utilities workers or site liaison etc. In the case of a real emergency or disaster, parents will be contacted for immediate pick-up.

### *Medical Treatment/First Aid*

UYKQ offers annual First Aid and CPR training to staff and/or volunteers. First Aid will be administered immediately to any child who suffers a minor injury. In the event of a serious injury, the parents will be contacted without delay. An ambulance may be called if such action is deemed necessary.

UYKQ will not provide any pain or fever medications. Additionally, staff is not permitted to administer any medications. Parents may bring medications to the office/site for UYKQ staff to supervise administration of medication. Parents must provide, in writing, specific instructions for dosage and frequency of any medication. The child must be able to take medication with adult supervision.





## Parent Communications

The UYKQ after-care program will use the software system HiMama throughout the school year. Parents or guardians will receive notifications in the primary form of text and email. We will also share pictures, videos, newsletters and send reminders through the app.

## Non-discriminatory Policy

Urban Youth Kings & Queens Inc. welcomes all children and volunteers. UYKQ does not discriminate on the basis of race, ethnicity, religion, skin color, national origin, gender, or sexual identity.

## Confidentiality

Participants in UYKQ, Inc. programs have the right to confidentiality and privacy. This means we will not share any of your child's personal information unless you give us written permission to do so. There are instances, however, when we would need to break confidentiality. These instances would be if your child lets us know that they were being hurt by someone (physical, sexual or emotional abuse) or if they or any member of your family indicated that they wanted to hurt themselves or someone else.

## Technology Policy

UYKQ, Inc. is pleased to offer access to computers, including access to the Internet, for leisure and educational purposes based on programming. Access to the internet is available and supervised. Inappropriate behavior and/or inappropriate use of internet privileges will result in suspension of computer access . All work must relate specifically to projects and/or information needed to complete a task and must relate in a positive manner to the organization’s mission. Failure to do this may result in the child losing the privilege to use technology while in the program.

Everyone should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Emailing, chatting, and instant messaging using UYKQ, Inc. computers is not permitted.

■ ■ ■

*UYKQ reserves the right to modify, edit, and update on an as-needed basis throughout the school year without prior notification.*