



# URBAN YOUTH KINGS & QUEENS AFTER SCHOOL PROGRAM

## (JENKS) PARENT HANDBOOK 2022 - 23

215-645-2770  
afterschool@uykq.org



# TABLE OF CONTENTS

MISSION STATEMENT.....	3
DAYS & HOURS OF OPERATIONS.....	3
EMERGENCIES DELAYS, DISMISSALS & CLOSINGS.....	3
PARENT COMMUNICATION RIGHTS AND RESPONSIBILITIES.....	3
ATTENDANCE, SIGN IN & SIGN OUT.....	4
DEPARTURE PROCEDURE.....	4
WALKER POLICY.....	4
LATE PICKUP FEES.....	5
CUSTODY ISSUES .....	5
CURRICULUM.....	6
HOMEWORK POLICY .....	6
INCIDENT REPORTS.....	6
TUITION.....	7
ADDITIONAL CHARGES .....	7
DROP-IN CARE .....	8
RECEIPTS & FEDERAL IDENTIFICATION NUMBER.....	8
DISCONTINUATION OF ENROLLMENT.....	8
WITHDRAW / CHANGE DAYS NOTICE FORM.....	9
DAILY SCHEDULE.....	10
STUDENT PICK-UP FORM.....	11
WALKER POLICY FORM.....	12



## MISSION STATEMENT

Our mission is 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.

The goal of Urban Youth Kings & Queens is to create the next generation of Philadelphia's community leaders by preparing our children for college and beyond. Our objectives are to overcome the factors that prevent young people from achieving their potential. At its core, each program offered by UYKQ seeks to improve academic performance, foster resilience, build character, develop sportsmanship, and teach health and wellness skills.

## DAYS & HOURS OF OPERATION

UYKQ After School Program is held in the cafeteria of participating sites from the end of the school day until 5:30pm PM. UYKQ will follow the School District of Philadelphia calendar and operate on days when school is in session. **The program begins Tuesday, September 6th, 2022 and ends Friday June 9th, 2023.** Please refer to the school calendar for specific dates.

## EMERGENCY DELAYS, DISMISSALS & CLOSINGS:

Schools are sometimes closed for emergency conditions such as snowstorms, facility problems, etc. In these situations:

- If Philadelphia Public Schools are closed for the day, UYKQ After School is closed.
- If school's are dismissed early for an emergency, UYKQ After School is closed

Parents must make alternate arrangements for days when UYKQ After School is closed and ensure their child is aware of the plan. Parents are asked to monitor the local news media for cancellation, delay, and early dismissal information.

## PARENT COMMUNICATION RIGHTS AND RESPONSIBILITIES

All parents/guardians listed on the Child Enrollment page of the registration packet have the following rights and responsibilities:

- to be included in general communications from UYKQ Administrative Office and Site Supervisor
- to be included in communications and/or receive information from UYKQ Administrative Office and/or Site Supervisor regarding your child's program attendance and/or behavior during the program
- to be included in communications regarding the financial status of your child(ren)'s account



These rights remain in effect unless UYKQ is provided with a copy of a court order or decree that specifically authorizes restrictions of any of these parental rights (in the determination of the Site Supervisor), and the Site Supervisor is provided with a copy of the court order or decree restricting these rights.

## **ATTENDANCE, SIGN IN & SIGN OUT ARRIVAL PROCEDURE**

After school, children are immediately brought to the cafeteria or other designated area to check in with staff. Children are greeted by staff as they arrive and attendance is taken. UYKQ cannot assume responsibility for a child until he or she has checked in.

If your child will be absent on an afternoon he or she is scheduled to attend, please inform UYKQ staff by notifying a staff member prior to the absence, or by emailing or leaving a voice mail message at your site before 2:00 PM. Calls can be made to **215-645-2770 or emailed at [afterschool@uykq.org](mailto:afterschool@uykq.org)**.

## **DEPARTURE PROCEDURE**

At the end of the day, parents are encouraged to help the child transition from afterschool to home by joining in the conclusion of an activity and/or helping with cleanup of the child's area. The person who picks up the child must inform a staff member that they are leaving and sign out on the attendance sheet. **Only specified individuals listed on the "Student Pick Up" form will be able to dismiss a child from the program.** Proof of ID will be needed. Parents are responsible for the supervision of their child after sign-out. If a person not listed on the student pick up form must pick up the child in an emergency situation, parents are to provide an email or phone call from the address on file with UYKQ, or a signed note giving the person permission to pick up the child.

- Any person who is suspected of being impaired by alcohol or drugs will be asked to call another designated person to pick up the child. The police may be called if necessary. Your child's safety is our priority!

## **WALKER POLICY**

Children in grades 4-5 are permitted to walk home when written permission from a parent/legal guardian is on file with UYKQ. The UYKQ Walker Policy has been developed to give parents of children in grades 4-5 the option to authorize the release of their child to walk home or to a designated activity/destination. To help assure the safety of the child, the following conditions must be met for UYKQ to release the child:

- The child must be in grades 4-5. Younger siblings in grades K-3 are not permitted to accompany the child. Exceptions will not be made for younger children, regardless of the proximity of the school to home



- A Walker Policy form must be completed by the parent/guardian and must be on file with UYKQ before the child can be released
- It is the responsibility of the parent/guardian to determine that the child has the necessary maturity level and skills, and to review safety procedures with the child before authorizing release.
- Parents/guardians are also responsible for obtaining all communication by UYKQ including information from the parent table, tax receipts, incident/injury reports, etc.
- There are no adverse safety factors, including but not limited to inclement weather conditions, as determined solely at the discretion of Site Supervisor or the Site Supervisor designee. In this circumstance when a child will not be released, the parent/guardian will be contacted to pick up the child. If the parent/guardian does not arrive by 5:30 PM, the UYKQ late pick-up fee will be assessed.
- The child must first get permission from a UYKQ staff member and then sign out on the attendance sheet before leaving. The child must walk home or to a designated activity/destination. Children are not permitted to wait on school grounds to be picked up.

## **LATE PICKUP FEE**

The UYKQ after school program ends at 5:30pm, and we ask that all children be picked up by that time. Since staff have evening obligations and are not expected to remain after pickup time, a fee of \$10 will be assessed for each child picked up after the specified time above, and an additional \$1 will be added for each minute thereafter.

*(ie... Program ends at 5:30pm, child is picked up at 5:45pm, a \$15 fee will be charged).*

If a child has not been picked up and attempts to contact parents and emergency contacts have been unsuccessful, the police may be called. UYKQ reserves the right to terminate enrollment for recurring lateness's.

## **CUSTODY ISSUES**

All parents/guardians listed on the Registration form shall be authorized to pick up his/her child on any day that UYKQ is in session and will be permitted to designate others to pick up his/her child on any day that UYKQ is in session, unless UYKQ is provided with a copy of a court order or decree that authorizes restriction of these parental rights and the Site Supervisor is apprised of the court order or decree.

For parents with joint or shared custody, either parent will be permitted to pick up the child on any day UYKQ is in session and to designate others to pick up the child on any day UYKQ is in session.

If one parent is the legal custodian of a child, only the parent with legal custody will be permitted to designate others to pick up the child, so long as the court order or decree provided to UYKQ supports such a determination.



For parents with shared or joint custody, in the case of an emergency, we will generally try to contact the custodial parent first. But, if we do not reach the custodial parent, we will contact the other parent. Also, in an emergency, we may not have time to look up whose day it is to have custody. If you have questions or concerns regarding these issues and our policy, or if you have a court order requiring otherwise, please contact our Site Supervisor.

## **CURRICULUM**

The UYKQ After School curriculum is designed to meet the goals of our program, provides a variety of activities including arts and crafts, sports and fitness activities, music, dramatic play, science and discovery, math and literature, special interest areas, and special events. Activities are planned to meet the needs and interests of the children. UYKQ does not conduct any type of formal assessment of children enrolled in our program.

## **HOMEWORK POLICY**

UYKQ is not an academic extension of the school day but we appreciate all the demands on school age children and their families, and we have a commitment to their academic learning. Although UYKQ believes that homework is ultimately the child's responsibility, we will do all we can to encourage children to complete their work during their designated time. Our daily schedule includes 30 minutes of quiet time Monday through Thursday for homework or reading. During this time, UYKQ staff will be available to provide some assistance if needed, but cannot be expected to check children's work for accuracy or completeness or to provide individual tutoring for children. Once scheduled activities begin, children may continue working on homework in a designated space, though the space will no longer remain quiet. Please check with your Site Supervisor for more detailed information about your site's homework time.

## **INCIDENT REPORTS**

In cases of serious or recurrent misbehavior, an incident report will be written. Examples may include but are not limited to causing a physical injury, taunting, name-calling, encouraging others to exclude a child from a group, threatening physical harm, and damaging property.

Should a child's inappropriate activity or behavior result in damage to any UYKQ owned or leased property, UYKQ reserves the right to assess the parent or legal guardian for any and all amounts necessary to repair or replace the damaged items or property. An incident report is intended to inform parents or legal guardians about inappropriate behavior. Staff will discuss the incident with parents or legal guardians, who are asked to sign the report, review it with the child, and discuss better ways to deal with the situation. A copy of the incident report will be given to the parents and a copy will be sent to the UYKQ administrative office. Please remember that it is not acceptable for a parent or legal guardian to engage in an argument with or threaten UYKQ staff and/or children. Examples of such behavior include but are not limited to loud



voices, foul language, threatening physical harm, or inflicting physical harm. This type of behavior may result in disenrollment from the program.

## TUITION

Tuition is an annual rate divided into ten monthly installments. The amount of the payment due each month is the same, regardless for the number of days of school or attendance. Holidays and other scheduled school days of are not included in the calculation of the annual rate. There will be no credits or refunds for calamity days or absences. A space will be reserved every day of the week for full-time participants. For part-time participants, only those two or three days of the week specified at the time of application will be reserved.

### Monthly Tuition Payment

2022 – 23 All-In Schedule	After School Care
Full Time – 4/5 days	\$300
Part Time - 2 / 3 days	\$180
Daily Drop In Rate	\$15

### 2022 – 23 Tuition Payments Are Due

The first monthly payment is due upon enrollment. Thereafter, tuition payments are due the third Monday of each month. Tuition is collected as follows:

October	September 19, 2022
November	October 17, 2022
December	November 21, 2022
January	December 19, 2022
February	January 16, 2023
March	February 20, 2023
April	March 20, 2023
May	April 17, 2023
June	May 22, 2023

## ADDITIONAL CHARGES

### *Late Payment Fee*

Tuition payments are due the third Monday of each month October through May. A late fee of \$25 will be assessed for any payment that is not received by 6pm on the last school day of that week (usually Friday). If a payment is not received by the last day of week tuition is due, your child(ren) will be suspended for one week, or until payment is made.



If the account is not paid in full the week of the suspension, your child(ren)'s enrollment will be discontinued. Reinstatement is available if space is available in the program, and the account is paid in full. Excessive late payments may result in discontinued enrollment.

## **DROP-IN CARE**

Drop-in care is available for currently enrolled students and a limited number of drop-in spaces may be available for students who are enrolled part-time in after school programs. Please contact your Site Supervisor at least 24 hours in advance to check availability for the days you would like your child to attend. This short notice will enable UYKQ to have the needed supplies and snack available for your child, and to make sure the required staff-to-child ratios are maintained. Payment is due the day of attendance. The fee for drop-in service is \$15 per child per day.

## **RECEIPTS & FEDERAL IDENTIFICATION NUMBER**

Parents may print tuition receipts online from Teamsnap. Receipts are also available from the UYKQ admin office upon request. An annual statement of tuition paid, although not required by law, will be distributed as a courtesy to currently enrolled families for tax purposes in late January. UYKQ Federal identification number is 81-4782910

## **DISCONTINUATION OF ENROLLMENT**

A child's enrollment may be discontinued or enrollment may be denied by UYKQ for any of the following reasons:

- Tuition or other fees are more than seven days past due
- Recurrent late pick-ups, unnecessary traces, or late payments
- Falsifying information on registration forms or required paperwork
- UYKQ determines that the child is unable to abide by the UYKQ rules, or the child's behavior is unsafe or unmanageable, or the child is unable to benefit from the program, or the program is unable to meet the needs of the child in a group childcare setting.
- UYKQ determines that the behavior of the parent is inappropriate in the presence of children, in the presence of UYKQ staff, or directed towards UYKQ staff; the parent is unable or unwilling to work respectfully, cordially and cooperatively with the staff and other parents to resolve a problem, or the parent is unwilling to accept the resolution recommended by UYKQ staff

Please understand that by enrolling, parents commit to work cooperatively with UYKQ staff on all matters.





**WITHDRAW / CHANGE DAYS NOTICE**

UYKQ must be notified by the 15<sup>th</sup> of the month to withdraw from the program or to change days of attendance. All withdrawal and changes become effective the first of the next month. No refunds will be made. Please email [afterschool@uykq.org](mailto:afterschool@uykq.org) as soon as possible to withdraw or to request changes. All requests must be received in writing.

**CHILD'S NAME:** \_\_\_\_\_

**DATE CHANGES TAKES EFFECT:** \_\_\_\_\_

I would like to withdraw my child(ren) from the UYKQ After School Program

Reason for Withdrawal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I would like to change days of attendance for my child(ren) to:

Full-time (4 – 5 days per week)

Part-time (2 – 3 days)

M Tu W Th F

Drop In (daily)

M Tu W Th F

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## DAILY SCHEDULE

UYKQ after school program provides a variety of activities including arts & crafts, sports and recreational games, mindfulness activities, outdoor activities, nature activities, STEM, and much more. Activities are planned to meet the needs and interests of the children.

The children's daily schedule is flexible enough to provide adaptability for the children. Typical schedule would be:

- 2:09pm - School dismissal - Pickup of students
- 2:15pm - Homework Time
- 2:45pm - Snack
- 3:15pm -
  - Recreational Play / Physical Fitness Time - Outdoors / Gymnasium
    - Basketball
    - Kickball
    - Running
    - Fitness and Exercise
    - Yoga
  - Activity Time – Choice of scheduled small group activities including:
    - Creative Arts
    - Literature
    - STEM
- 4:15pm - Transition Time
- 4:25pm - Building Games, Board Games, Puzzles
- 5:10pm - Cleanup and preparation for departure
- 5:30pm - Program Ends



**STUDENT PICK-UP:**

I authorize the following people to pick my child (ren) up for dismissal. Please include yourself and other parents who may pick up. Please note that identification will need to be present upon pick-up for your child (ren).

Child(ren) Name(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZED PEOPLE TO PICK UP CHILD(REN):**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

**AUTHORIZATION FOR USE OF PUBLIC TRANSPORTATION \_\_\_\_\_**

I authorize my child to be dismissed at their designated time for access to Public Transportation (SEPTA/Regional Rail. I understand that my child is fully aware and capable to access Public Transportation independently.

**NOTE:**

If a child's dismissal plan is different on a given day, a written communication with your child's name, the date, the change in dismissal plans, and signature must be submitted to the program leader. A separate note must be sent each time a child's dismissal plan is changed.

UYKQ staff must know how and where to contact parents and designated emergency and authorized contact at all times. When a child is not picked up on time, staff immediately call parents at cell or work contact numbers. If a parent or legal guardian cannot be reached, emergency numbers will be called until someone is found to come and get the child. **If no one is reached after 30 minutes the Department of Human Services may be notified.**



**UYKQ AFTER SCHOOL WALKER POLICY**  
**22-23 SCHOOL YEAR**

The Walker Policy has been developed to give parents of UYKQ After School participants in grades 4-5 the option to authorize the release of their child to walk home or to a designated activity/destination. To help assure the safety of the child, the following conditions must be met for UYKQ to release the child:

- The child must be in grades 4-5. Younger siblings in grades K-3 are not permitted to accompany the child. Exceptions will not be made for younger students, regardless of the proximity of the school to home.

**Written permission from the parent must be on file before the child can be released.**

- It is the responsibility of the parent to determine that the child has the necessary maturity level and skills, and to review safety procedures with the child before authorizing release. Parents are also responsible for obtaining all communication by UYKQ including information from the parent table, tax receipts, incident/injury reports, etc.
- There are no adverse safety factors, including but not limited to inclement weather conditions, as determined solely at the discretion of Program Manager or the Site Supervisor. In this circumstance when a child will not be released, the parent will be contacted to pick up the child. If the parent does not arrive by 5:30 PM, the late pick-up fee will be assessed.

The child must first get permission from a UYKQ staff member and then sign out on the attendance sheet before leaving. The child must walk home or to a designated activity/destination. Children are not permitted to wait on school grounds to be picked up.

I have read and understand the Walker Policy and agree to abide by it. I hereby grant permission to Urban Youth Kings & Queens to release my child, \_\_\_\_\_, to walk home:

on a daily basis at \_\_\_\_:\_\_\_\_ PM

only with written or verbal permission

\_\_\_\_\_  
**Parent/Guardian Printed Name**

\_\_\_\_\_  
**Signature**

**Date**