



After School Program Parent Handbook

Dear Parents,

Welcome to the Athletic Factory After School Program! In choosing the Athletic Factory After School Program for your son or daughter, they will have the opportunity to connect with peers in a new setting. This handbook states that you intend to abide by the policies of the Athletic Factory After School Program. Failure to uphold this agreement may result in your child's termination from the program. The staff and I are looking forward to working with you to promote a positive experience for your child.

Kind Regards,

Cliff Thomason

Cliff Thomason

Executive Director

Cell#: 810-300-9053

Email Address: cthomason@theathleticfactory.org

Website: www.theathleticfactory.org



PURPOSE

To provide opportunities to help improve the student and the athlete.

MISSION

Create opportunities through athletic participation, training, educational tutoring, and student-athlete college preparation.

VISION

To be the hub for the needs of student-athletes in our community.

Nondiscriminatory Policy

The Athletic Factory (TAF) services students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at East Shore Leadership Academy (ESLA). It does not discriminate, on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Enrollment

Students enrolled at ESLA are the only students eligible for enrollment in the after-school program. Students must be enrolled for all three days offered. Unscheduled drop-ins are not permitted. The program operates only on Wednesdays, Thursdays, and Fridays from 3:30pm to 5:30pm.



Check In / Out: All students will be accounted for at the start of the after-school program by staff members, and every child must be picked up by a designated parent or guardian at the end of each day. **Please be aware that an ID will be required** to verify the designated parent or guardian's identity, before students can be released.



NOTE: **If the person that is coming to pick up the student is not listed on the school information, the student won't be released.**



Late Pick-Up: All students are to be picked up **by 5:30pm** each day. Students who are not picked up by 5:30pm, **more than 4 times**, may be subject to being removed from the after-school program.

Conduct: Each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the rules of the after-school program. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Athletic Factory Executive Director, in collaboration with the Principal of ESLA, reserves the right to determine the appropriateness of an action if any doubt arises. Items of a questionable nature or deemed inappropriate for school are not to be brought to the After School Program. The Athletic Factory Executive Director, will determine the appropriate disciplinary measures to be taken concerning the presence of inappropriate items or behavior.

Student Discipline Policy: Our policy is "It's better to learn from consequences, then to be punished by shame." An example of a consequence may be missing out of an activity the other students will participate in. The consequence is a better learning tool then scolding the student and telling the child that he/she is bad.

1. We will remind the child what he/she is doing.
2. Redirect child in a positive manner
3. Praise child when needed
4. Explain the rules and why we need to follow them
5. Always encourage the child to tell or express their feelings and help them label them.



After attempting to redirect students, we will use a “3 Strikes” policy:

- First Offense – “Strike 1”
- Second Offense – “Strike 2”
- Third Offense – “Strike 3”, student will be suspended from the after-school program.

Students are expected to behave during the after-school program and may be disciplined if they do anything (or attempt to do anything) that violates any rule including:

Hurt, harass or threaten others, damage property, violate a criminal law, physical aggressive or violent Behavior, uncooperative or disruptive behavior, fighting, excessive inappropriate language.

At the discretion of the Athletic Factory Executive Director, immediate suspension or expulsion from the after-school program, may be administered for the following:

Arson, blackmail, bullying and cyberbullying, improper use of computers or electronic devices, cyberstalking, defiance, gang participation or display of gang-like behavior, hazing, hitting someone, interference with after-school program staff, stealing, threatening to hurt someone, vandalism, or verbal abuse of another.

Hours of Operation: The After School Program is open from 3:30pm – 5:30pm on Wednesdays, Thursdays, and Fridays.

Max number of absences allowed: Each student participating in the after-school program, will only be allowed 6 absences. On the 6th absence, the student participating in the afterschool program will be subject to being removed. This decision will be made between the ESLA Principal and the Executive Director of the Athletic Factory.



Schedule: The After School Program divides students into 3 groups:

- K – 2nd Grade
 1. Sports and Active Activities, Arts and Crafts, Singing Class, Chess, and Expressive Dance are available. **NOTE: Video Gaming is only offered to 3rd through 8th grade. Acoustic Guitar/Keyboard Lessons and Coding are only offered to 4th through 8th grade. Wood Shop is only offered to 5th through 8th grade.**



- 3rd – 5th Grade
 1. Sports and Active Activities, Arts and Crafts, Coding, Chess, Singing Class, Video Gaming, Acoustic Guitar/Keyboard Lessons, and Expressive Dance are available. **NOTE: Acoustic Guitar/Keyboard Lessons and Coding are only offered to 4th through 8th grade. Wood Shop is only offered to 5th through 8th grade.**
- 6th – 8th Grade
 2. Sports and Active Activities, Arts and Crafts, Coding, Chess, Singing Class, Video Gaming, Acoustic Guitar/Keyboard Lessons, and Expressive Dance are available.

The following activity components will be offered:

1. Sports and Active Activities – Offered **Wednesdays, Thursdays, and Fridays**
2. Arts and Crafts – Offered **Wednesdays, Thursdays, and Fridays**
3. Expressive Dance – Offered **Wednesdays, Thursdays, and Fridays**
4. Acoustic Guitar/Keyboard Lessons - Offered on **Wednesdays and Thursdays only.**
5. Coding – Offered on **Fridays only.**
6. Chess – Offered on **Thursdays only.**
7. Video Gaming – Offered on **Thursdays, and Fridays**
8. Wood Shop – Offered on **Wednesdays and Thursdays only.**



NOTE: **Session 4 will start on Wednesday, April 24th and will end on Friday, June 7th**

Snacks: A nut-free snack and drink are provided each day.

Communications: The parent and staff relationship are extremely important as we work together to provide a positive experience for the students. The after-school program director will contact a parent if there are concerns about your child. If you have a concern, or a problem arises, parents are encouraged to contact the after-school program director as soon as possible.

Emails are to be sent directly to TAF Executive Director, Cliff Thomason at: cthomason@theathleticfactory.org or contact him at 810-300-9053



Parent Handbook Acknowledgement Form

I, _____, acknowledge that I have read and do understand the information that is in the after-school program parent handbook. I acknowledge that I have received a copy of the parent handbook that includes the policies, which are a part of the after-school program.

Signature

Date

Relationship: _____

Print Name