

# Project Link

## Parent/Student Handbook

### 2022-2023





## **WELCOME TO PROJECT LINK**

Welcome to the Westlake City Schools Project Link program. This parent/student handbook provides information regarding the policies and procedures that govern the Project Link program. Please review this handbook and discuss the appropriate information with your child.

Many individuals are responsible for planning and providing the Project Link program. They include: Board of Education members, administrators, link teachers, custodians, and bus drivers. The effort and dedication exhibited by these many individuals enables the Westlake City Schools to present an excellent, flexible, and affordable school-age childcare program.

It is our goal to provide your child with an active, enriching, and fun-filled experience, full of diverse and varied activities. We look forward to a successful 2022-2023 school year.

## **WESTLAKE CITY SCHOOLS VISION STATEMENT**



The Westlake City School District will provide a dynamic, student-centered, positive learning environment. Our district is characterized by actively engaged learners, mutual respect, shared knowledge, pursuit of new skills and capabilities, collaborative learning, willingness to take action, a team commitment to data-driven continuous improvement, and tangible results.

## **WESTLAKE CITY SCHOOLS MISSION STATEMENT**

We educate for excellence... Empowering all students to achieve their educational goals, to direct their lives, and to contribute to society.

## **PROJECT LINK MISSION STATEMENT**

We will provide an experience that is enriching, creative, and safe. Empowering students to achieve personal growth and satisfaction in an environment that is exciting, active, and nurturing.



## **PROJECT LINK PHILOSOPHY**

The Westlake City School District will provide each Project Link student with a safe and fun-filled learning experience while guiding and mentoring them as they develop intellectually, socially, and emotionally within the program. All students will have the freedom to learn at their own pace and choose their own learning materials while being provided a balance of freedom and guidance, individual and group activities, and active and passive experiences. Students will be treated as unique, diverse individuals in an atmosphere that promotes self-respect and respect for the rights of others.



## **PROJECT LINK DIRECTORY**

### **Administrative Offices**

Mr. Michael Waters, Program Coordinator

Mrs. Julie Houser, Assistant Program Coordinator

24525 Hilliard Boulevard

440-835-6306

<http://www.wlake.org/departments/project-link>

### **Westlake Elementary School Project Link**

Mrs. Julie Houser - Assistant Project Link Supervisor

Mrs. Josephine Lux - Site Coordinator

Mrs. Nancy Kendall - Site Coordinator

6:30 A.M. – 8:30 A.M./3:25 P.M. – 6:00 P.M.

440-250-1212

### **DIS Campus Project Link**

Mrs. Julie Houser - Assistant Project Link Supervisor

Mr. Matthew Sprosty - Site Coordinator

6:30 A.M. – 7:50 A.M./2:35 P.M. – 6:00 P.M.

440-250-1027

All extensions are equipped with voicemail. You may also contact the administrative offices or each Project Link site by contacting the main switchboard, 440-871-7300, at the Westlake Board of Education.

## **DAYS/HOURS of OPERATION**

Project Link is in session each day during the school year. Morning Project Link begins at 6:30 A.M. and concludes at the start of the school day. Morning Project Link is held at Westlake Elementary and Dover Intermediate School (LBMS students attend AM Project Link at DIS). Afternoon Project Link begins at the end of the school day and concludes at 6:00 P.M. Project Link will be closed on the following days: Labor Day, Thanksgiving Break, Winter Break, Dr. Martin Luther King Jr. Day, Presidents' Day, March 27th, April 7th and Memorial Day.

## **REGISTRATION**

Project Link registration is paperless and conducted online at:

<http://www.wlake.org/departments/project-link> .

Payments must be submitted to process your registration. Payment may be submitted online, at any Project Link site or at the Westlake Board of Education 24525 Hilliard Blvd. If you are carrying a negative account balance from a previous Project or Camp Link session your enrollment will not be processed until the balance is paid and additional Project Link care is purchased.

## **TUITION**

The Westlake Board of Education charges \$6.00/hour for the first child, each additional child from the same family is charged \$5.50/hour for Project Link care. When your child's account drops below \$30.00 remaining, we require that additional time be purchased. You will be notified via email when a payment is required. Initial payment must be submitted online or with or at your child's Project Link site. Payment should be made in the form an online credit card payment or check/money order payable to the Westlake Board of Education. *The Westlake Board of Education charges a \$30.00 fee for all returned checks.*



## **ENROLLMENT FEE**

The Westlake Board of Education charges a \$50.00 enrollment fee for each child enrolling during the 2022-2023 school year – with a cap of \$100.00/family.

## **ACCOUNT MANAGEMENT**

Upon registering your child(ren) - each parent will create a username and password, which will allow for online access to Project Link accounts. Parents will have the ability to edit information, check account balances, monitor attendance, and register for additional enrichment programs. If you need assistance or do not have log in information please contact the Project Link office.

## **ARRIVAL/DEPARTURE PROCEDURES**

Specific drop off and pick up procedure will be provided before the start of the school year. Parents/Guardians or designees may be required to provide photo identification as proof of identity upon request by a staff member. Students will only be released to custodial parent(s)/guardian(s) or additional adults who have been designated by the custodial parent(s)/guardian(s).

## **ACCOUNT BALANCES**

Your account can be monitored by logging onto your Project Link account from any computer with Internet access. A computer terminal will be provided at each Project Link site allowing you to check your account balance. When your account balance drops below \$30.00 remaining per child you will be receive electronic notification prompting you to make a payment.

## **BILLING**

Accounts are billed at the conclusion of each week for the previous week's attendance. You are only charged for your child's actual attendance. Attendance is billed in 1/10-hour increments - which will be reflected on your weekly statement. For example - a student who attends Project Link for a total of 15 hours in a week will be billed for 150 attendance records. At the conclusion of each week a summary of the previous weeks account activity will be sent via email. If you are not receiving weekly statements via email please check your junk/Spam folder.

## **PAYMENTS**

Payments may be submitted in the form of a check or money order payable to the Westlake Board of Education at any Project Link site, school office or the Westlake Board of Education. Payments may also be submitted online by credit card via [SPS EzPay](#). Once logged into [Ez Pay](#) select Activity Fees from the top right and then click pay now next to the corresponding Project Link payment option and enter the total whole dollar amount of the payment being submitted in the quantity field. If payment is being submitted on behalf of multiple students - only one payment is required - there is no need to make multiple payments. Credit/debit card payments can only be processed through the [SPS Ezpay](#) link – do not try to make an online payment while logged into your Project Link account through your parent portal. Payments made online will be credited by the end of the next business day and there is a convenience charge of \$1.50 per transaction.



## **DELINQUENT ACCOUNTS**

If your account is more than \$100.00 in arrears the Westlake Board of Education reserves the right to suspend services until the account deficit is paid and additional Project Link care is purchased or a payment plan established.

## **HEALTH AND SAFETY**

One of the primary goals of the Project Link program is to provide a safe environment in which students may flourish. As a result, the following policies are in effect to ensure the safety and welfare of each student in attendance.

## **EMERGENCY MEDICAL AUTHORIZATION**



Each student is required to have emergency medical authorization form on file providing information from the parent/guardian on how they wish for Project Link to proceed in the event of an emergency. *This information must be submitted at the time of registration.* The names and telephone numbers of additional adults who may pick up your child in the event of an emergency must also be included. New emergency medical information must be submitted each school year or emergency medical information updated via registration gateway: <https://enroll.westlake.k12.oh.us/>

## **SUPERVISION**

No student will be left unsupervised, and appropriate staff/student ratios will be maintained.

## **ILLNESS/INJURY**

In the event of student illness or injury the parent/guardian will be contacted. Depending on the severity of the illness/injury the parent/guardian or their designee may be required to pick up the child immediately. The Westlake Board of Education adheres to all State statutes and Board of Health regulations that pertain to contagious disease.

## **MEDICATION POLICY**

For the protection of students, the administration of medication while attending Project Link is discouraged. When no alternative is available, Project Link staff members will be permitted to administer medication with a signed parent consent and physician order form. The consent form must provide specific directions for the administration of medication. [The parent consent and physician order forms are available in the Project Link administrative office and on the district website.](#) Medication must be transported to and from school by the parent/guardian. A new parent consent and physician order form must be completed each school year.

## **STUDENT CONDUCT**

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that rights of others are not violated or abused. Disciplinary action will be taken if a student's behavior has become disruptive to the mission of Project Link or when violation of a rule is evident. The type, frequency, and seriousness of an offense determine the disciplinary action. Although the disciplinary actions listed below reflect a progressive course of action, all steps may not be considered or appropriate in a given circumstance.



1. Verbal Warning
2. Project Link Instructor – Student Conference
3. Written Conduct Report – Parent Notification
4. Denial of Privileges
5. Parent Conference
6. Emergency Removal
7. Suspension
8. Exclusion

## **CODE OF CONDUCT**

Please review the Westlake City Schools Code of Conduct with your child located in the [Elementary Handbook](#), [DIS Handbook](#) and [LBMS Handbook](#):

## **SUSPENSION, EMERGENCY REMOVAL, AND EXCLUSION**

### **SUSPENSION FROM PROJECT LINK**

When a student is being considered for a suspension, the Project Link Coordinator or Project Link Assistant Supervisor will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. The Project Link Coordinator or Project Link Assistant Supervisor will then determine whether or not to suspend the student. If the decision is made to suspend the student, he/she and his/her parents will be given written notification of the suspension within one (1) day. Setting forth the reason for the suspension, the length of the suspension, and the process for appeal.





### **EMERGENCY REMOVAL FROM PROJECT LINK**

If a student's presence poses a continuous danger to persons or property, or an ongoing threat of disrupting the mission of Camp Link, the Project Link Coordinator or Project Link Assistant Supervisor may remove a student from the premises. If emergency removal exceeds 24 hours, then a due process hearing will be held within three (3) student days after the removal is ordered. Written notice of the hearing, the reason for the removal, and any intended disciplinary action will be given to the student before the hearing. In an emergency removal a student can be kept from participating in Camp Link until the matter of his/her removal is disposed of at the hearing either by reinstatement, suspension, or exclusion.

### **PROCEDURES FOR EXCLUSION**

Upon the recommendation of the Project Link Coordinator, the Director of Business Affairs may exclude a student from attending Project Link. The Director of Business Affairs will give the student and his/her parent/guardian written notice of the intended exclusion. The official notice of exclusion will be mailed to the parent/guardian. This notice is to include reasons for the exclusion, the right of the student and his/her parent/guardian to appeal the exclusion, and their right to be represented at the appeal. Upon request, the student and parent/guardian or representative will have the opportunity to appear before the Director of Business Affairs to challenge his/her action or to otherwise explain the student's action.

### **MISCELLANEOUS**

#### **ALL DAY/SPRING BREAK LINK**

All-Day Project Link sessions will be held on the following dates:

Friday, October 14<sup>th</sup>, Monday, October 31<sup>st</sup>, Tuesday, November 22<sup>nd</sup>, Friday, January 20<sup>th</sup>, and Monday, April 10<sup>th</sup> – Friday, April 14<sup>th</sup>. All-Day Project Link sessions must be registered for in advance and your child must be currently enrolled in Project Link to attend. The fee for attending All-Day Project Link is \$45.00/child and payment is due at the time of registration. If space is available; late or same day registration is permitted for a \$10.00 late/same day enrollment fee.

#### **CALAMITY/SNOW DAY PROJECT LINK**

The Westlake Board of Education offers limited drop in service to pre-registered families on days when the Westlake City Schools are closed due to weather or other circumstances. Snow Day Project Link service is available to families with students enrolled in Project Link for the 2022-2023 school year - who pre-register for the service. There is a \$10.00 registration fee applied at the time of pre-registration. The cost of attendance is \$40.00/student - which will be billed to the family Project Link account upon drop off. If conditions are too treacherous or do not allow the Westlake Board of Education to provide a suitable environment to facilitate the Snow Day Project Link Program - pre-registered families will be notified of its closure via a separate school messenger notification and Project Link email.



### **CELL PHONES/ELECTRONIC DEVICES**

Students are not permitted to utilize cell phones while in attendance at Project Link. Students are not permitted to bring electronic devices unless designated by the Project Link staff. The Westlake Board of education is not responsible for any damaged, lost or stolen cell phones or electronic devices.

### **COMPUTER USAGE**

Students must sign the Acceptable Use Policy to access the Westlake City Schools computer network.



### **DRESS CODE**

Clothing with inappropriate language and/or depictions, or revealing clothing will not be permitted at Project Link.

### **EMERGENCY PICK UP**

If contacted by the Project Link staff and instructed to immediately pick up your child due to health, medical, safety or disciplinary reasons – you are required to do so within one hour of initial contact. Failure to do so will result in a late pick up fee of \$5.00 for every fifteen minutes late. The fee will be deducted from your Project Link account.

### **EXPRESSIONS OF CONCERN & COMMENT/COMPLAINT PROCEDURES**

Communication is vital to a successful learning experience. Communication should begin with the student and the Project Link teacher, or the parent and the Project Link teacher. Should a situation arise when a consensus cannot be reached the program coordinator may be contacted. The official expression of concern/complaint form may be obtained from the Project Link office.

### **FOOTWEAR**

Students attending Project Link will be participating in organized physical education activities. Please make sure that your children wear or bring appropriate footwear (rubber soled gym shoes).



### **FINANCIAL ASSISTANCE**

Free or reduced tuition is available to qualifying families. Please contact the Project Link administrative office for further details

### **GUM AND CANDY**

Candy is restricted to parties, or as provided by the Project Link staff. Gum chewing is prohibited on school premises.

### **LATE FEE**

A late fee of \$5.00/child for every five minutes after closing will be assessed for pickup after 6:00 P.M. If you are going to be late please contact your child's Project Link site and inform them that you are running late.

### **LATE PICKUP**

If a student remains at Project Link 30 minutes past closing, and all reasonable attempts have been made to contact the parent(s)/guardian(s) and all other emergency contacts provided by the parent(s)/guardian(s), and the parent(s)/guardian(s) have made no discernible attempt to contact the student's Project Link site. The child will be turned over to the Westlake Police and considered abandoned.

### **LOST AND FOUND**

Please clearly mark with your child's name all clothes, supplies, backpacks, and other belongings. Lost items may be reclaimed from the lost and found storage box located at each Project Link site. Items of greater value (watches, glasses etc.) may be claimed at the Project Link administrative office.

### **PARENT PARTICIPATION/COMMUNICATION/FEEDBACK**

Parent(s)/Guardian(s) are always welcome to share their child's experience, and are invited to visit at any time. We encourage all feedback and are available to answer questions or address concerns at your convenience. Your ideas, feedback, and opinions are essential and valued. Please do not ever hesitate to express them.

### **PERSONAL TOYS/EQUIPMENT**

Students are not permitted to bring toys or personal equipment from home, unless designated otherwise by the Project Link staff.

### **RECESS**

Students are expected to participate in outdoor and indoor recess and wear appropriate clothing and footwear. The play area will be designated according to weather conditions. Students are expected to adhere to designated playground and gymnasium rules. Students who abuse rules may be denied recess privileges.

### **REFUNDS/HOUR TRANSFERS**

At the conclusion of the school year, unused remaining hours may be transferred into your child's Project Link account or into their Project Link account the following school year. Refunds will be issued only in extenuating circumstances.

### **RESTROOMS**

Improper behavior, damage, or waste of restroom materials is prohibited. Students are expected to keep restroom areas clean and litter free.

### **SNACKS**

A snack will be provided to each child attending afternoon Project Link. Snacks or breakfast will not be provided to students attending morning Project Link. Please ensure that your child has had a healthy breakfast before sending them to morning Project Link.

## **STUDENT PARTICIPATION POLICY**

Project/Camp Link does not discriminate on the basis of disability. Project/Camp Link is a program servicing students in a group child care setting. Registration policies and procedures apply equally to all children. In order to participate, children must be able to independently tend to their toileting needs and be toilet trained. To better care for a child, we need all pertinent information regarding special needs. This could include information regarding physical, emotional, or behavioral needs, medications, allergies, or any other special circumstances. The Child's IEP/Section 504 plan should be shared to provide consistency of care. Qualified students with disabilities will be afforded accommodations, modifications, and/or interventions, unless such accommodations, modifications, and/or interventions would impose an undue financial burden, or would alter the fundamental nature or purpose of the Project/Camp Link program. A determination that a particular accommodation/modification/intervention would constitute an undue burden must be made by the Program Coordinator after considering all resources available for use in the funding and operation of the Project/Camp Link program, and will be accompanied by written statement of the reasons for reaching that conclusion. Before a child is excluded from the program, the parent/guardian will be provided with an opportunity to meet with Project/Camp Link personnel to discuss the reasons for the intended exclusion. All children must follow the Project/Camp Link rules and adhere to the Project/Camp Link Code of Conduct, and the ability to do so is a qualification for enrollment in the Project/Camp Link program. If at any time the Project/Camp Link staff feels the children enrolled in the program and/or the staff, and/or the child himself, are endangered by a child's failure to follow program rules, the child involved may be excluded from the program.

## **TELEPHONES**

Each Project Link site has a telephone equipped with voicemail; messages will be responded to in a timely manner. Student use of Project Link telephones will be limited to emergencies and must be authorized by a member of the Project Link staff.



**ENROLLING YOUR CHILD IN PROJECT LINK  
INDICATES AGREEMENT TO ABIDE BY ALL  
POLICIES AND PROCEDURES ENUMERATED  
IN THIS PARENT/STUDENT HANDBOOK.**



**PROJECT LINK IS A SELF-SUPPORTING,  
SCHOOL AGE CHILDCARE AND ENRICHMENT  
PROGRAM PROVIDED BY  
THE WESTLAKE BOARD OF EDUCATION  
TO RESIDENTS OF WESTLAKE**

