



## **After School STREAM Extended Day Program**



### **Parent Handbook 2024-2025**

**A tuition bearing extension of the UCS Regular Instruction Program for students in Pre-Kindergarten through 12th.**

#### **UCS Leadership**

Dr. JJ Wedgworth – Head of School  
Ginger Lusty – Chief School Financial Officer  
Dr. Matt Johnson - Chief Academic Officer  
Mrs. Meghan Dunn. – K-3 Principal  
Mrs. Crystal May - 4-8 Administrator  
Mr. Brandon Broach - 9-12 Administrator  
Mr. Christopher Dunn - After-School Director

## **Contact Information**

University Charter School  
UWA's Lyon Hall Pre-k-3rd Grade  
60 School Street  
Livingston, AL 35470

University Charter School  
UCS Campus 4th-6th Grade  
134 University Drive  
Livingston, AL 35470

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After School Director:  
Christopher Dunn  
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## **OUR MISSION**

The mission of University Charter School is to be an innovative, rural, diverse K-12 school that values collaboration with key stakeholders to cultivate independent thought, promotes the building of character and civic responsibility, and is committed to preparing all students for personal and professional success through the discovery of individual learning pathways in a rigorous and integrated Science, Technology, Reading, Engineering, Arts, and Mathematics (STREAM) focused, project-based and place-based curriculum.

## **OUR VISION**

The vision of UCS is to become the rural leader for producing adaptable learners that have a strong sense of place and mission who recognize the value of collaboration within a school, across a community, and between diverse rural regions.

## **OUR CORE VALUES**

Core Values are a group of shared beliefs that support every aspect of the educational experience at UCS.

*Compassion – Integrity – Perseverance*



August 11, 2024

Dear Parents:

University Charter School is delighted to be of service to you in offering your child a wonderful opportunity in our After School STREAM Extended Day Program.

This handbook has been prepared to help you understand the program and feel the confidence that comes from familiarity with the kinds of experiences your child will have in our program.

We are excited about providing this opportunity this year and we are anxious to hear any comments that you have concerning the program. Please feel free to contact us if you have questions or suggestions about our program's design and impact.

We are happy to have your child in this extension program of our regular school day. We trust that your child's experience will make a significant contribution to his/her growth and development.

Sincerely,

Christopher Dunn  
UCS After School Director

## **THROUGH OUR AFTER SCHOOL STREAM PROGRAM, UCS WILL:**

- Encourage staff-parent interaction.
- Balance activities to include structured and unstructured time, teacher directed and child-initiated experiences, and a wide variety of activities.
- Utilize community resources as much as possible.
- Capitalize on the interests of the children and develop opportunities for formal and informal learning.
- Employ a sufficient number of qualified, well-trained staff members, parent volunteers, and university students.
- Provide indoor and outdoor space for active play and opportunities for socialization and independent learning.
- Communicate clear and consistent expectations of behavior to children and parents.
- Offer a safe environment that fosters optimal development.
- Maintain an environment that will enable all children in the program to maximize their learning time.

### **What is After School STREAM at UCS?**

The UCS After School STREAM program is an extension of the regular school day that fulfills the after school childcare needs of working parents. STREAM is an educational acronym that stands for Science, Technology, Reading, Engineering, Arts, and Mathematics, which is a core component of the regular educational experience of students attending UCS. We will continue this focus in our after school program to continue to foster and develop learning in these six key areas. Students will enjoy a unique combination of activities which can include homework assistance, tutorial programs, and enrichment activities. After School STREAM begins at the conclusion of the regular school day (around 3:20 p.m.) and ends at 5:30 p.m. on Monday, Tuesday, Thursday, and Friday. On Wednesdays, the program begins at approximately 1:00 due to early dismissal and concludes at 5:30. The program is in operation five (5) days a week through the school year, excluding holidays, teacher in-service days, and half days.

### **Arrival and Departure Lyon Hall and UCS Campus**

All parents must sign students out when picking up their child(ren) using a special 4-digit pin created via my brightwheel app by the parent/guardian. This is required to be done each day at the exit to the After School Program location. This is important for your child's safety and for your peace of mind. Children will be released only to persons indicated on the After School Program registration form. If a person picking up is not on this list, written permission by the parent must be provided. Parents will be contacted if necessary to determine the authenticity of the written permission slip. We may ask to see a driver's license if we are not sure of the identity of the person requesting the child's release.

Parents and designated adults who have been authorized to sign out students must enter the UCS cafeteria at LYON HALL AND UCS CAMPUS and show proof of identification to the staff on duty at the sign-out station in the cafeteria lobby. The staff member will then radio all classrooms to dismiss the child(ren) for sign out. The child(ren) will come to the lunchroom to gather their things and exit. When on the playground, children should not be picked up except when their departure has been properly and duly noted by the staff.

Designated After School Program workers must remain on premises until all children are picked up. At 5:30 p.m., Extended Day personnel will call parents of a child/children still in attendance to ascertain time of pick up. The parents shall pay the Extended Day Staff a late fee of \$10.00 for each 5 – minute period their child is in the program after 5:30 p.m. at the time of pick up. Should parents foresee a consistent problem with the 5:30 p.m. closing time, they should consider an alternate form of childcare.

### **Accident or Illness**

In the event of an accident or illness, UCS Administration and After School Program staff will decide whether or not the symptoms warrant immediately notifying the parents. No child who appears ill shall be permitted to attend the After School Program. With regards to the administering of medication UCS Board Policy will be followed. Contact the UCS school office for the appropriate forms.

Any evidence of suspected child abuse/neglect shall be reported to the appropriate authorities as required by the laws of the state of Alabama. If a child cannot go outside to play, a note to that effect must be sent. Please do not ask us to keep a child inside for more than two days.

In the event of a Medical Emergency, appropriate guidelines will be followed by the After School Program personnel or school nurse. If a student is transported to the hospital emergency room by EMS, the parent/guardian is responsible for the cost of such transportation.

## Curriculum

The UCS After School STREAM Program curriculum will vary throughout each week and the school year to expose students to diverse learning opportunities. All days will include homework assistance from a trained professional, a snack, recreational activities, and educational activities not generally available during the school day. UCS will be teaming up with Tuscaloosa's One Place (TOPS) this school year to focus on our STREAM model as well as place based education. This is a new approach to after school where students will be engaged in different lessons each day. There will be a 15:1 student- teacher ratio to encourage a more inclusive environment for all students. Depending upon interest level, other activities may include (but not limited to):

- Robotics & Coding
- Homework Assistance
- Reading Programs
- Drama/Theatre
- Academic Independent Study
- Public Speaking
- Creative Problem Solving
- Foreign Language
- Art
- Dance
- Physical Education
- Movies
- Story Time
- Music/Chorus
- Intervention Assistance

### **Discipline and Safety Concerns**

Students enrolled in the After School Program are expected to be in accordance with the UCS Student Code of Conduct, Policy 1015 at all times while participating in the After School program. ***THE SCHOOL RESERVES THE RIGHT TO DISMISS A CHILD FROM THE AFTER SCHOOL PROGRAM FOR REPEATED FAILURE TO COMPLY WITH THE REGULATIONS.***

Safety and first aid procedure instructions are offered to all UCS employees.

### **Emergency Plans**

In case of a medical emergency, a staff member will call the person(s) indicated on the child's registration form. In the case of a storm, tornado, fire, or other emergency, the disaster plan of the local school will be followed. Drills are conducted during the regular school day at regular intervals. Should a disaster occur, only parents will be allowed to pick up children. The only exception to this rule is if UCS Administration grants permission, at the request of the parents, for another individual to pick up their child. **In the event of inclement weather, UCS Safety Plan will be followed.** Parents should call the school or listen to local media for information.

### **Expectations**

Each student attending after school is expected to be in good standing with UCS. A healthy attendance record is required of our WEEKLY students as our program has space for **100** students each day. If a child does not attend regularly, they could become unenrolled and their spot given to a student on the waiting list.

**Wednesday ONLY attendees are expected to attend for the majority of the program each Wednesday.**

To obtain a spot for extended day on Wednesday only. It is imperative to apply early to ensure your child(rens) spot

### **Food**

An afternoon snack will be served during the After School Program. The snack will be a nutritious one provided by UCS and in cooperation with our food service vendor(s). Parents should notify staff of any food allergies a child may have.

### **Payment Procedures**

Tuition payments will be due every Friday for the previous week and must be paid online via Myschoolbucks1. Parents will receive invoices each Monday, and payment must be made in full by the following Friday in order for students to continue in the program. **Program participants will not be allowed to carry an outstanding balance.** All payments will be made at the weekly rate of 15\$ or 5\$ for ONLY Wednesdays. You will be required to have this paid in full by the end of each Wednesday to continue the week.

*UCS reserves the right to increase tuition as necessary.*

### **Personal Belongings**

All personal belongings, such as jackets, backpacks, and school supplies, should be clearly labeled. The After School Program will be unable to be held responsible for personal items. However, the staff will make every possible effort to safeguard a child's belongings. We discourage children from bringing important or expensive items to the program. Items not allowed at school by the code of conduct are similarly forbidden in the After School Program.

### **Registration and Tuition**

The Extended Day Programs are tuition bearing and self-supporting. Each child must have a completed

registration form on file prior to entering the program. Tuition for the program is due in advance of student participation each week. Tuition rates are as follows:

<b>Weekly Rate</b>	<b>Wednesday ONLY Rate</b>
\$15	\$5

**There will be a \$10.00 late charge for each 5-minute period that any child is not picked up after the close of the program day at 5:30 p.m.**

<b>UCS After School STREAM</b>	
<b>TOPIC</b>	<b>TASK</b>
<b>ST</b> <i>Snack Time</i> 3:10-3:30	All students report to the lunchroom to sign in and enjoy an after-school snack while their after school teacher shares the plan for the day.
<b>R</b> <i>Read, Review, Remediate</i> 3:30-4:00	Students break into grade bands to complete academic tasks. Teachers can assist with homework completion, review of classroom content, and can remediate academic concepts. If students are caught up, this is a great time for some pleasure reading!  On Wednesdays, students spend additional time engaging in Independent Study topics to extend learning from the school day into this setting.
<b>EA</b> <i>Enrichment Activities</i> 4:00- 5:00	Students engage in STREAM activities with our TOPS partners ranging from robotics, fine arts, technology, instructional manipulatives, and other engaging and fun topics! A set, rotating schedule gives all students access to all available activities each day.
<b>M</b> <i>Move!</i> 5:00- 5:30	The final portion of the day is devoted to kinesthetic activities where students enjoy team sports, exercise, and physical activity. Students are released to parents/guardians during this period and they must be picked up no later than 5:30.

### **School Visits**

Parents are encouraged to visit the After School Program if they desire to do so. However, arrangements must be made through UCS Administration.

### **Volunteering**



UCS encourages parent, family, and friend volunteers to assist with our After School Program. Interested volunteers should reach out to UCS Administration for the necessary information and requirements for participation.

### **Withdrawals and Absences**

Our program is planned for an entire school year so that your child may receive maximum benefit. If your child does not attend regularly, they may be unenrolled and their place will be given to another student on our waitlist.

There will be no refund or reduction of fees for prolonged absences, unless authorized by UCS Administration. Fees that have been paid beyond the date of attendance may be refunded based on the number of school days enrolled, or may be credited to the child's account.



I have read the UCS After School STREAM Program Handbook and I understand the requirements for participants in the program.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/ Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Grade for 2022-2023 \_\_\_\_\_

Child's Homeroom Teacher for 2022-2023 \_\_\_\_\_

