



FAMILY HANDBOOK

2025-2026



Propel East, Propel Montour Elementary and Propel Northside K-5 (Cohort 11) are Nita M. Lowey 21st Century Community Learning Centers funded, in part, through a grant from the Pennsylvania Department of Education.

Propel Schools Families:

Welcome to the Afterschool MAGIC Program. We are happy that your scholar(s) will be with us during after-school hours and/or during the summer.

Propel Schools is excited to offer a free Afterschool program. Propel scholars will have many opportunities to grow and excel. Utilizing an ever-growing partner network, scholars are provided with academic and enrichment opportunities, Monday through Thursday during after-school hours.

There will be academic help followed by a snack or dinner. In addition, Propel will offer a consistent weekly schedule with physical education, science, technology, literacy and an arts program. Afterschool will be an extended learning time with background building and extra time for mastery and exploration.

The benefits of quality Afterschool programs are clear. They support working families by ensuring that scholars are safe and productive when the school day ends. Quality Afterschool programs make our communities stronger by involving scholars, parents, business leaders, and volunteers. Quality Afterschool programs give scholars the opportunity to discover hidden talents as they grow academically and socially.

Open Door Policy and Open Houses

Parents/Legal Guardians may schedule appointments to discuss any concerns about their scholars by making an appointment with the Site Coordinator and/or Director.

Our Afterschool Programs have quarterly open houses as well as other events throughout the year to which families are invited.

Each October, we celebrate "Lights on Afterschool", a national observance to celebrate the remarkable work being done by scholars who attend our Afterschool programs. We have open houses and other special events on this important day. We invite parents, media, employers, neighbors, school officials, and others to help us rally support for safe, stimulating Afterschool programs.

This handbook is a guide to help you understand the policies and procedures of our afterschool programs and summer camps.

If you have any questions or concerns, please contact:

afterschoolmagic@propelschools.org for the Afterschool Program or
summermagic@propelschools.org for Summer Camp.

Mission Statement: The Propel Afterschool Program and Summer Camps will work with the school, family and the community to provide academic support and enrichment, opportunities in the arts and sciences, lessons on healthy lifelong habits and skills, and connections among families, schools and communities.

Belief Statement: Extended Learning Time that is based on clear goals, available data and research-based practices can enhance learning during the regular day and make a dramatic difference in scholars' lives.

Goals:

1. Improve academic achievement
 - a. Employ classroom teachers and certified staff to work with scholars
 - b. Maintain a seamless connection with the regular day
 - c. Build community support through mentors, tutors and volunteers
 - d. Build background knowledge
2. Encourage healthy lifelong habits and skills
 - a. Provide physical exercise and programs on nutrition
 - b. Encourage reading
 - c. Provide experiences in music, dance, the arts and sciences
3. Provide resources for scholars and families
 - a. Connecting Scholars to Community and City effort
 - b. Employ area artists
 - c. Provide exposure to area museums and institutes
 - d. Encourage service learning
4. Connect with communities to build an ongoing platform for scholars and families
 - a. Participate in after-school discussions in the neighborhoods and within the greater community
 - b. Work with community leaders to raise awareness of the importance of programming
 - c. Work with community and neighborhood leaders to secure resources and funding
 - d. Encourage youth voice



Own It!	Walk Through the Door	Look in the Mirror	Treat Others the Way You Want to be Treated	Do Your Part
Academics	Attitude	Behavior & Pride	Kindness	Teamwork
Work Hard Set Goals Be Responsible	Get Here Be Positive Never Give Up	Be Accountable Be Honest Be Dedicated	Be Courteous Be Engaged Be Empathetic	We Want... We Can... We Will...
House of Savant	House of Junbi	House of Tafakari	House of Umusa	House of Laulima

Scholars may gain House points during Afterschool.

Propel Afterschool Program Information

Propel Afterschool is canceled when schools are closed for vacation, parent conferences, in-service, staff meetings or events as scheduled by the site, and any day when scholars are not in the building. A calendar of dates will be given to registered scholars. Propel Afterschool Programs provide school year learning opportunities for 30 weeks. The scholars attend 4 days a week, 2 ½ hours per day for a total of 10 hours per week.

Site Coordinator

Each site has a Site Coordinator. If you have any questions, please talk to the coordinators. They are catalysts in making our programs a success for our scholars. A sign will be posted on the main entrance with the Site Coordinator's cell phone number. Coordinators will give families their emails and cell phone numbers where they can be reached.

Attendance, Dismissal Safety and Transportation

Afterschool Attendance Policy and Scholar Attendance Records

We encourage all scholars to attend consistently. Our programs offer high-quality and engaging enrichment opportunities and a healthy dinner or snack. PAT bus transportation tickets are offered to many middle school and high school scholars. ***Our programs are designed for scholars to attend regularly at least 30 days or more and to stay the entire program so that they can reap the benefits of our well-rounded Afterschool program.***

If a scholar has repeated absences, the site coordinator will contact the family to encourage consistent attendance. If a scholar misses consistently after attendance has been discussed with the family, that scholar may be removed from the program for the remainder of the year or semester to allow for other scholars to be given the opportunity of Afterschool.

Site Coordinators track attendance for all Afterschool scholars. Site Coordinators and Propel Afterschool Administration use this data to show the importance of consistent attendance and the need for Afterschool in our schools.

K-8 Families are contacted if the scholar was in attendance at school and did not report to the Afterschool program. Site Coordinators work with the daytime administrative assistants and the school's dismissal log to distinguish which scholars are not attending Afterschool. Families are asked to notify the office by 1 pm if their scholar is not attending Afterschool. The scholar will not be permitted to take the bus home and will remain in Afterschool if no notice is given.

As a reminder, families are asked to please contact the site coordinator if they decide to take their scholar out of the Afterschool Program. Remember that you must notify the coordinator of all phone number changes and all authorized adult changes. **Scholars will not be permitted to leave with an unauthorized adult.**

Transportation of Scholars at Dismissal from the Afterschool Program

School Bus transportation is not provided to home. Propel staff members are not permitted to drive scholars home. Families provide transportation or some approved scholars ride public transportation.

On the online application, families choose for their scholar to walk home, be picked up by an authorized adult or to take the PAT bus (only for 6th through 12th graders).

If a parent/legal guardian chooses to change the way that their scholar is picked up, they must contact their Site Coordinator. If a parent/legal guardian decides to change their scholar to a walker, they must complete the Propel Afterschool Walker form.

Example of Walking Authorization Form

My scholar(s) has/have my permission to walk home at the end of Afterschool. I assume all liability and understand that Propel Schools will relinquish all liability once the scholar(s) is/are dismissed at the door. If there is any change in this arrangement, I will call the site coordinator.**

Address and distance from school: _____

	Name	Grade	Age
Scholar 1:	_____	_____	_____

Scholar 2: _____

Scholar 3: _____

Legal

Parent/Guardian: _____ **Phone:** _____ **Date:** _____

****This also applies to those taking PAT buses.**

Authorized Adults and Sign-out sheets- On the application, you indicated the names of the family members/friends who are authorized by you to pick up your scholar. If that list changes at any time, you must notify the coordinator and put in writing who is/ or is not allowed to pick up your scholar. The authorized adult must be 16 years or older to pick up your scholar. **The authorized adults must sign out per the site parent pick-up procedures.** Until the Site Coordinator is familiar with the authorized adults at dismissal, IDs will be checked. If a Site Coordinator or staff member is unfamiliar with an adult who is coming to pick up a scholar, IDs will be checked and the approved authorized adults list will be checked. Each Site Coordinator has a list of authorized adults from the online applications.

Contact Phone Number for Parents/ Legal Guardians

A current working phone number for all parents/legal guardians must be on file. If a phone number changes, it must be reported to the Site Coordinator. Scholars without working phone numbers will not be able to attend. This information is extremely important in the case of an emergency and for field trips in which Site Coordinators and staff need to reach parents/legal guardians.

PRT Bus Riders

Unless prior arrangements are made with the Site Coordinator and Director, scholars are only permitted to take the PRT Bus if families give them authorization on the online application. Scholars in K to 5 are not permitted to take the PRT Bus. By checking yes on the online application, parents/legal guardians are permitting their scholar to walk to the bus stop and take the bus home. A parent/legal guardian assumes all liability and understands that Propel Schools will relinquish all liability once the scholar(s) is/are dismissed. On the application, the parent/legal guardian must indicate the PRT bus number and destination.

Early dismissals

Because of these valuable learning opportunities, we are asking that scholars participate in Afterschool for the duration of our programs. This will allow your scholar to receive the full benefit of our programming. The Coordinator is responsible for all of the activities at the site and may not be readily available to dismiss a scholar without adequate notice. Please be considerate of their main responsibility - the safety of all Afterschool scholars. Picking up scholars early impacts everyone's safety and experience in Afterschool. After three early dismissals that slot may be given to another scholar for the remainder of the year.

We ask scholars enrolled in our programs to stay the entire program. We have many partners who visit our schools to provide quality activities. Scholar participation is an important factor in maintaining these partnerships. Picking up your scholar early impacts the Afterschool experience and safety of all scholars.

If you will be late to pick up your scholar:

Scholars are expected to be picked up at their designated Afterschool dismissal time. Your Site Coordinator will share your school's dismissal time. If you are late there will be a charge per every 15 minutes. The following late fees will apply: \$10 for the first 15 minutes you are late, \$5 more for each 15 minutes after. After three late pickups, your scholar may be removed from the program for the remainder of the year. Fees that are collected are used for scholar programming only.

Sometimes there are emergency circumstances which we will honor. For those emergency circumstances, please call the site coordinator as soon as possible.

Field Trip Transportation and Safety

Field Trip Transportation is provided by Propel vans, school buses or coach buses.

Propel vans have been inspected for safety. Propel drivers also check the van for safety before driving the van. Staff members ensure that scholars are being safe in the van.

Propel scholars are expected to follow the Propel Code of Conduct and safety guidelines that the Propel Staff member states to scholars going on the field trip. Scholars are expected to remain seated in Propel vans and on school buses. Scholars are expected to not put any body part out the window in a Propel van or a bus. Scholars are expected to wear seat belts in the Propel vans. Propel Field Trip permission forms are required for each scholar going on a field trip.

Leaving Campus

Please be advised that Propel can only be accountable for scholars on school grounds. Propel is not responsible for scholars once they leave the Propel school building. Scholars who leave campus (building and sidewalk in front of school) will not be readmitted. All scholars must sign in immediately after school to be part of an Afterschool activity.

Propel Afterschool Safety and Weather/Other Emergencies

The safety of scholars is our number one concern. Our goal is to create a safe, productive, and happy place for all scholars.

The following procedures will ensure that scholars are safe in the Afterschool program.

- All doors will be locked.
- Scholars must be signed out **per the site pick-up system** by one of the authorized adults on your registration. If this list changes, contact your Site Coordinator. Authorized adults must be 16 years of age and older unless arrangements are made with the Site Coordinator.
- We will conduct fire drills and discuss other emergency procedures with all scholars. In the case of an emergency evacuation, you will be notified of your scholar's location and procedures for pick-up.
- We want all scholars to be safe after school. Scholars who endanger themselves or other scholars may be suspended/expelled from our Afterschool Program.
- Parents/Legal Guardians have the right to see all records of their scholars maintained by the Afterschool staff.
- Parents/Legal Guardians may schedule appointments to discuss any concerns about their scholars.
- Weather Emergencies- If the Afterschool Program is canceled for weather or other emergencies, Propel staff will contact each K-8 family with information about how and where to pick up your scholars. If Propel staff cannot reach you, your scholar will not be dismissed until you are reached.

If possible and timely, a Connect message will be sent as soon as possible; however, please be alert for messages when you notice weather conditions are not good.



Scholar Behaviors

Propel Afterschool expects all participating scholars to abide by the Propel Schools Code of Conduct, The Propel Schools Habits and the expectations set by the Propel Afterschool Administration and Site Coordinators specific to their sites.

If scholars are not following the Propel Schools Code of Conduct, the Propel Schools Habits and site expectations, then they may be suspended or expelled from the Afterschool Program depending upon the severity of the incident.

Any physical altercation, disrespect for a teacher/staff member, safety issue and/or using inappropriate language may result in suspension or removal from the Afterschool Program.

- Propel Afterschool program aligns with the Propel Schools Anti-Bullying Policy, available on the website. Please inform us if your scholar is experiencing any harassment from other scholars. Scholars who bully other scholars may be suspended/expelled from the Afterschool program.
- Scholars who endanger themselves or other scholars may be suspended/expelled from the Afterschool program.

Suspensions and expulsions will be at the discretion of the Director and Site Coordinator.

Cell Phones

Scholars must follow the cell phone policy of their site.

Health and Allergies

Please be aware that we do not always have a nurse present during Afterschool hours and staff are not permitted to administer medication. On your online application, you chose whether or not the Afterschool staff could administer first aid in the event of an emergency when emergency personnel is not readily available or if you cannot be reached promptly.

On your application, you were asked to list your scholar's allergies, dietary restrictions, special needs, operational IEP, or any notes for our staff to better work with your scholar. At any point during the year, please talk to the Site Coordinator if you need to make an update.

Dietary restrictions and allergies: Site Coordinators and staff look at this list for dinner, snacks or cooking classes. If your scholar has medical dietary restrictions or allergies, you must have a doctor's note to document for the Child and Adult Care Food Program.

CACFP Dinner, Snacks and Dietary Restrictions



Propel Afterschool Programs will offer dinner or snacks every evening, Monday through Thursday. This dinner is offered free through CACFP to scholars enrolled in the Afterschool program. The scholars will have nutritionally sound meals with milk. We are not charged for scholars who are signed up and eat dinner, but we will be charged for scholars who sign up and then do not stay. If your scholar is signed up and is not staying, please call your Site Coordinator. For more information about CACFP, please see the Building for the Future notice.

Civil Rights Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Building for the Future

Propel Schools is participating in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to scholars who attended Afterschool programs throughout the school year.

Each day more than 2.6 million scholars participate in the CACFP program across the country. Providers are reimbursed for serving nutritious meals that meet USDA requirements. This program plays a vital role in improving the quality of scholar and adult care institutions. The sustenance of nutritious foods contribute to wellness, Healthy growth, and development of young scholars, and the health and wellness of older adults.

Meals CACFP participants follow meal requirements established by the USDA.

Breakfast	Lunch or Supper	Snacks (Two of the four groups)
Milk Fruit or Vegetable Grains or Breads	Milk Meat or meat alternate Grains or Breads Two different servings of fruit, or vegetables	Milk Meat or Meat alternate Grains or Bread Fruit or vegetable

Participating Facilities Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating Facilities include:

- **Childcare Centers:** Licensed or approved public or private nonprofit scholar care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed or approved private homes.
- **Afterschool Care Programs:** Centers in low-income areas provide free snacks to School-age scholars and youth.
- **Homeless Shelters:** Emergency shelters provide food services to homeless scholars.

Eligibility State agencies reimburse facilities that offer non-residential daycare to the following scholars:

- Children age 12 and under
- Migrant children age 15 and younger
- Youths through age 18 in Afterschool care programs in needy areas

Contact Information If you have any questions about CACFP, please contact one of the following:

Mrs. Charise Johnson
Food Service Manager
Propel Schools
3447 East Carson Street
Pittsburgh, PA 15203
412-325-7305

Contact-CACFP-RA@pa.gov
Division of Food & Nutrition
PA Department of Education
333 Market Street, 4th Floor
Harrisburg, PA 17126-0333
717-787-7698

Propel Parent/ Legal Guardian Release Forms

Photo/Video Release

On your online application, families gave or did not give Propel Schools permission to release pictures, photos, slides or video taken of your scholar (while your scholar is attending Propel Afterschool/Summer Programs or one of its activities) for internal/external communication. The authority and permission also include any re-publication or printed matter in which the like may appear whatsoever and howsoever published, circulated or distributed. The Site Coordinators and staff are aware of who can not have their picture taken and will not take pictures of your scholar.

Virtual Platform Release

On your online application, families gave or did not give permission to Propel Schools to use all Propel-approved virtual learning platforms including Zoom, Youtube, Microsoft Teams, Google Meet and so forth to engage your scholar in Propel Afterschool and/or Summer enrichment activities as needed.

Data Collection:

On your application, families gave or did not give permission to Propel to collect and use data about your scholar on ethnicity, gender, lunch status, physical education measures and special education status. This information will be used for evaluation purposes, and at no time will a scholar's identity be revealed. This information will be used to help improve programs and services and to apply for grants and resources, and it will only be used by program evaluators. Parents/ Legal Guardians are free at any time to view their scholar's records. Your scholar's data will not be collected unless you give permission.

Use of Evaluation Data: Propel Schools may use evaluation data on attendance, grades, test scores, physical fitness measures and discipline reports when applying for grants or documenting results of activities. This data will be treated confidentially and will only be used in a composite manner so that scholar's names and identities are not used or revealed. Parents can see the results of any assessment done for their scholar. Only designated evaluators will have access to this information, and they will sign confidentiality assurances. This will help Propel Schools to gather the necessary information to see if programs are benefiting scholars and also how to best improve the Afterschool Program/ Summer Programs. It will also help to procure funding and resources from the community. Your scholar's evaluation data will not be collected unless you give permission. Parents/Legal Guardians have the right to see all records of their scholars maintained by the Afterschool staff and may schedule a time with the Director to see these records.

Propel Summer Camps Information

Propel Afterschool Programs provide summer learning opportunities in 4 week increments, 4 days a week, with 24 hours per week. Scholars participate in hands-on learning activities such as art, science, physical education, recreation, social and emotional learning and field trips. Information is distributed in the spring. Families will apply online. Camps are located at many of the school locations.

Site Coordinator

Each camp has a Site Coordinator. If you have any questions, please talk to the coordinators. They are catalysts in making our programs a success for our scholars. A sign will be posted on the main entrance with the Site Coordinator's cell phone number. Coordinators will give families their emails and cell phone numbers where they can be reached.

Attendance, Dismissal Safety and Transportation

Summer Camp Attendance Policy and Scholar Attendance Records

We encourage all scholars to attend consistently. Our programs offer high-quality and engaging enrichment opportunities and a healthy breakfast and lunch. ***Our programs are designed for scholars to attend regularly and to stay the entire day so that they can reap the benefits of our well-rounded Summer program.***

If a scholar has repeated absences, the site coordinator will contact the family to encourage consistent attendance. If a scholar misses consistently after attendance has been discussed with the family, that scholar may be removed from the program for the remainder of the summer to allow for other scholars to be given the opportunity of Summer Camp.

Site Coordinators track attendance for all Summer Camp scholars. Site Coordinators and Propel Afterschool/ Summer Program Administration use this data to show the importance of consistent attendance and the need for Summer Camps in our schools.

Families are asked to call or text the Site Coordinator if their scholar is not attending Summer Camp for a particular day.

As a reminder, families are asked to please contact the site coordinator if they decide to take their scholar out of Summer Camp. Remember that you must notify the coordinator of all phone number changes and all authorized adult changes. **Scholars will not be permitted to leave with an unauthorized adult.**

Transportation of Scholars to and from Camp/ Authorized Adults

Families provide transportation to and from camp. School Bus transportation is not provided to and from camp. Propel staff members are not permitted to drive scholars home. Scholars in 6th to 8th grades are permitted to walk home or take public transportation if families approve this on their application.

Authorized Adults and Sign-out sheets

On the online application, families indicate who is authorized to pick up their scholar. If that list changes at any time, you must notify the coordinator and put in writing who is/ or is not allowed to pick up your scholar. The authorized adult must be 16 years or older to pick up your scholar. **The authorized adults must sign out per the site parent pick-up procedures.** Until the Site Coordinator is familiar with the authorized adults at dismissal, IDs will be checked. If a Site coordinator or staff member is unfamiliar with an adult who is coming to pick up a scholar, IDs and the approved authorized adults list will be checked.

If a parent/legal guardian decides to change their scholar to a walker, they must complete the Propel Afterschool/Summer Walker form.

Example of Walking Authorization Form

My scholar(s) has/have my permission to walk home at the end of Afterschool/Summer Camp. I assume all liability and understand that Propel Schools will relinquish all liability once the scholar(s) is/are dismissed at the door. If there is any change in this arrangement, I will call the site coordinator.**

Address and distance from school: _____

Name _____ **Grade** _____ **Age** _____

Scholar 1: _____

Legal

Parent/Guardian: _____ **Phone:** _____ **Date:** _____

****This also applies to those taking PAT buses. *****

Contact Phone Number for Parents/ Legal Guardians

A current working phone number for all parents/legal guardians must be on file. If a phone number changes, it must be reported to the Site Coordinator. Scholars without working phone numbers will not be able to attend. This information is extremely important in the case of an emergency and for field trips in which Site Coordinators and staff need to reach parents/legal guardians.

PRT Bus Riders- Middle School 6-8

Scholars are only permitted to take the PRT Bus if their families gave them authorization on the online application. Scholars in K to 5 are not permitted to take the PRT Bus. By checking yes on the online application, parents/legal guardians are permitting their scholar to walk to the bus stop and take the bus home. A parent/legal guardian assumes all liability and understands that Propel Schools will relinquish all liability once the scholar(s) is/are dismissed. On the application, the parent/legal guardian must indicate the PRT Transit bus number and destination.

Early dismissals

Because of these valuable learning opportunities, we are asking that scholars participate in Summer Camp for the day. This will allow your scholar to receive the full benefit of our programming. The Coordinator is responsible for all of the activities at the site and may not be readily available to dismiss a scholar without adequate notice. Please be considerate of their main responsibility - the safety of all scholars. We have many partners who visit our schools to provide quality activities. Scholar participation is an important factor in maintaining these partnerships. Picking up scholars early impacts everyone's safety and experience in Summer Camp. After three early dismissals that space may be given to another scholar for the remainder of the summer.

If you will be late to pick up your scholar:

Scholars are expected to be picked up at their designated Summer Camp dismissal time. Your Site Coordinator will share your school's dismissal time. If you are late there will be a charge per every 15 minutes. The following late fees will apply: \$10 for the first 15 minutes you are late, \$5 more for each 15 minutes after. After three late pickups, your scholar may be removed from the program for the remainder of the summer. Fees that are collected are used for scholar programming only. **Our buildings close at 3:30.**

Sometimes there are emergency circumstances which we will honor. For those emergency circumstances, please call the site coordinator as soon as possible.

Field Trip Transportation and Safety

Field Trip Transportation is provided by Propel vans, chartered school buses or coach buses.

Propel vans have been inspected for safety. Propel drivers also check the van for safety before driving the van. Staff members ensure that scholars are being safe in the van.

Propel scholars are expected to follow the Propel Code of Conduct and safety guidelines that the Propel Staff member states to scholars going on the field trip. Scholars are expected to remain seated in Propel vans and on school buses. Scholars

are expected to not put any body part out the window in a Propel van or a bus. Scholars are expected to wear seat belts in the Propel vans.

Propel Field Trip permission forms are required for each Summer Camp scholar going on a field trip.

Propel Summer Camp Safety and Weather/Other Emergencies

The safety of scholars is our number one concern. Our goal is to create a safe, productive, and happy place for all scholars.

The following procedures will ensure that scholars are safe in the Afterschool program.

- All doors will be locked.
- Scholars must be signed out **per the site pick-up system** by one of the authorized adults on your registration. If this list changes, contact your Site Coordinator. Authorized adults must be 16 years of age and older unless arrangements are made with the Site Coordinator.
- Fire Drills will be conducted and other emergency procedures will be discussed with all scholars. In the case of an emergency evacuation, you will be notified of your scholar's location and procedures for pick-up.
- Scholars who endanger themselves or other scholars may be suspended/expelled from Summer Programs.
- Parents/Legal Guardians have the right to see all records of their scholars
- Parents/Legal Guardians may schedule appointments to discuss any concerns about their scholars.
- Weather Emergencies- If Summer Camp is canceled mid day for weather or other emergencies, Propel staff will contact each family with information about how and where to pick up your scholars. If Propel staff cannot reach you, your scholar will not be dismissed until you are reached.

Scholar Behaviors

Propel Summer Camps expects all participating scholars to abide by the Propel Schools Code of Conduct, the Propel Schools Habits and the expectations set by the Propel Afterschool Administration and Site Coordinators specific to their sites.

If scholars are not following the Propel Schools Code of Conduct, the Propel Schools Habits and the site specific expectations, then they may be suspended or expelled from the Summer Program depending upon the severity of the incident.

Any physical altercation, disrespect for a teacher/staff member, safety issue and/or using inappropriate language may result in suspension or removal from the Summer Program.

- Propel Summer program aligns with the Propel Schools Anti-Bullying Policy, available on the website. Please inform us if your scholar is experiencing any harassment from other scholars. Scholars who bully other scholars may be suspended/expelled from the Summer program.
- Scholars who endanger themselves or other scholars may be suspended/expelled from the Summer program.

Suspensions and expulsions will be at the discretion of the Director and Site Coordinator.

Cell Phones

Scholars must follow the cell phone policy of their site.

Health and Allergies

Please be aware that we do not always have a nurse present **at all sites** during Summer Camp hours and staff are not permitted to administer medication. On your online application, you chose whether or not the Summer staff could administer first aid in the event of an emergency when emergency personnel are not readily available or if you cannot be reached promptly.

On your application, you were asked to list your scholar's allergies, dietary restrictions, special needs, operational IEP, or any notes for our staff to better work with your scholar. At any point during the year, please talk to the Site Coordinator if you need to make an update.

Dietary restrictions and allergies: Site Coordinators and staff look at this list for breakfast, lunch, snacks or cooking class.

Summer Feeding Breakfast and Lunch and Dietary Restrictions

Propel Summer Programs will offer breakfast and lunch, Monday through Thursday. The meals are offered free through the Summer Feeding Program to scholars enrolled in Summer Camp. The scholars will have nutritionally sound meals with milk. We are not charged for scholars who come to camp and eat the meals, but we will be charged for scholars who sign up and then do not come. If your scholar is signed up and is not coming on a particular day, please call your Site Coordinator.

If your scholar has medical dietary restrictions or allergies, you must have a doctor's note to document for the Summer Feeding Program.