Project Link
Parent/Student Handbook
2026-2027















WESTLAKE
City Schools

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, Project 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 2026-2027 school year.

WESTLAKE CITY SCHOOLS VISION STATEMENT



The Westlake City School District will provide a dynamic, student-centered, 21st Century learning environment. Our district will be characterized by high achievement, 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. Josephine Lux - Site Coordinator
6:30 A.M. – 8:45 A.M./3:25 P.M. – 6:00 P.M.
440-250-1212

DIS Campus Project Link

Mr. Matthew Sprosty - Site Coordinator
DIS A.M. Project Link is held at WES
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 (LBMS/DIS students attend AM Project Link at WES and ride to campus via school bus.). 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 26, April 2, Memorial Day and Juneteenth.

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 - 24365 Hilliard Blvd. If you are carrying a negative account balance from a previous Project/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 $6.90/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 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 $22.00 fee for all returned checks.***

ENROLLMENT FEE

The Westlake Board of Education charges a $60.00 enrollment fee for each child enrolling during the 2026-2027 school year – with a cap of $120.00/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 login information, please contact the Project Link office.

ARRIVAL/DEPARTURE PROCEDURES

Specific drop off and pick up procedures 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 in to your Project Link account from any computer with Internet access. When your account balance drops below $30.00 remaining - per child - you will 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 week's account activity will be sent via email. If you are not receiving weekly statements via email, please check your Junk/Spam folder.

PAYMENTS

Online credit card payments may be submitted via the online platform Pay Schools Central – or with a check/money order payable to the Westlake Board of Education.

.

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 an 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 of Ohio 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.

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:

PROJECT LINK STUDENT BEHAVIOR GUIDELINES

All students attending Project Link are expected to conduct themselves in a manner that is respectful, responsible, kind, and safe. In an effort to promote a safe and stimulating environment for all children and staff, should a child display behavior that jeopardizes the safety or security of themselves or others, our team will contact the child's parent or guardian and request that the child be removed from the program for the remainder of the day. Additional removals may follow as warranted. Upon the child's return, a family conference may take place to develop a plan for improving behavior. Repeated removals from the program may result in cessation of care.

The Project/Camp Link program strives to provide a quality and enriching experience for children. However, it may not be the most appropriate childcare experience for every child, or for the same child at different stages of their development. The Project/Camp Link program reserves the right to dismiss any child if that child's needs cannot be met due to either undue burden or because the child's continued enrollment causes a fundamental alteration to the nature of the Project/Camp Link program, including but not limited to a determination that a child poses a threat or danger to themselves or others.

STUDENT BEHAVIOR/BEHAVIORAL EXPECTATIONS

Students are expected to participate in programming and activities without disrupting or preventing other students' ability to participate.

- Students are expected to follow the directions of staff.
- Students are expected to show respect for others and not be aggressive, intimidating, or demeaning to peers or staff.
- Threats to other students and adults are taken seriously and considered grounds for disciplinary action, including suspension.
- Students are to use a normal tone of voice indoors and use acceptable language at all times.
- Students are to use furnishings and materials properly and carefully, and return all items to their designated place when they finish using them. Students are responsible for cleaning their space after snacks/lunch, after play, and before departing.
- Students must stay within the designated program space, both indoors/outdoors.
- Electronic games are not permitted unless authorized by staff. Smartwatches, cell phones, and any other personal communication devices are to remain in backpacks or an approved storage area while attending Project/Camp Link.

CONSEQUENCES

- A Conduct Notice will be issued when a student repeatedly does not follow the behavioral guidelines, or for a severe infraction or deliberate violation of the rules.

- Three Student Conduct Notices will result in a student/parent conference with supervisory staff and suspension from the program for a duration of 1-3 days.

- If a student's behavior warrants 2 additional Student Conduct Notices (for a total of five), the student will be excluded from the program for the duration of the semester.

Additionally, if a student's behavior is severe and presents a consistent threat to the safety or security of themselves or causes a fundamental alteration to the nature of the Project/Camp Link program, they may be dismissed for the duration of the session prior to five Student Conduct Notices.

MISCELLANEOUS

ALL DAY/SPRING BREAK LINK

All-Day Project Link sessions are held on certain days when school is not in session – see the Project Link calendar for dates. 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 $65.00/child and payment is due at the time of registration.

COLD 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 extreme temperatures. Cold Day Project Link service is available to families with students enrolled in Project Link for the 2026-2027 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 $50.00/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 Cold Day Project Link Program - pre-registered families will be notified of its closure via a separate 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 past the initial hour. 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. Financial assistance must be reapplied for annually.

ATTENDING/NOT ENROLLED

A fee of $5.00/child/day will be assessed for Project Link attendance when not actively enrolled for the current school year. Students are required to be enrolled each year that Project Link is utilized.

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, backpack, 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

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 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 bags are permitted.

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 Camp 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 attend - children must be able participate in a group setting with a staff/student ratio of 15 to 1 (WES) and 20 to 1 (DIS/LBMS) and 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