



City of Dublin After-school LEAD Program PARENT INFORMATION SHEET

The City of Dublin After-school LEAD program (Leadership, Experience, And Development) is for sixth through eighth graders. Participants in this program will walk from their home school to the corresponding elementary school as listed below:

- Wells Middle to Frederiksen Elementary
- Fallon Middle to Green Elementary
- Cottonwood Middle to Cottonwood Elementary

Once on site, participants will assist City staff during After-school Recreation. It is our goal to provide a fun and safe environment for all participants and encourage involvement. They will receive training in recreation-related skills including how to lead an activity, how to engage participants, playground safety, and supervising recreation participants. Participants will also have a designated homework time.

Note: Participants are expected to walk themselves to their corresponding elementary school after school and sign in with the City Staff wearing green staff shirts with the City of Dublin logo. An email with room location and walking map will be sent prior to the start of program.

Hours:

- The program will be held Monday - Friday from dismissal until 5:45 p.m. Staff will be onsite early for any minimum days during the school year. **Please note:** After-school LEAD does not operate on school holidays or any other non-school day.

Sign-In / Sign-Out Procedure:

- All students are required to be signed out by an adult, 18 years of age or older, listed on their emergency form each day by 5:45 p.m. A personal quick response code (QR code) will be required for the sign-out process. Please access your unique QR code from your ePACT account by logging into epactnetwork.com on your web browser (**not a phone app**). You will find the 'Family App' button in the top right corner and press it to reveal a black QR Code. Press the black QR Code to reveal the blue one. That is what you will present to the City Staff. Every adult authorized will have their own QR code.

Snack:

- The program does not provide snacks for participants. Please send your child with a **nut-free** snack each day to enjoy after school.

Illnesses:

- If a participant becomes ill, a parent or emergency contact will be called. Pick up is expected within 30 minutes.

Late Fee:

- Parents will be charged a flat fee of \$10 plus a \$1.00 late fee for every minute after 5:45 p.m. Parents will sign late slip and fees will be applied to account the following day for payment.

Behavior Report:

- Staff will work with students to encourage them to make good choices and will provide appropriate reminders of the rules when needed. Sometimes, students need time away from the other children to re-focus and think about their behavior. If a child is unresponsive to redirection and continues to misbehave or acts aggressively towards other participants, they will receive a Behavior Report. This is a formal document to make parents aware that an incident has occurred, and parent will sign. It will also let parents know that staff needs assistance to encourage and reinforce positive involvement.
- **Withdrawal from Program:**
- City Staff may withdraw a child from the program if it is determined that the services provided do not meet the needs of the child.
 - A child having physical, emotional, behavioral, or psychological disorders that are beyond the capabilities and/or expertise of the recreation staff as determined by City Staff.
 - Parent(s) or guardian in disagreement, or non-support, of the program's policies and procedures.
 - Family members and adults acting on their child's behalf who exhibit behavior endangering the children, other families, or staff.

Priority Registration:

- The program operates in three sessions during the school year. Each session requires separate registration. Priority registration is a process in which currently enrolled students have a two (2) week window to register before opening to the public. Students that are currently enrolled in the program are given priority registration for the remaining sessions in the current school year only. The first session of the following school year will not have a priority registration period. Parents from the previous school year will receive an email with the date for resident registration.

Parent Communication:

- Monthly emails are sent with important dates and program updates. Parents can always contact City Staff with questions and concerns.

Homework:

- We recognize that homework is important; however, please keep in mind that we are not an academic program. While every effort will be made to create a quiet environment to encourage your child to complete their homework, staff will not make your child do their homework if they choose not to. Alternative worksheets, coloring pages, books, and quiet games will be available.
 - Please be sure your child has the following supplies: *Binder paper, a sharp pencil, eraser, a hand-held sharpener, and their favorite quiet activity (a book, coloring pages, etc.).*

Thank you for choosing the City of Dublin After-school LEAD program. If you have any questions, please feel free to call us at (925) 833-6645.