

Member and Family Handbook



*A 21st Century Community Learning Center
in association with the Sparta Area School District*

Welcome

Welcome to WIN After School! We are excited to have you join as a member of our program. While at WIN After School, you will be able to participate in a variety of activities that are designed to motivate and inspire you, while also reinforcing academics. Throughout the school year we will be hosting both Family Fun Nights and opportunities for parents to learn. Our program runs on a daily schedule and everyone who participates is expected to follow it. The staff at WIN After School is looking forward to getting to know you!

Mission

The Sparta Area School District's WIN After School program provides mind and body wellness, social and emotional learning, academic enrichment, and community connections to students in grades 1-8 within a safe and supportive environment.

Vision

Our vision is for our students to be safe and healthy, kind and responsible, realize their academic potential, and be active in their communities.

4 elements of personal growth:

Mind and Body Wellness

We believe a happy and healthy student is a student who is ready to learn. We encourage whole-person wellness for every student by focusing on physical activity, healthy eating, mental health, and avoiding drugs and alcohol.

Social and Emotional Learning

We help students build Social and Emotional Learning skills like managing emotions, setting goals, having empathy, creating positive relationships, and making responsible decisions. Students with these skills will become responsible and caring adults.

Academic Enrichment

Academic enrichment goes beyond classroom learning and homework. Students in our program engage in hands-on learning and apply their learning to real-life situations. Through these activities, students can increase understanding and engagement in the classroom, including improving grades and test scores.

Community Connections

When we connect our students to the community, we expand their world. Our students participate in service activities, explore college and career options, and get to experience new things through our partnerships with businesses and organizations in our community.

Contact Information

Director of After School Programming:

Holly Church

Phone: (608) 633-1807

E-mail: hchurch@spartan.org

Site Contact Information:

Cataract:	608-633-0759	catwin@spartan.org	Door A (main entrance)
Lawrence-Lawson:	608-633-5628	llwin@spartan.org	Door B (main entrance)
Maplewood:	608-633-0240	mwwin@spartan.org	Door D (basement entrance)
Meadowview:	608-633-5290	mvwin@spartan.org	Door B (middle school)
Southside:	608-633-0312	sswin@spartan.org	Door A (main entrance)

Hours of Operation

Cataract: 2:30 - 5:30 pm
 Lawrence-Lawson: 2:45 - 5:30 pm
 Maplewood: 2:45 - 5:30 pm
 Meadowview: 3:15 - 6:00 pm
 Southside: 2:45 - 5:30 pm

WIN After School will be **CLOSED** on all scheduled early dismissal and no school days.

WIN After School will be **CLOSED** if school is cancelled or let out early due to inclement weather.

WIN After School will be **CLOSED** periodically for professional development.

*** These days will be marked on the Winning After School Calendar.**

Daily Schedule (Monday through Thursday)

<p>Elementary 2:50-3:15 - Recess (+5 min line up time) 3:30-3:45 - Afternoon Meeting & Snack 3:45-4:05 - Reading (group or individual) 4:05-4:15 - Spelling Practice (small groups) 4:15-4:35 - Math (done as group) / Academic Enrichment Open Pick-Up after 4:45 4:45-5:30 - Youth Development</p>	<p>Meadowview Schools 3:15-3:45 - Snack and Recess 3:45-5:00 - Youth Development Open Pick-Up After 5:00 5:00-6:00 - Homework Help</p>
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**Schedules are subject to change.*

Practices, Procedures, & Policies

Membership Eligibility Information

- Sparta Area WIN After School is open first, to students that are referred by their classroom teacher, then for open enrollment.
- There is no fee to become a member.
- Membership to WIN After School is a privilege, not a right. The Director of After School Programming, reserves the right to revoke or refuse a membership to any child at any time, with or without cause.
- Parent/Guardian must read and sign the parent agreements on the enrollment form.

Attendance

- Students are required to attend programming at least 3 nights per week (Monday - Thursday).
- They are expected to attend only on the days that they are signed up for, unless they are absent from school. If your child will not be attending on their scheduled day, the site coordinator will need notice prior to the start of programming.
- Any student with less than 60% attendance will not be allowed to attend an upcoming field trip. If attendance improves, they will be able to attend the following field trip.

Homework Help

- We will spend 30-45 minutes a day (Monday - Thursday) on homework help. If your child's homework is not completed in this time, they will be responsible for finishing it at home.
- All homework done in this time will be checked for correctness.
- Your child is responsible for bringing their homework to WIN After School. If they do not have it, it will not get done.

Pick Up Information

- WIN After School members who attend programming should be picked up at the front desk. Depending on the day, the children may be inside or outside on the playground, so please check in when you arrive to pick your child up. You must wait here while a member of our staff locates your child. This is for the safety of all children that attend our program.
- Please have your ID ready as we will be asking for it when your child is signed out
- If you are going to have your child walk/ride bike home from the program, you will need to check that on your child's enrollment form.
- If anyone other than you or emergency contacts will be picking up your child, you will need to notify us with a note or phone call. We will not allow a child to leave with anyone else.
- **To avoid group disruption, students cannot be picked up prior to the pick up time below.**
 - **Cataract: Anytime after 4:30**
 - **Lawrence-Lawson, Maplewood, Southside: Anytime after 4:45**
 - **Meadowview: Anytime after 5:00 pm**

Late Parent/Guardian Policy

It is very important that all members are picked up on time. The site coordinator will follow this timeline in the event of a late parent/guardian:

- 5 minutes late, the site coordinator will call all contacts we have on file
- 30 minutes late, the site coordinator will call the local authorities

Parent Education and Family Fun Nights

We offer multiple parent education and family fun nights throughout the year. To ensure eligibility for enrollment the following year, we require that a parent/guardian from each family attends at least one of these nights per year.

Visitors & Volunteers

Parents may visit their children at any time. We do ask that when you first arrive (if you are visiting or picking your child up), you need to check in at the front desk and we will direct you to your child.

If anyone wishes to volunteer with WIN After School, they will have to fill out an application and background check and participate in an informal interview. Please contact the Director of After School Programming for more information.

Lost & Found

WIN After School is not responsible for lost or stolen items and anything left in programming space will be placed in the school's lost and found.

***Please have your child keep toys and electronics at home. If a student is seen with a toy, game or cellphone the program staff will hold on to it until the child is signed out.**

Health & Medication Policy

- Parents/Guardians must advise the program staff of any medical problems a member has or has had.
- If a member incurs a minor injury, parents/guardians will be notified by the site coordinator through a written injury report and/or phone call.
- In case of an emergency, parents/guardians will be notified immediately.
- Parents/guardians are to keep their children home from Winning After School anytime he/she has a fever, rash, sore or runny eyes, or contagious illness.
- If a child goes home sick from school he/she may not come to programming that day.
- Members who develop symptoms of a contagious illness while at WIN must be picked up immediately and are not eligible to return to programming until 24 hours after the initial intake of prescribed medication.

***Please be sure that WIN After School has current phone numbers, so if there is an emergency we will be able to reach you.**

Expectations & Discipline

Staff members of WIN After School keep the safety of our members a top priority. Our standards and expectations exist to ensure that your child and every other child in the program are safe. Since WIN After School is an extension of the school day, we follow the same PBIS expectations as all Sparta Schools utilize (The Spartan Way: Respectful, Responsible, and Safe)

Expectations

- Be Respectful
 - Respect yourself & others
 - Inappropriate language is unacceptable
 - Take care of all materials, games, and toys
- Be Responsible
 - Come to WIN After School prepared
 - Folder/assignment notebook, homework and reading materials
 - Clean up after yourself
- Be Safe
 - Use walking feet in the school building
 - Keep hands and feet to self

Disciplinary Actions & Consequences

Any program member that disrupts activities or creates a dangerous situation will be given consequences for their actions.

Disciplinary actions may include, but are not limited to, the following:

- Reteaching
- Take-A-Break
- Loss of privileges
- Suspension (one day or more)

The following policy will be in effect for students with Office Discipline Referrals:

- 1st Referral: Parent notification and conference with the director of after school programming
- 2nd Referral: 1 day suspension from WIN After School
- 3rd Referral: 1 week suspension from WIN After School
- 4th Referral: Indefinite suspension from WIN After School
 - *Will not be able to return until behavior plan is reviewed by school day and WIN After School staff following the suspension.

Community Partners:



BOYS & GIRLS CLUB



**Sparta Free
Library**



Sparta Police Department



Sparta Fire Department