



Friendship CARES

Parent Handbook

2018-2019



Friendship Public
Charter School
GRADES PRE-K3 TO 12

Table of Contents

1	Letter from the Director of the OELP	10	Section 2 – Health & Safety
2	Friendship Cares Locations, Coordinators & Staff Information	10	Students Illness Policy
3	Section 1 – Operations	10	First Aid & CPR Certification
	3 Non-Discriminatory Policy	10	Emergency Medical Care
	3 Admission/Enrollment	10	Minor Injuries
	3 Fees/Payment Policies	11	Reporting Unusual Incidents
	4 Attendance	11	Staffing
	4 Picking Up & Late Pick Up Policy	12	Child Abuse & Neglect Mandatory Reporting
	4 Absences & Suspensions	12	Parent Grievance Policy
	6 Sign-In/Sign-Out Procedures	12	Grievance Policy and Procedure for Parents/ Guardians and Students
	6 Release of Children	12	Formal Complaint
	6 School Cancellation, Delays & Emergency Dismissal	13	Prohibition Against Retaliation
	6 Updating Information	13	Discipline Procedures
	6 Emergency Contacts	13	Staff/Student Interaction Prohibitions
	7 Emergency Contingency Plan	14	Termination
	8 Disclosure of Information	14	Withdrawal Notice
	8 Field Experience & Special Events	15	ClassDojo
	8 Supper	16	Daily Schedule
	8 Pets & Animals	17	Important Dates
	8 Provisions for Children with Special Needs	16	Friendship Cares Closure Days
	9 Parental Involvement	16	Friendship Cares Extended and Full Days
		18	Notes
		19	Parent/Student Acknowledgement Form

Letter from the Director of the OELP

Dear Parents:

Welcome to another fun-filled year of extended day programming. The goal of this program is to offer your child academic support and a wide variety of quality enrichment activities. We understand that parents are faced with the difficult task of finding quality childcare for their children. Friendship Cares provides working parents with a secure, supervised, constructive learning and play environment for their children. The Friendship Cares Program is designed for children enrolled at the Friendship elementary campuses, starting at PreK-3 through 6th grades. Activities will be age-appropriate and supervised by competent, caring, qualified staff members.

What do we provide students?

- Structured instructional time and homework help;
- A cultural and enriching program that promotes the physical, intellectual, emotional and social development of each child; and
- Quality programming that meets the highest quality of childcare standards.

Our primary focus is to provide academic support to our students, mostly in the areas of homework help and reading. In addition, we include educational math games and other enrichment and recreational activities, as well as field trips throughout the year. Our program allows children to experience activities within an environment planned to compliment the philosophy and value system of the school and family. We strive to provide individual attention, security, consistency, and fair treatment for children and working parents.

Part-time Friendship childcare professionals staff the after-care program. The part-time after-care staff works in collaboration with the full-time school-day teachers to provide aligned academic instruction and support. All staff members have been fingerprinted and cleared to work for the Friendship Public Charter School system.

We work together to help each child grow in maturity and self-respect and understanding for others. We also understand that children need fun-filled activities as well as educational ones.

Why Friendship Cares? Last year, students who had been enrolled in Friendship Cares for the previous three years solidly outperformed their peers on the Measures of Academic Performance (MAP) assessment versus those students who were not enrolled.

We look forward to another year of academic growth and fun for all of our children. Thank you for enrolling your child or children in our program, and we welcome your feedback and participation throughout the year.

Sincerely Yours,



Michael J. Robinson
Director, Office of Extended Learning Programs

Friendship Cares Locations, Coordinators & Staff Information

Site Information

Friendship Armstrong Campus

111 O Street, NW
Washington, DC 20001

After-Care Coordinator: Samuel Mattison
Phone: 202.276.7216
Email: smattison@friendshipschools.org

Friendship Blow Pierce Campus

725 19th Street, NE
Washington, DC 20002

After-Care Coordinator: Lois Void
Phone: 202.570.9769
Email: lvoid1@friendshipschools.org

Friendship Chamberlain Campus

1345 Potomac Avenue, SE
Washington, DC 20003

After-Care Coordinator: Lanika Womack
Phone: 202.423.6217
Email: lwomack@friendshipschools.org

Friendship Southeast Campus

645 Milwaukee Place, SE
Washington, DC 20032

After-Care Coordinator: Ray Long, Jr.
Phone: 202.569.2285
Email: rlong@friendshipschools.org

Friendship Woodridge IB Campus

2659 Carlton Avenue, NE
Washington, DC 20018

After-Care Coordinator: Ashley Jones
Phone: 202.903.9907
Email: Ajones4@friendshipschools.org

Community Office Information

Community Office

1400 First Street, NW, Third Floor
Washington, DC 20001
Phone: 202.281.1700

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Section 1: Operations

Non-Discriminatory Policy

It is the policy of Friendship Public Charter School to admit children of all races, color, religion, national or ethnic origin, and physical or mental abilities to all the rights, privileges, programs and activities generally afforded or made available to children enrolled in this program. We will not discriminate on the basis of race, color, religion, national or ethnic origin, and physical or mental abilities in administration of its educational policies, admission policies, or any other center-administered programs.

Enrollment

Every student must have a complete application and up to date forms on file (see checklist below) before being admitted to Friendship Cares. It is the parent/guardian's responsibility to get copies of the health and dental forms from the school nurse for the Friendship Cares files. In addition, we encourage families to keep a record of all forms submitted.

Enrollment Process – online enrollment only! Go to www.friendshipschools.org/extended-learning to complete an enrollment application.

In addition to a completed online enrollment application, the following documents will be required in order to complete the enrollment process:

- **Current physical within a year** – District of Columbia Child Health Certificate form (*must be completed, signed, dated by pediatrician and stamped – cannot send immunization records only*)
- **Current dental exam within a year** – District of Columbia oral health assessment form (*must be completed, signed, dated by dentist and stamped*)
- Registration record for child receiving care away from home
- Authorization for child's emergency medical treatment
- Medication authorization form (*must have child's physician signature if medication must be given*)
- Copy of childcare admission form (*subsidized pay families only, if applicable*)
- Travel and Activity Form

Incomplete forms will not be accepted.

There are two types of slots available for students enrolled in the program: **Private and Government**

subsidized. To be eligible for the government slots, families **must** meet certain income requirements as pre-determined by Department of Human Services (DHS). Friendship Cares **is** a Level II Provider and can determine subsidy eligibility for most parents at our Community Office. If you are interested in seeking a childcare admissions form to pay for after-care, go to www.friendshipschools.org/extended-learning and click the link to contact our Eligibility Specialist and schedule an appointment. In addition, various employers offer childcare subsidy programs; please check with your employer for more information.

Fees/Payment Policies

Friendship Cares weekly tuition is **\$70.00 per child**. **Payments are due every Friday before services are rendered.** There is a 10% discount per child for families with more than one child in the program. Parents who are subsidized through the Office of State Superintendent of Education (OSSE), Department of Human Services (DHS), Early Care and Administration must submit their parental contribution on a weekly basis, if applicable.

Fees are based on enrollment, not attendance! This means the weekly fee is due regardless if your child attends or not. If you ever have payment questions or concerns, please call our customer service office at 202.281.1414 between the hours of 9:30 am – 4:30 pm.

Fees must be paid by credit card, debit card, and can be paid online at www.friendshipschools.org/extended-learning and clicking on the **Parent Portal** link.

IMPORTANT:

Students will be terminated from the Friendship Cares program if weekly fees are more than one week past due. If a child is terminated for non-payment then they cannot return to the Friendship Cares program until the current balance plus tuition for the upcoming week is paid in full.

WEEKLY TUITION RATE

Before-Care Only	\$25.00
After-Care Only	\$70.00*

*Before-Care is included in the after-care fee.

**Families with more than 1 child receive a 10% discount off each additional child's weekly fee.

4

Attendance

Attendance is important and fees are based on student enrollment and NOT attendance. If a child is absent from before and/or after-care, but the parent/guardian did not submit the appropriate information as outlined in our absence policy section, then you are responsible for the weekly fee. In addition, if a student is going to be absent due to vacation; a letter must be submitted to the After-Care Coordinator at least two weeks in advance.

- Parents who are subsidized through DHS **cannot have more than five unexcused absences per month** or the child will be terminated from the program and the parent/guardian will have to recertify through OSSE, Early Care and Administration, Child Care Subsidy program.
- If a student is absent due to an illness, an **official** letter from a doctor must be brought in and submitted to the After-Care Coordinator within 24 hours of the child returning to school in order for the days to be considered an excused absence.
- For students who have chronic illnesses, it is imperative that you submit a note from the doctor outlining the chronic illness information to ensure health-related absences are excused.

HOURS OF OPERATION

Before-Care	7:00-7:55 a.m.
After-Care	3:30-6:00 p.m.

Friendship Cares does not open until 7:00 am and is not responsible for children that arrive prior to 7:00 am. All children must be picked up by 6:00 pm, Monday through Friday. Friendship Cares staff will remain with your child until he/she is picked up; however parents will be charged a late fee starting at 6:05 pm, Monday through Friday (Reference the Late Fee Policy). **The Police and Child Protective Services will be called after 6:30 pm, Monday through Friday.** Please call the Friendship Cares After-Care Coordinator if you are running late for any reason; however, *you will still be responsible for paying the late fee.*

Picking Up & Late Pick-up Policy

Parents/guardians must maintain a current alternate pick-up authorization form on file. Parents/guardians are required to inform the program in writing when there will be someone other than a parent or person not listed in the alternate pick-up authorization section of the application picking up the child. **This person must be at least 16 years of age and they must present valid photo identification.**

- If someone not on the alternate pick-up authorization list arrives to pick up a child and the parent cannot be reached, the child **WILL NOT** be released to that person.
- If anyone, including a parent, comes to pick up a child and they are not familiar to the staff, the staff has the right to ask for identification.
- If any information on the alternate pick-up authorization list changes, the parent/guardian **must** log into the *EZChildTrack* Parent Portal and make those updates.

Before and After-Care is a service provided by Friendship Public Charter School. We understand that sometimes there are extenuating circumstances that could contribute to your tardiness; however, **a late fee will still be charged.** Please contact the After-Care Coordinator immediately when you realize that you will be tardy.

The fee is **\$15.00 for the first nine minutes** or part thereof that a parent/guardian is late picking up a child, after the first ten minutes the parent/guardian is responsible for paying an **additional \$10.00 for every nine minutes or part thereof.** The late fee is per child for those who have more than one child enrolled in the Friendship Cares program. The fee must be paid **no later than the end of the next day (at the time you pick up your child from the program).** **After three late pickups, a meeting will be held to develop a family action plan. If the child continues to be picked up late it will result in termination from the program.**

Late fees are to be paid in cash upon picking up your child. A receipt will be given immediately upon receipt of cash. When late fees are not paid within 24 business hours, students will be terminated immediately. The Office of Extended Learning Programs has the right to terminate the enrollment of a family whose child is picked up **late 3 times or more in any 30-day period,** regardless of whether the family's late fees have been paid promptly. If a child is picked up after **6:35 pm** and the child's parents have not contacted the Friendship Cares After-Care Coordinator, the police and/or Child Protective Services will be notified for neglect and abandonment.

LATE PICK-UP FEE SCHEDULE

6:05 - 6:14pm	\$15.00
6:15 - 6:24pm	\$25.00
6:25 - 6:30pm	\$35.00
After 6:30pm	\$35 + Child Protective Services will be called.

*Parents: Make sure you receive a receipt each time a late fee is paid.

Absences & Suspensions

If a child is absent from school on a particular day, they CANNOT attend the Friendship Cares Before and After-Care program on that day. If your child(ren) will be absent from after-care, it is very important that you notify the After-Care Coordinator at least one hour prior to the start of the after-care program. DO NOT assume that if your child is absent from school that day the Friendship Cares staff will automatically be made aware of it. You MUST call the Friendship Cares After-Care Coordinator. If a student is absent for any of the reasons listed below and proper documentation is not received, the parent/guardian will be responsible for paying the weekly fee.

VACATIONS

Parent/guardian must submit in writing the time period that student will be absent from after-care to the After-Care Coordinator **within 2 weeks** of the date the child will be absent.

DHS families: If you have a parental contribution, you are still responsible for paying this fee per Childcare Subsidy regulations for those days that your son/daughter is absent. You are entitled to 15 vacation days per year (October 1 – September 30), but a letter must be submitted outlining that you will be using vacation days **TWO weeks prior** to the start of the vacation.

STUDENT ILLNESS

The weekly fee will be prorated if a child is out sick for **3 or more days in that week**. The student must return with a doctor's note in order for that week to be credited.

DHS families: If you have a parental contribution, you are still responsible for paying this fee per Childcare Subsidy regulations for those days that your son/daughter is absent due to an illness. When the child returns you must bring a doctor's note in order for the absence to be excused.

SCHOOL SUSPENSION

The weekly fee will be prorated if a child is suspended for **3 or more days in that week**.

DHS families: If you have a parental contribution, you are still responsible for paying this fee per Childcare Subsidy regulations for those days that your son/daughter is suspended.

FRIENDSHIP CARES SUSPENSION

The weekly fee will be prorated if a child is suspended for 3 or more days in that week.

DHS families: If you have a parental contribution, you are still responsible for paying this fee per Childcare Subsidy regulations for those days that your son/daughter is suspended.

Parents receiving government subsidy must also provide Friendship Cares with a note for excused absences. Failure to do so could result in being terminated from the DHS subsidy program.

Excused absences are as follows:

- Sick child with doctor's note;
- Sick parent with doctor's note;
- Death in family with Obituary;
- Vacation with prior notice.

Private Pay and Work Subsidy families – Submit a written notice at least **2 weeks** prior to days of absence due to vacation.

Subsidized families – (October 1 – September 30). A maximum number of 15 days are allowed per child, but a written notice must be submitted at least **2 weeks** prior to the days of absence.

- Chronic Illness with documentation on file; and
- Suspension from school with notification and form on file.

Unexcused absences for subsidized families are as follows:

- Five (5) unexcused absences per month are allowed, but the family must still pay the parental contribution for those days.
- On the **6th unexcused absence** in one month, the subsidy will be terminated.

Absences & Suspensions: Additional Information

- If a **student is suspended** from the school they will **not** be allowed to return to Friendship Cares until they are allowed to return to school.
- If a **child is expelled** from Friendship Public Charter School, they will be terminated from the Friendship Cares Before and After-Care program as well.
- If a **student is suspended** from the Friendship Cares program because of violating the code of conduct, then he/she cannot return until a parent meeting occurs and their absence is **NOT** excused.
- **Suspension notices from the school day must be provided in order for the absence to be excused.**

Sign-In / Sign-Out Procedures

All students must be signed in and out on a daily basis. Dropping students off without signing them in for before-care or picking up students at the end of the day and not signing them out will not be permitted. Children must be brought directly to the Friendship Cares staff when they arrive in the morning. When you arrive to pick-up your son/daughter in the afternoon, you must sign them out in their Friendship Cares classroom or respective locations. Safety is important and in order to ensure **EVERY** child's safety the sign-in and out procedure must be followed. In addition, if you have any special instructions or information that would help us make your child's transition from home to school smoother, please inform us.

CHILDREN WILL NOT BE ALLOWED TO LEAVE THE PROGRAM WITHOUT BEING SIGNED OUT BY A PARENT OR AN AUTHORIZED PICKUP AS INDICATED IN THE APPLICATION. *Children will not be permitted to leave the program alone (7th and 8th grade students must have a letter on file) or with anyone who appears to be under the influence of drugs or alcohol. (The Sign-In and Sign-Out procedures may vary at different campuses. Please see your After-Care Coordinator for your specific Sign-In and Sign-Out procedures.)*

Release of Children

Children will only be allowed to leave the program with persons listed in the *EZChildTrack Parent Portal* under the "authorizations" section. Your son/daughter cannot be released to anyone other than the parent/guardian on the application unless they are listed as an authorized person to pick-up. If anyone not listed in the *EZChildTrack Parent Portal* is picking up your child, the parent/guardian must provide written authorization **72 hours in advance** with written authorization. When submitting the letter, please give the name of the person who will be picking up your child and the person's driver's license or identification number as a reference for security purposes. Please be sure to let the person know that they will be required to show valid photo identification when they come to pick up the child(ren) and he/she must sign the child out. **No one under the age of 16 will be allowed to pick up a child. ONLY someone who is at least 16 years of age will be allowed to pick up children.**

If there is someone who may not pick up your child(ren) or someone with whom you do not want your child to

come in contact, please make sure that you outlined their names in the "**Not Authorized to Pick Up Participant**" section in the *EZChildTrack Parent Portal*; in addition, please notify the After-Care Coordinator in writing. However, you must provide legal documentation if the person is a parent of the child/children because we **must have legal documentation on file in order to deny a parent access to his/her child.**

School Cancellation, Delays & Emergency Dismissal

Friendship Cares follows the Friendship Public Charter School cancellation, delays, and early dismissal schedule. When school has been closed due to inclement weather the Friendship Cares Before and After-Care program will also be closed. In the event that a school opening is delayed, **before-care is cancelled.** However, the after-care session will operate as usual. In the event of an emergency early dismissal the **after-care session will be cancelled.** There will be no credit given for snow days, delayed openings, or early dismissals.

Local NBC4 is the official news channel for Friendship Public Charter School regarding school closures and delays. In addition, Fox 5 and Channel 7 (ABC) will also broadcast this information.

Updating Information

All parents must log into the *EZChildTrack Parent Portal* to update any pertinent information within 24 hours of any changes. Pertinent information includes, but not limited to, your home or work address, phone numbers, change in work information, doctors, health information and email address.

Emergency Contacts*

It may be necessary to contact you during the day in case of an emergency. It is imperative that you keep your child's emergency record updated in the *EZChildTrack Parent Portal*. Also, it is imperative that you have a friend or neighbor designated to serve as an alternate pick up person for your son/daughter in emergency situations where the parent/guardian is not able to pick up the child. When a child must be picked up by an emergency contact, we must have their names on file under the emergency contact section.

*Emergency contact or authorized pick-up cannot be parent (mother, father, step parent, or legal guardian)

Emergency Contingency Plan*

In the event of an emergency closure, due to any reason that will require Friendship Cares to relocate or prohibit use of the current facility, the children will be transported to the following locations based on their current site. For example, if you have a son/daughter at the Blow Pierce campus then they will be relocated to the Chamberlain Campus in case of an emergency. Parents will be contacted via Parent Link and/or by telephone by one of the Friendship Cares staff in case of site relocation.

The children are placed in a group and supervised in an orderly evacuation to the designated assembly area. Staff is required to take their attendance sheets, sign-in and out sheets, and student rosters. The First-Aid Kit is taken as well just in case of minor injuries while outside of the facility. In case of inclement weather, if possible, the staff will take the appropriate supplies to protect the children.

Current Location	Relocated Address	Contact Person/Number	Transportation
Friendship Armstrong Campus 111 O Street, NW Washington, D.C. 20001	Friendship Woodridge Campus 2959 Carlton Ave., NE Washington, D.C. 20018	Samuel Mattison 202.276.7216 Ashley Jones 202.903.9907 Lynura Jackson 202.409.9030	Private Bus Metro
Friendship Blow Pierce Campus 725 19th Street, NE Washington, D.C. 20002	Friendship Chamberlain Campus 1345 Potomac Ave., SE Washington, D.C. 20003	Lois Void 202.570.9769 Lanika Womack 202.423.6217 Lynura Jackson 202.409.9030	Private Bus Metro
Friendship Chamberlain Campus 1345 Potomac Ave., SE Washington, D.C. 20003	Friendship Southeast Campus 645 Milwaukee Ave, SE Washington, D.C. 20032	Lanika Womack 202.903.9907 Ray Long 202.569.2285 Lynura Jackson 202.409.9030	Private Bus Metro
Friendship Southeast Campus 645 Milwaukee Ave, SE Washington, D.C. 20032	Friendship Chamberlain Campus 1345 Potomac Ave., SE Washington, D.C. 20003	Ray Long 202.569.2285 Lanika Womack 202.423.6217 Lynura Jackson 202.409.9030	Private Bus Metro
Friendship Woodridge Campus 2959 Carlton Ave., NE Washington, D.C. 20018	Friendship Armstrong Campus 111 O Street, NW Washington, D.C. 20001	Samuel Mattison 202.276.7216 Ashley Jones 202.903.9907 Lynura Jackson 202.409.9030	Private Bus Metro

*If situation/problem persists longer than 1 day, Friendship Cares at that particular site must close until the situation/problem has been abated.

Disclosure of Information

Friendship Cares Before and After-Care program does not disclose or discuss personal information about our participants except as required or provided by law. We must receive a written notice from the parent/guardian in order to access student medical and academic files.

Field Experience & Special Events

All students attending a field experience or special event must have a "Travel and Activity Authorization" form completed and signed on file. Students are transported by private charter bus, metro bus or train, or by walking depending on the distance of the trip. The mode of transportation will be outlined on the weekly schedule as well as the monthly calendar. Parents will be notified **at least 72 hours** in advance about field experience via the weekly schedule or a parent/guardian notice. The amount of spending money given is left to the parent's/guardian's discretion; however, money must be in the form of **cash**. If a parent/guardian desires to send spending money for your child, please place it in an envelope with the date, amount, and your child's name on the front of the envelope and give it to your son/daughter's Friendship Cares teacher. There will be a minimal parental contribution for all field experiences and you will be notified in advance so you can plan accordingly.

Field Experiences Rules:

- Children must stay with teachers at all times.
- Child must wear their Friendship Cares T-shirts (when provided) and/or nametags at all times.
- Any child that misbehaves on an outing will not be allowed to go on the next outing and/or the child may be brought back to the site early, or the parent could be called to pick up the child from the outing.
- On full days when field trips are planned, there will not be any staff left behind at the school to monitor children not attending field trip. Students either attend the field trip or they stay home for the day.

Emergency Drills

Friendship Cares will conduct fire, disaster, and active shooter drills throughout the school year. During a fire drill, the teacher escorts the students out of the building to the area that is a safe distance from the building. The dates and times of drills are recorded on the fire drill log and placed in the Friendship Cares office.

Outdoor Play

Please dress your child appropriately for the current weather and in play clothes (during Summer Camp or days that students are allowed to dress down) with shoes that adequately protect the feet and are not slick-soled – tennis shoes are a good choice. When the weather permits we will spend time outdoors, ranging from a walk when it is fairly cool to more time spent outside as the weather warms up.

Supper

Afternoon suppertime is a time for nourishment, communication, and relaxation. It is a transitional time from the school day to after-care and is a regular part of each child's day. Supper is provided to students on a daily basis. Supper menus will be posted in the multi-purpose room (cafeteria) and sent home with parents on a monthly basis. Please do not send individual snacks with students for after-care unless asked to do so. **Special dietary restraints must be noted on the application and communicated to the After-Care Coordinator by note.** If there are any special dietary needs, Friendship Cares reserves the right to require families to provide snack as necessary to meet specific dietary needs. Otherwise, children are not allowed to bring their own supper. On days when Friendship Cares provides a full day of service, breakfast, lunch, and supper are provided to the students.

Pets & Animals

Friendship Cares does not allow outside pets/animals into the facility. Friendship Cares allows class pets that are provided by the site for classrooms.

Provisions for Children with Special Needs

The Friendship Cares Before and After-Care program supports every learner. Our curriculum is based on the inclusion model that is used in Friendship Public Charter Schools; in addition, we are constantly reviewing and analyzing the data from your son/daughter's formal and informal assessments to make informed decisions about our approach during after-care hours.

Parental Involvement

Parental involvement is not only welcomed but also encouraged. Parents are requested to volunteer during the course of the school year in different capacities. Parents can support the **Friendship Cares** program through the special projects such as sharing talents or hobbies, field trip chaperones, painting, cleaning, and fund raising. Please contact the After-Care Coordinator if you are interested in being a **Friendship Cares** Parent Volunteer.

In addition, there are bi-monthly parent meetings, student exhibitions, and family nights. We provide Saturday Workshops in partnership with the Friendship Parent Relations division for families to attend. We also hold quarterly parent workshops for all parents and their families in addition to student workshops. Finally, we have incorporated quarterly parent exhibitions for parent/guardians to come in and participate in the classroom discussions, lessons, and activities that their son/daughter takes part in on a daily basis in the Friendship Cares Before and After-Care program.

How do I sign up to volunteer?

Are you looking for a way to stay involved in your scholar's life? There are many opportunities to become an active participant at Friendship Public Charter School. Through your involvement, you provide vital support while enriching the educational experience for your scholar. The more you give, the more they get! Although your scholar may not admit it, they like having you around...and we do too!

For more information please visit:
www.friendshipschools.org/parents



Section 2: Health & Safety

Student Illness Policy

Children will not be accepted into Friendship Cares if they show any sign of illness (please reference the signs of illness below). When children indicate illness at home, do not send them to the program. Sending them to the program ill can result in further inconvenience to you and possible exposure to other children. It is important for parents to report all infectious diseases such as strep throat, ringworms, chicken pox, etc. immediately to the school nurse and to the Office of Extended Learning at 202.281.1700 and/or the After-Care Coordinator. If a student has one of the previous infectious diseases, he/she must have documentation from the doctor stating that they are able to return to school. The documentation must be turned into the After-Care Coordinator prior to the student beginning and in order to receive a credit for those missed days.

Children cannot attend the program when they have a temperature over 100° F. If your child has symptoms during the day that indicate they are not feeling well, the school nurse will call you. Some possible signs of illness are listed below.

Illnesses are defined as:

- A fever or the child has had one during the previous 24 hours.
- Conjunctivitis (pink eye) or “cold in the eye”
- Flu
- Unusual rash
- Severe cough
- Rapid breathing or labored breathing
- Severe cold
- Vomiting
- Yellowish skin or eyes
- Diarrhea
- Head lice and/or
- Contagious illness of any sort, which results in child being too ill to participate in daily activities.

If a child becomes ill or is injured at the school or during an off-site Friendship Cares activity his or her parent/guardian will be contacted. Parents must pick up the child or make arrangements for the child to be picked up and cared for within 90 minutes of speaking with the Friendship Cares staff member or After-Care Coordinator. The child will be isolated until someone arrives at the site. We will contact all emergency numbers per your contact form. (Note: If we are unable to contact the

parent/guardian for authorized care, the staff may make arrangements through the child welfare agency as the law permits.)

First Aid and CPR/AED Certification

At least one Friendship Cares staff must be currently certified in CPR and First Aid in every class. In the case where a staff member has to leave the room for more than 15 minutes, another staff member certified in First-Aid and CPR will be present until the other staff member arrives. Our After-Care Coordinators are also certified to administer medication if necessary for students who have a “Medication Authorization” form on file along with at least one other staff member at the site. Please note there is no nurse available during after-care.

Emergency Medical Care

In case of accidental injury, we will make every attempt to contact a parent or guardian. If we are unable to reach a responsible party, the child’s doctor will be called. If necessary, we will call an ambulance or EMT. Until arrival of a parent or trained medical personnel, the After-Care Coordinator or designated Coordinator will make all decisions concerning the child. Parent(s) are responsible for any and all expenses that may be incurred. Friendship Cares will not enroll a child whose parents do not sign a written consent form agreeing to this policy.

Minor Injuries

Due to the nature of young children, minor injuries occur within the blink of an eye. Even though every effort is made to avoid injuries, sometimes they still happen. In case of a minor injury, a child will be given immediate attention by one of his/her teachers. The teacher who witnessed the incident will fill out an incident report form explaining what happened and what action was taken. Parent(s) will receive a copy of the student incident form, which must be signed acknowledging receipt and knowledge of the incident then return it to their child’s Friendship Cares teacher or After-Care Coordinator. An Unusual Incident form is submitted to the Deputy Director, Office of Extended Learning Programs as well as Department of Health, Licensing and Administration division.

Reporting Unusual Incidents

For all incidents occurring in after-care, the Friendship Cares staff person who witnessed the incident or the After-Care Coordinator will complete the FPCS Incident Report and/or the OSSE Unusual Incident Report. The After-Care Coordinator will inform the parent/guardian of each child involved of the incident within 24 hours of the incident by providing a copy of the Incident Report. Copies of the Incident Report will also be kept by the Friendship Cares Compliance Manager. Some incidents will require students to be temporarily removed from the program until a parent meeting is conducted to discuss next steps.

Unusual incidents include but are not limited to, the following:

- 1) Death of a person occurring with the Facility;
- 2) Injury to, or illness of, any child that occurs during the hours the child is enrolled in our care that requires hospitalization or emergency medical treatment;
- 3) Damage to the Facility, or to any Facility vehicle or equipment, that interferes with the capability of the Facility to protect the health, safety, and well-being of the children and adults in the Facility;
- 4) The presence of any individual in the Facility who has, or is suspected of having, a communicable disease that must be reported to the District of Columbia Department of Health in accordance with Title 22 of the District of Columbia Municipal Regulations;
- 5) The disappearance of an enrolled child or any circumstances under which a child is deemed missing or unaccounted for;
- 6) A traffic accident involving a vehicle owned, maintained, or contracted for by the Facility and in which children are being transported at the time of the accident; and
- 7) Any other occurrence at the Facility that involves a response by police, fire, ambulance, or any other emergency service.

Unusual Incidents are housed at the Friendship Community Office in the Unusual Incident binder as well as scanned in the system and stored in the f:/folder "Unusual Incidents" file. The reports are also copied and placed in the files of the involved children and staff member(s). The following directions should be referred to whenever an unusual incident occurs.

Staffing

Friendship Cares staff is carefully chosen and is dedicated to the profession of child care and recognizes the importance of teaching and learning. The Friendship Cares staff include Lead Teachers, Group Leaders, and Assistant Group Leaders. Our **Lead Teachers** possess a 1) Bachelor's degree in Early Childhood Education or Elementary Education; or 2) a current Child Development Associate (CDA) credential; or 3) a Bachelor's degree in a non-education major, but has at least 15 credit hours in child development coursework plus three years of experience working with children.

The **Group Leader** must have 60 or more credit hours from an accredited college or university. The Group Leader may also possess a Bachelor's degree in a non-education major. **Assistant Group Leaders** must have at least a high school diploma or General Education Development (GED) Certificate. All of our staff undergo an extensive background check and are required to participate in at least thirty-four (34) hours of professional development throughout the year.

Child Abuse & Neglect Mandatory Reporting

All Friendship Cares staff members are considered Mandatory Child Abuse and Neglect Reporters. This means that if we suspect or are told by a child that they have been abused or neglected in any way, we are required by law to call the Children's Protection Agency and report it. We, as a staff, have yearly training in what steps or measures should be taken in such a situation. Parents should understand that filing a report is considered a request for an assessment of a suspected incident of abuse or neglect. A report is not an established fact, but rather the beginning of a helping process for children and families. If a staff person suspects any kind of abuse, they are required to make an oral report by telephone (or otherwise) to the local office of the Children Services Division, or to a law enforcement agency. If parent(s) have any questions about this policy, please contact the After-Care Coordinator or the Children Services Division.

Parent Grievance Policy

Grievance Policy and Procedure for Parents/Guardians and Students

The procedures outlined below establish how complaints regarding discrimination or harassment will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. Procedures related to employees are addressed in the Friendship PCS staff handbook. Who May file: Any person, including a student, parent or visitor, who believes they have been discriminated against or been the subject of harassment based on race, color, national origin, sex, age, or disability, in admission or access to, or treatment in, Friendship PCS' programs and activities may make an informal or formal complaint.

Informal Complaint: Friendship PCS recognizes that most if not all disputes are capable of being resolved amicably when there is communication between the person who believes they have been discriminated against or the subject of harassment and the school's administration. Friendship PCS encourages but does not require that any person who has a grievance speaks directly with the school Principal in an effort to resolve the concern(s).

Formal Complaint

Step 1 Initiation

A written notice must be completed and signed by the grievant and submitted to the Principal at the particular campus within ninety (90) calendar days of the alleged discrimination or harassment. A complaint form may also be obtained from the school's front office. The written notice must identify the subject of the complaint, the time frame/date(s) of the occurrence and the resolution or relief sought. The written notice should be signed and dated.

Step 2 Investigation

The Principal or his/her designee will promptly conduct a thorough and impartial investigation of the matters outlined in the complaint. Each investigation will consist of obtaining written evidence, interviewing witnesses and allowing parties to present evidence. All matters relating to the investigation and/or the alleged discrimination or harassment are considered confidential and will not be disclosed to persons not involved in the investigation except as required by law.

Step 3 Response

Within thirty (30) calendar days of receiving the written notice, the Principal or his/her designee will respond to the grievant in writing, summarizing the information obtained from the investigation, determine whether the grievance was substantiated and if so, propose an appropriate resolution. If the grievance was substantiated, immediate action will be taken to rectify the problem.

Step 4 Appeal

If the grievant is not satisfied with the decision of the Principal he/she may appeal the decision through a signed written statement to the Deputy Chief of Compliance, Tamika Maultsby at the Community Office, 1400 First Street, NW Suite 300 Washington, DC 20001, phone number (202) 281-1700 within ten (10) calendar days of receipt of the Principal's response. In an attempt to resolve the grievance, the Deputy Chief of Compliance or designee shall meet with the concerned parties and their representatives within thirty (30) calendar days of the receipt of such an appeal. A copy of the Deputy Chief of Compliance's or designee's disposition of the appeal shall be sent to each concerned party within ten (10) calendar days of this meeting.

A grievant who is not satisfied with the process or response or does not wish to utilize this process may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures. The regional office for the District of Columbia is located at 400 Maryland Avenue, SW, Washington, DC 20202 and can be reached at (202) 453-6020 phone; (202) 453-6021 fax.

Prohibition Against Retaliation

FPCS will not tolerate or permit retaliation against a grievant who files a complaint pursuant to this policy. Immediate action will be taken against any person found to have retaliated against a grievant that has made a complaint.

Discipline Procedures

The Friendship Cares Before and After-Care program adheres to the policies and procedures stated in the Friendship Cares Family Handbook as well as the current Friendship Public Charter School's Parent/Student Handbook. The discipline policy is designed to encourage positive behavior in collaboration with careful adult supervision. The program's rules and simple guidelines are explained to children and they are expected to follow them. The After-Care Coordinator notifies parents if children are having behavioral problems that need to be addressed by parents and staff. It is our intent to maintain an environment that is safe, friendly, and comfortable for all children and staff.

If children are demonstrating **unacceptable** or **inappropriate** behavior that interferes with this environment the following procedures will be taken:

- 1) If student behavior is disruptive to the group, the student and staff member will discuss the behavior privately and **create a plan** to change the behavior.
- 2) If the student's misbehavior continues, the staff may elect to **remove the child from the activity** for reflection time. The student and teacher will agree when the child is ready to rejoin the group.
- 3) If the disruptive behavior continues, the leader will report the behavior to the After-Care Coordinator and **document the behavior** on a Student Behavior Report. The After-Care Coordinator will assess the situation and determine further action that may include:
 - a. Referring the child back to the staff for further written documentation;
 - b. Observing the student and preparing a Student Observation Report;
 - c. Discussing the behavior with a parent or guardian; and
 - d. Notify and recommend to the OELP Deputy Director of the situation for dismissal from the program.
- 4) When necessary, the Deputy Director or Director will be notified for further action. The After-Care Coordinator will review all information and schedule a parent conference if necessary. The conference discussion may include a:
 - a. Behavior Management Plan;
 - b. Specific parental intervention; and/or
 - c. Temporary removal from the program if deemed necessary.
- 5) If the plan is not effective over a course of 1-2 weeks, another conference will be held to reassess the plan, re-establish a commitment to the plan on the part of the parents and student, and re-evaluate the appropriateness of the student's participation in the program.
- 6) Disruptive behavior may result in a temporary suspension from the program as outlined in the disruptive behaviors and levels of responses and interventions. Before returning to the program, a conference to include the Deputy Director, Office of Extended Learning, the After-Care Coordinator, and a parent/guardian of the student is required to develop a behavior management plan to consist of rewards and consequences relative to a particular behavior over a specified period of time. The behavioral management plan should be clear to all parties, especially the child involved. If the child does not follow the plan he or she will be removed from the program immediately.

Staff/Student Interaction Prohibitions

Staff are prohibited from using any of the following forms of discipline:

- Spanking or other corporal punishment;
- Cruel or severe punishment including humiliation, intimidation, verbal or physical abuse or neglect;
- Depriving children of meals or snacks;
- Disciplining a child for soiling or wetting clothes;
- Lying to children or promising what cannot be delivered;
- Labeling children and using such labels in a wrongful manner; and
- Breaking confidentiality by talking about children or their families inappropriately in front of another person, staff member, child, or parent.

If you feel any of our staff have committed any of these acts, please contact our Customer Service line at 202.281.1714.

14

Termination

Friendship Cares can terminate a student per the request of an After-Care Coordinator for the following circumstances in addition to disciplinary issues:

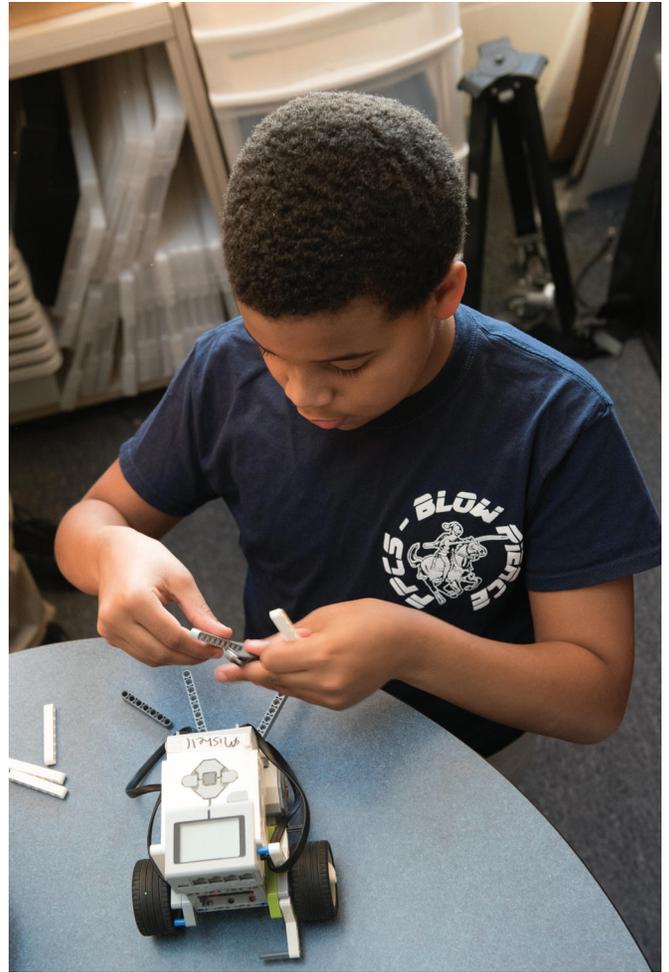
- Language, attitudes, actions, or omissions on the part of parents/guardians that jeopardizes the effectiveness of the program;
- Behavior (i.e. physical threats, abuse, fighting, or derogatory remarks) on the part of the child, which is deemed detrimental to the children and staff;
- Non-payment of weekly fees;
- Two or more weeks of consecutive absences not due to illness of child;
- Five days missed within a month for parents receiving DHS subsidy; and
- A pattern of consistent late pick up of your child(ren).

Families can be terminated for the following as well if there is failure to:

- Comply with the Friendship Cares policies, regulations, and/or recommendations;
- Meet DHS requirements regarding residency, income, employment, or school status (government subsidized slots only);
- Pay weekly tuition or other fees in a timely manner;
- Submit an updated health, dental form and additional forms needed annually; and
- Noncompliance.
- Submit valid and up-to-date documents. Falsifying documents is illegal.

Withdrawal Notice

One-week advance notice **in writing** is required to withdraw your child from the Friendship Cares Before and After-Care program. Failure to provide written advance can cause you to incur the normal tuition expenses until advance notice is given.



ClassDojo

Positive Behavior Incentive System 2018-19

ClassDojo creates a positive culture, gives students a voice and shares moments with parents!

Friendship Cares will continue to use ClassDojo during the 2018-19 school year to help encourage important skills, like: staying on task, following directions, orderly transitions and helping others. Students can earn positive points for displaying certain skills or negative points for failing to display these skills. See chart below. ClassDojo will also allow you to see how your child is doing while at Friendship Cares.

We'd like all families to join us by signing up for ClassDojo! You can use it on any device – it is a **simple, free mobile app** for both iOS and Android. It can also be used from a computer by visiting: www.classdojo.com

Earning and losing points:

On Task +1	Off Task -1
Orderly Transitions +1	Disorderly Transitions -1
Helping Students +1	Disrespecting Students -1
Following Directions +1	Not Following Directions -1
	Reflection -3
	Suspension -5



Parents, please note that Friendship Cares provides quarterly field trips or special events for students if 85% of their total points are positive (*there will be three total for the school year*). We highly recommend that you download the app and be aware of your child's points. Remember, 85% of their total points must be positive for them to attend the incentive trips or special events. Please refer to the Consequence Matrix below to see what actions are taken if your child does not receive 85% positive points.

Consequence	ClassDojo Total Positive Points	PBIS
No Incentive Trip	84% or lower	3 reflections within a quarter
Parent Conference	60-50% within a quarter	5 reflections within a quarter
Program Enrollment Review	49-25% within a quarter	6-9 reflections within a quarter
Expulsion from program	24% or less	10 or more

Daily Schedule*

PreK3 – PreK4 (Monday-Thursday)

3:30-4:15	Pick Up/Transition/Dinner
4:30-5:00	Read Aloud Monday: Intro to Story, prompting questions, vocabulary Tuesday: Recall story, build vocabulary, dictated sentences Wednesday: Extension Activity (pt 1) Thursday: Extension Activity (pt 2)
5:00-5:45	Enrichment Activities/Educational Games
5:45-6:00	Dismissal

PreK3 – PreK4 (Early Release Friday)

FUN FRIDAYS – Activities vary by campus

Kindergarten and Up (Monday-Thursday)

3:30-4:00	Pick Up/Transition/Dinner
4:15-5:00	Independent Reading or Read Aloud (Mondays) Homework Help (Tuesdays, Wednesdays, and Thursdays only)
5:00-5:45	Enrichment Activities/Educational Games
5:45-6:00	Dismissal

Kindergarten and Up (Early Release Friday)

FUN FRIDAYS – Activities vary by campus

*daily schedule may vary slightly by campus

Important Dates

Friendship Cares Closure Days

On the days listed below, Friendship Cares Before and After-Care Program will be closed in observance of a holiday or professional development for Friendship Cares staff. The weekly fee still applies for that particular week regardless of the holiday or professional development.

Monday, September 3rd – (H)

Monday, October 8th – (H)

Friday, October 26th - (PD)

Tuesday, November 9th – (QLC)

Monday, November 12th – (H)

Wednesday, Thursday & Friday, November 21st-23rd – (H)

Friday, December 7 – (TA)

Friday, December 21st – January 1st - (WV)

Monday, January 21st - (H)

Tuesday, January 22nd – (PD)

Friday and Monday, February 15th & 18th – (H)

Friday, March 29th - (PD)

Friday, April 12th – (QLC)

Monday, May 27th – (H)

Friday, May 31st – (TA)

Wednesday, June 12 – Last Day of Friendship Cares for 2018-2019 SY

KEY

(H)	Holiday
(PD)	Professional Development
(WV)	Winter Vacation
(QLC)	Quarterly Learning Conference
(TA)	Teacher Appreciation Event

Friendship Cares will not operate during Spring Break from Monday, April 15 - Friday, April 19, 2019.

Friendship Cares Extended and Full Days

Throughout the school year all Friendship Public Charter School campuses have Early Release Fridays, meaning the school day ends at 12:00 pm. On most Early Release Fridays, Friendship Cares operate extended after-care at **no additional cost**, starting at 12:00 pm and ending at 6:00 pm.

The dates below are the days that your son/daughter is not in school based on the 2018-2019 Friendship Public Charter School calendar. On the days listed below, Friendship Cares will provide full day service to our parents at **no additional cost**. Only on days listed below will we provide full day services. If there is not a day listed below and school is closed then **Friendship Cares is closed as well on that particular day**.

On these particular days, the students will receive breakfast, lunch, snack and supper.

Friday, October 25th Full day

Friday, February 1st Full day

Friday, March 28th Full day

Family/Student Acknowledgement Form

I, _____ (*parent name*) have received and read the Friendship Cares Before and After-Care Program Parent Handbook in its entirety and acknowledge the following:

- This handbook contains information and policies for my review and adherence.
- Friendship reserves the right at any time to amend or add to its policies.
- The handbook will be accessible online at www.friendshipschools.org and any changes or updates to this handbook will be posted on the Friendship website.
- I understand that I must adhere to the policies of Friendship as stated in this handbook as well and changes or updates.
- I am required to sign this form and return it to my child's Friendship Cares teacher or After-Care Coordinator no later than 30 days of receipt of the handbook or my enrollment date, whichever comes first)
- I understand if there is not a form on file for my child then he/she can possibly be terminated from the Friendship Cares Program.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Student #1 Name/Grade

Student #2 Name/Grade

List Additional Student(s) Name/Grade(s) Below If More than Two Children Enrolled

Friendship Campus (Check one):

- Armstrong Blow Pierce Chamberlain
- Southeast/Tech Prep Woodridge

Friendship Cares After-Care Coordinator Signature

Date





**Friendship Public
Charter School**
GRADES PRE-K3 TO 12

Community Office

1400 1st Street, NW | Suite 300 | Washington, DC 20001
Office 202.281.1700 | Fax 202.986.9247