

LION'S DEN HANDBOOK



2019-2020

AHA

Dear Parents and Guardians:

This handbook is designed to give parents and guardians a helpful insight into Lion's Den, the After-School Enrichment Program, offered by Addlestone Hebrew Academy.

Through the activities that we offer, we are hoping to help your children develop some lifelong skills, as well as an understanding about the importance of having recreational interests. This booklet has been prepared for your convenience. It provides information of our policies and procedures, and will answer any questions about our program. We ask that you keep this booklet in a handy place for easy reference.

Lion's Den strives to provide an atmosphere where children can enjoy, grow, and learn. The staff always welcomes suggestions and ideas that will help us to make your child's time in Lion's Den beneficial and rewarding. We encourage you to share your thoughts and ideas with us at any time. If you have any questions about the content of this book, please feel free to email me at lionsden@addlestone.org.

Best regards,

Jessica Bennett

Addlestone Hebrew Academy

Lion's Den

2019-2020

Welcome to Addlestone Hebrew Academy's Lion's Den. We are pleased to provide child-care services for you and your family. Our goal is to give children a safe, comfortable place to learn, and play.

The Lion's Den Program is designed to offer a quality, affordable after-school experience to students and parents enrolled at Addlestone Hebrew Academy. Our program offers a balance of study time and free time everyday, to give children the security of a structured environment while still allowing them to relax and unwind after school.

Our programs will offer students the opportunity to coordinate various after-school programs with outstanding organizations and professionals. Our programs provide students in every grade with opportunities to expand their horizons through the arts, athletics, culture, math, and science. The participants also continue to develop skills in the areas of communication, participation, fair play, and persistence as the different activities broaden the world around them.

We include time for homework every afternoon and are available to answer homework questions. If at any time, you have a question, concern or suggestion, please feel free to speak to us. Thank you for your supporting the program.

Program:

The Lion's Den is designed to provide a safe and supervised environment for children after-school. Homework time, outdoor play, and group and self-directed age appropriate activities are the components of a typical day. There are also a variety of supplemental after-school activities available during extended day hours which may be coordinated with the Extended Day Program.

Sign-in/Sign-out

Children will be required to sign in and out of Lion's Den everyday they attend. Staff will be available to assist children at sign-in for those children coming directly to Lion's Den at the end of the school day. Children who attended Lion's Den after an activity or tutoring must sign in at the conclusion of the activity.

Authorized Pick-up

Any person authorized to pick up a child, must be listed on the emergency card. It is your responsibility to keep this list current. If an adult or other authorized person comes to pick up a child and the staff member does not know the person, the staff member may ask to see identification. Should you need to make other arrangements for your child's pick up on a particular day, you must send a written note with your child. Lion's Den staff reserves the right to contact you by phone to verify the note before releasing your child to the person indicated.

Homework Policy

A supervised homework time will be provided each afternoon from 3:30-4:30 PM. A staff person supervises children doing their homework during this time; however, if a child has an after-school activity, he/she may choose to do homework when the activity is completed.

Sick Children

We understand and appreciate the needs of working parents, yet it is essential that children at our program are protected from contagion. We will endeavor to use good judgment as well as the following criteria when evaluating children with illness. It is the program's expectation that parents will do the same. When illness results in greater care than the staff can provide without compromising the safety and health of other children, the parent, legal guardian or other person authorized by the parent will be notified immediately to pick up their child. Symptoms can be, but are not limited to the following:

- **A fever of 100 degrees or more**
- **Diarrhea within the previous 24 hours**
- **Vomiting within the previous 24 hours**
- **Any open or oozing sores, or unexplained rash**
- **Head lice or eggs (nits) on hair or on clothing**
- **Symptoms of a communicable disease**
- **Severe fatigue accompanied by uncontrolled coughing, irritability, persistent crying, difficulty breathing or wheezing**

Children who become sick at Lion's Den will be comforted and parents will need to arrange to have the child picked up as soon as possible. Parents should exercise every caution and keep their child at home should unusual symptoms occur.

Emergency Procedures

Addlestone Hebrew Academy staff members are certified in CPR. Staff will file an incident report when first aid has been administered. Parents will get a copy of the form. A paper copy is filed in the child’s folder. Minor accidents such as cuts and scrapes will be cleaned with soap and water and covered with a bandage. Bruises and bumps will be treated with ice packs. If an accident occurs that requires immediate medical care, the child will be taken to the requested hospital or to the closest hospital if not specified by the parent and always accompanied by a staff member. Every effort will be made to contact a parent or guardian in such emergencies. In the case when a parent or guardian cannot be contacted, the staff will contact people on the child’s emergency contact list.

Behavior Expectations and Discipline Policy Student Code of Conduct/School Rules

It is the goal of Lion’s Den to assist its students in learning those values that are the foundation of a strong character and of a responsible citizen. Students in the Lion’s Den follow the regular AHA code of behavior and school rules, and are expected to maintain responsible behaviors as a condition of continued service.

Extended Day

As a service to our families, Lion’s Den for students in grades 18months – 8th Grade. The Lion’s Den Program is offered after school August through May.

The program is closed on select holidays and during summer vacation. A calendar of dates is available as an addendum. The Lion’s Den Program is run on a fee-for-service basis and participation is as needed.

Hours of Operation:

After school Lion’s Den begins at the conclusion of the school day and ends promptly at 6:00 PM, Mondays through Thursdays, and at 4:00/5:00/5:30 PM on Fridays*.

***Fridays:**

- August 20, 2019 - November 8, 2019 **3:00 - 5:30 PM**
- November 15, 2019 - March 6, 2020**3:00 - 4:00 PM**
- March 13, 2020- May 22, 2020.....**3:00 - 5:00 PM**

ALL STUDENTS MUST BE PICKED UP NOT LATER THAN THESE ENDING TIMES.
All late pick-ups will generate a fee (per child) of \$25.00.

Fees and Payments

Addlestone Hebrew Academy's Extended Day Program, the Lion's Den, is pleased to be able to provide childcare services at affordable rates. Attendance in the Extended Day Program is on an "as needed" basis with no minimum attendance required. Fees for enrollment are as follows:

Full Time\$275/month

Full Time Full Day and Holiday Rate.....\$55/day

Reserved spot at any time, including noon dismissals, and full days over winter break, and national holidays.

Drop-In Plans

Regular Day 3:30-6:00 PM Monday-Friday* \$15/day

Half Day (Days with Noon Dismissal) \$45/day

Full Day – 8:00 AM-4/5:00 PM Monday-Friday*\$65/day

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Late Carpool Pickup

Any child not picked up from carpool by 3:45, or any child not picked up from an after school activity or tutoring during Lion's Den hours, will be mandatorily clocked into extended day and billed extended day fees. This is for the child's protection so that they remained supervised.

Late Pick-up Fee: Lion's Den will close promptly at 6:00 PM Monday-Thursday and 4:00/5:00 PM on Fridays*. **ALL LATE PICK-UPS WILL GENERATE A FEE (PER CHILD) OF \$25.00.**

All Lion's Den fees will be charged at the completion of each week to a credit card designated by the parent.

Closures

We will be closed in observance of the following Jewish and National Holidays.

September 2, 2019 Labor Day

September 30 & October 1, 2019 Rosh Hashana

October 9, 2019 Yom Kippur

October 14 & 15, 2019 Sukkot

October 21, 2019 Shmini Atzeret

October 22, 2019 Simchat Torah

November 27, 28, & 29, 2019 Thanksgiving

December 24, 25, & 31, 2019 Winter Break

January 1, 2020 Winter Break

January 20, 2020 Martin Luther King Day

February 18, 2020 President's Day Weekend

April 8 - April 17, 2020 Passover

May 25, 2020 Memorial Day

June 4, 2020 Last Day of Lion's Den