

LION'S DEN HANDBOOK

After school and Enrichment Program



2023-2024

Dear Parents and Guardians:

Welcome to the Lion's Den, Addlestone Hebrew Academy's after school/enrichment program. We appreciate your decision to enroll your child/ren in our after school program this school year. Lion's Den strives to provide an atmosphere where children feel safe and have the ability to grow and learn with their peers. This handbook is designed to offer parents and guardians a helpful insight into our program.

Through a variety of academic, artistic and athletic activities offered, our goal is to provide your child/ren with an opportunity to explore their personal interests and to broaden their skill set. Whether you choose to enroll your child in our general Lion's Den after school program or choose to attend a weekly enrichment course, we are ready to make this year's after school experience a success for you and your child.

Please note that enrollment in the Lion's Den program is not required for enrollment in the enrichment program. All students enrolled in Lion's Den and or an enrichment course(s) will be provided with a snack and will have an opportunity to begin their homework (as time permits) prior to the start of their selected course.

Our Lion's Den handbook will highlight our policies and procedures, and will answer any questions that you might have about the school year ahead. We ask that you keep this handbook for future reference.

The Lion's Den staff will always welcome any suggestions/ideas that will help us to make your child's time in Lion's Den more beneficial and rewarding. If you have any questions or concerns about the content of this book, please feel free to email me at lionsden@addlestone.org.

Best regards,

Krystie Stidham

Addlestone Hebrew Academy

Lion's Den After school and Enrichment Program 2023-2024

Welcome to Addlestone Hebrew Academy's Lion's Den. We are pleased to provide child-care services for you and your family.

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 general Lion's Den 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 a full day of school.

Our Lion's Den program offers students the opportunity to coordinate their own enrichment schedule with the various after school courses provided this year and gives your family the ability to extend your child's school day as you see fit. Our program provides students in every grade with opportunities to expand their horizons through the arts, athletics, culture, math, and science. Enrichment students also continue to develop skills in the areas of communication, participation, fair play, and persistence, as the various activities hone in on these key soft skills to continue to help broaden the world around them.

Our talented and well qualified after school teachers will provide all EC and Grades students an opportunity to enjoy a snack and to play with their peers before and after enrichment activities. Our Grades teacher will always include time for homework every afternoon and will be ready and willing to extend any specific teacher suggestions for homework/ study time that are needed.

Thank you for choosing Lion's Den for your after school needs, we are looking forward to sharing a wonderful year ahead!

Program:

The general Lion's Den program is designed to provide a safe and supervised environment for your children after school. Homework time (if required), outdoor/indoor play, individual and group age appropriate activities are the components of a typical day. Lion's Den will be provided separately for the EC (Tiny Tots- 4 years) and Grades (K-8th) and your children will attend their specific Lion's Den hub daily. Should you decide to add to your child's after school experience, the courses offered in our enrichment program will be sent out to all families electronically and will provide you with the enrollment opportunities for your specific course(s) of interest.

Attendance:

All EC and Grades children in attendance will be signed in/out by the appropriate staff members using daily tracking roles for each of the days that they attend. Lion's Den staff will assist children to go directly to Lion's Den at the end of the school day. All children participating in an enrichment course(s) will be brought to and from the selected activity by a Lion's Den staff member at the start of their course. Children who plan to attend Lion's Den after an activity will be brought back to their appropriate Lion's Den hub at the conclusion of the activity. *Please note that your child is able to attend our general Lion's Den before their selected enrichment activities. You will be charged an additional rate for this benefit, which includes homework help, snack, and free play)* see enrichment sign up information for details on specific pricing. For siblings and students requiring extended time in Lion's Den, please reach out to the director for scheduled Drop In enrollment.

Authorized Pick-up:

Any person authorized to pick up a child must be listed on your family's emergency contact paperwork as provided by AHA. 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 at the start of each afternoon in Lion's Den from 3:30-4:15 PM. During this time, our designated staff member(s) will supervise and offer assistance for children completing homework; however, if your child attends an after school activity that begins before the closing of the designated homework time, your child is not guaranteed to have completed all of their homework prior to the start of their enrichment course(s). Please always remember to check your child's homework folder upon returning home each day. All children who do not have required homework to complete, will have the opportunity to participate in free- play until outdoor play is available for all children in attendance.

Illness in 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**
- **2 or more instances of Diarrhea while in attendance**
- **Diarrhea within the previous 24 hours**
- **Vomiting while in attendance**
- **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 fall ill while attending Lion's Den will be comforted and supported by our staff members 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 appropriately 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. Should your child exhibit any behavior concerns during the general Lion's Den and or the Enrichment program, you will be contacted by the after

school director and a plan of action will be put in place for your child's remaining days of attendance.

Extended Day:

As a service to our families, Lion's Den for students in grades 12 months – 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 PM on Fridays.

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 after school program, the Lion's Den, is pleased to be able to provide childcare services at affordable rates. Fees for enrollment are as follows:

Full Time..... \$3,250/10 month (\$325/month)

***based on the number of days in school, not prorated**

Winter Camp.....\$80/day (\$90/day non Lion's Den families)

Lion's Den families will have the option to reserve a spot for all noon dismissal days (included in Lion's Den tuition), and early registration for Winter Camp.

Drop-In Plans:

Regular Day 3:30-6:00 PM Monday-Friday..... \$20/day

Half Day (Noon Dismissal)No Charge (\$50/day non Lion's Den families)

Lion's Den will be offered on the following noon dismissal days (enrollment is required for attendance)

September 15, 2023

September 29, 2023

October 6, 2023

November 21, 2023

February 15, 2024

Late Carpool Pickup:

Any child not picked up from carpool by 3:45pm, or any child not picked up from an after school enrichment activity during the 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 remain supervised at all times.

Late Pick-up Fee:

Lion's Den will close promptly at 6:00 PM Monday-Thursday and 4:00 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.

Lion's Den/Addlestone School Closures:

September 4, 2023 Labor Day

September 25, 2023 Yom Kippur

November 22-24, 2023 Thanksgiving

December 18-29, 2023 Winter Break *Lion's Den Winter Camp will available for enrollment
(December 18-22 and December 27-28)

January 2, 2024 Teacher Workday

January 15, 2024 Martin Luther King Day

January 31, 2024- February 2, 2024 EC and K Conferences (No school for EC or K only)

February 16, 2024 Mid-Winter Break

February 19, 2024 President's Day

April 22-30, 2024 Passover