

# **LITTLE HEROES,INC**

## **PARENT HANDBOOK FALL 2020-Spring 2021**

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### **MISSION:**

Our mission is to provide a safe, fun and thoughtful program that supports the whole child after a busy day of learning. We are committed to supporting your school, creating community, teaching and practicing self-care and healthy choices regarding food, exercise and communication. Our program emphasizes emotional and social skills in children. Emotional Intelligence (EQ) and Social Emotional Learning (SEL) is defined as self-awareness, empathy and intuition.

### **PROGRAM OVERVIEW**

Little Heroes, INC is a Social, Emotional Learning Program Before and After School. Children participate in a balanced program of open play and structured activities.

We provide free time and high quality supplies that support your child's imagination and encourage socializing and learning. Program components may include but are not limited to outdoor and indoor recreation and games, health enhancement, art, nutritional snacks, service learning, character development, social emotional learning, reading, homework assistance, informal dancing and singing. Little Heroes After School staff ensure that children are given the time, freedom and activities that promote healthy friendships, team work, body movement, creativity, coordination, problem solving, sharing, learning, fun and relaxation. Little Heroes After

School programs are located on your school's campus in your cafeteria, gym, classrooms, playgrounds, libraries and multi-purpose rooms.

### **HOURS, DAYS AND MONTHS OF OPERATION**

Verify your school location hours. School age programs operate from school dismissal until **6:00pm at POE ELEMENTARY** OR **6:30pm at WILSON MONTESSORI**. Monday through Friday. The program begins October 19, 2020 and ends June 11, 2021. (\* Unless the district changes the dates). The program will follow the school's calendar and adjust for holidays and early release days based on that calendar.

### **ARRIVAL PROCEDURES**

**Little Heroes responsibility for your child begins when your school teacher delivers your child to Little Heroes After School program space and your child is Checked IN by Little Heroes staff on the Brightwheel parent app. Parents are required to communicate with their child's day time teacher and give permission for their child to be dismissed to Little Heroes. Your school teacher will separate students according to Walkers, Car line, Bus rider, and Little Heroes. Your teacher will meet us in the Little Heroes designated spots. Parents are expected to download the free app MyBrightWheel.com to ensure successful communication with our staff. You will receive a notification on your Brightwheel app when your child is Checked IN to Little Heroes.**

### **DEPARTURE & RELEASE PROCEDURES**

Guardians must enter the building to Check OUT your child on the digital parent app Brightwheel using your four digit code when you set up your account. This ensures child safety and a photo ID may be required for the release of your child. If you do not have your smart phone to scan our Ipad barcode or you forgot your code; you can use your ID as long as your name is listed on the child's profile. The child will only be released to his/her guardian and/or those adults that the guardian specifies on your child's account under Pick Up persons. If a guardian is not allowed to pick up a child Little Heroes must have a copy of the court order signed by a judge. Without this documentation, we are obligated to release a child to either guardian. Little Heroes will only follow what the court order states.

For security reasons your principal requests that all parents wait at the pick up table for your child to be called up on our radios. You will need to sign in at our front table and wear a visitors tag if you need to go to the restroom, Lost and Found, talk to a teacher or watch an enrichment class. **In addition, your teachers do not allow students in their classrooms after dismissal. If your child forgets their homework, a lunchbox, a jacket etc.. in their classroom; they must wait until the next day to pick it up. Please respect our program closing times and make back up arrangements with family or friends to pick up your child in case you are not able to arrive by closing time. Our Group Leaders, Site Coordinators and Directors have obligations, commitments and family outside of Little Heroes. We expect anyone picking up late to always be polite and respectful to Staff who have kept your child safely supervised.**

### **CUSTODY OR VISITATION CONCERNS/REQUESTS**

**We require that guardian's who are on high alert due to a situation where a parent or adult has caused harm to you or your child, has been court ordered limited contact or no visitation on your school campus to contact the Directors at 713-505-7519 or email your school to schedule an appointment *before* your student attends Little Heroes. It is imperative that we meet in person and know you and your child. It is your responsibility to inform those whom you have given permission to supervise your child ie: Little Heroes, Tutors, and Enrichment Teachers if there are**

**extenuating circumstances so that we can ensure proper communication and arrange safety procedures for your child.**

**WILSON MONTESSORI: [littleheroesWilson@gmail.com](mailto:littleheroesWilson@gmail.com)**

**POE: [littleheroesAP@gmail.com](mailto:littleheroesAP@gmail.com)**

## **HEALTH AND SAFETY (ILLNESS AND EXCLUSION CRITERIA)**

In order to protect the health of all children in our care, please keep your child at home if you notice that he/she begins to show signs of an illness or contagious disease or if he/she feels too ill to participate in a group care setting. Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Children with Communicable conditions may not return to care without a note from their physician. Weather permitting, children go outside every day. Children with head lice will not be allowed to attend the Little Heroes after school program. Little Heroes will follow the same guidelines as your child's school in relation to head lice. If your child becomes ill during the program day, we will contact you through your Brightwheel App and Call to pick him/her up.

In case of injury, parents will be notified immediately on your Brightwheel app and with a phone call.

## **COVID19 PROCEDURES**

Little Heroes is preparing to return safely to campus:

1. Clear face shields, masks, gloves and hand sanitizers will be provided for our staff. Masks will be worn at all times by staff and students.
2. Electronic, Non-contact infrared thermometers will be used for our students and staff.
3. Our parent app MyBrightWheel has added Health Checks for Parents upon Check In to confirm their child is not sick. At dismissal our staff record daily Health checks and include temperatures on the Brightwheel app.
4. Health Checks for our staff will be recorded daily on Brightwheel.
5. Daily Routines in place to clean and sanitize supplies. Frequent hand washing will be routine for staff and students.
6. Physical distancing of 6 feet a part will be implemented during snack time, activities and staff meetings. Snacks will continue to be individually wrapped.
7. Staff training will include all new procedures. We will continue our daily staff meetings to communicate and maintain high standards in all areas of our program.

In addition, we are committed to following all HISD Covid19 protocols outlined in the 25 page document emailed from the Superintendent regarding physical distancing, disinfecting and more.

Little Heroes will work closely with your principal and school administration to come up with a thorough plan. We will not be offering Enrichment activities this Fall or Spring.

If there is a case of Covid19 confirmed or suspected we will follow HISD procedures to fill out the issued Report form and turn it into Dr. Blackmon-Jones the Director of Health and Medical Services Department. She will notify the Facilities management office to close the building and deep clean. In addition, Dr. Blackmon-Jones will notify Mrs. Salvador to notify students, staff and visitors that may have been exposed. Students and staff are expected to quarantine for 14 days from the last date of exposure at work or school. The 15th is the acceptable day to return to campus.

The required documentation to return to campus is one of the following:

1. Two negative covid19 tests administered 24 hours apart.
2. Documentation from a healthcare provider
3. Hospital discharge papers stating the date to return to work or school.

Little Heroes will do all that we can to ensure everyone's safety.

## MEDICATION POLICY

Regular and ongoing medication will not be administered on-site. Arrangements should be made with the school nurse for the child to receive medicine. For emergency medication such as an Epi-Pen; please place in a clear zip lock bag with your child's name and instructions. Hand deliver this bag to the Site Director so that we can store it. These instructions and specific dosage should also be listed on your child's Brightwheel account. All medications must be accompanied by prescription or written permission from the child's parent and must be in the original container with your child's name and all labels intact.

## MEDICAL EMERGENCY

In the case of a medical emergency, we will call 911 and contact the child's parents/guardian's. Responding emergency medical personnel will make any determinations as to if the child should be transported to a hospital. We will provide them with the information from your child's records as to your choice of hospital and physician. In the event that this information is not specified, the child will be transported to the nearest available hospital.

## PARENTAL COMMUNICATION

Required: AFTER you receive an Invitation from MyBrightWheel.com to set up your account Download the Free Brightwheel App to your smart phone and turn on Notifications and the camera in your settings. **Check your Brightwheel app in the afternoons. All Important parent notifications will be sent through Brightwheel on your smartphone.** Occasionally, messages are sent through fliers and/or signage at Little Heroes pick up table on campus. Information is occasionally communicated by email or telephone. Brightwheel provides improved accessibility for parents while we are on campus with your child. Please ask us to show you how to use your app or you can find helpful videos at [www.mybrightwheel.com](http://www.mybrightwheel.com). Parent support and open communication is very important for your child's success in Little Heroes before and after school program. Conferences are encouraged and may be requested between 3:00-5:30pm at Poe Elementary or 4:00-6:00pm at Wilson Montessori Monday-Friday. It is best to email our office regarding Enrollment and Billing questions.

## DISCIPLINE AND GUIDANCE PROCEDURES

Self-management skills and positive social interactions among children and adults are modeled and taught in our program. The Little Heroes staff use **positive guidance, de-escalation and anti-bullying methods including reviewing program rules, distraction, logical and natural consequences, acknowledgement of child's emotions, deep breathing, taking a walk, discussing future solutions, writing down positive affirmations, writing apology letters, drawing out feelings, positive reinforcement, respectful communication, redirection and group changes.**

Self-management skills are taught according to the following guidelines:

- Rules are clearly stated and repeated often. Expectations are also written on signs, displays or chalk boards. Children are expected to work and play within known limits.
- Behavior expected of children is age appropriate and according to development level.
- An atmosphere of trust is established in order for children to know that they will not be hurt nor allowed to hurt others.

Staff encourage children to identify their feelings. We promote emotional intelligence and tell all students that emotions are normal and not bad. Staff will discuss solutions & repeat responsible ways to handle their feelings (anger, sadness, jealousy, fatigue, worry, disappointment, guilt etc...) in the moment and for the next time a child feels overwhelmed.

**Parents are informed primarily through Brightwheel if there is a small incident so that parents can follow up with their child at home to discuss solutions, possible consequences and message us suggestions to help your child. We want to work as a team so your child can be successful in Little Heroes. Parent's awareness and involvement is essential to their child's social emotional learning.** Child and staff safety is our priority; therefore children whose behavior is dangerous, aggressive or repeatedly disruptive or disrespectful must be immediately picked up from the program by someone designated through the departure and release procedures. Repeatedly disrespectful, disruptive, aggressive or dangerous behavior will be messaged on your Brightwheel app and/or emailed and a conference will be scheduled with the child's parent. Consequences could include being moved to a different age group or group leader temporarily or permanently, 1-3 day suspension or permanent removal from the program. **Students must be able to stay safe in our group care. If your child requires daily one on one attention and intervention to keep him/her safe or to keep other students and staff safe then LH will not be the right program for your child.**

### **SNACKS ORGANIC & ALL NATURAL**

Little Heroes is proud to offer a wide variety of Organic and All Natural snacks daily to full time or Drop In students. Our snacks have low sodium, zero to less fat, no artificial colors, no dyes, no flavors or preservatives. If you send an after school snack with your child, please ensure that it does not contain any form of Nut or Coconut products. Snacks are for LH students only. If your child gives extra snacks to non-LH students after they have been reminded this is not allowed they will need to pay \$1.50/per item. We remind students daily to use their table manners, to clean up after themselves and to respect school property. If a student is repeatedly playing with, smashing or throwing snacks after they have been reminded they could lose snack privilege for a set period of time or have to pay \$1.50 per item. Parents will be notified.

### **IMMUNIZATIONS, TB Tests, HEARING AND VISION SCREENING**

In order to participate in the program, children are required to have been examined within the past year by a licensed physician. Children must be mentally and emotionally able to participate in the program activities. Immunization records, a TB test, hearing and vision screenings must be current and on file at your child's school.

**TRANSPORTATION** Little Heroes AP does not currently provide transportation.

**WATER ACTIVITIES** Little Heroes AP do not offer water activities.

**FIELD TRIPS** Little Heroes After School programs do not provide field trips.

**ANIMALS** Little Heroes After School programs do not keep animals.

## PROCEDURES FOR PARENT COMMUNICATION

The free app Brightwheel is required for our parents to participate in our program. Brightwheel is the primary way we communicate with parents/guardians. This is the best way to communicate regarding campus questions. Email to our office is best for billing questions and service requests. Check daily for Brightwheel messages, emails, posted notices, fliers or other information about program updates and activities. Our Site Directors, Site Coordinators can also answer questions and provide assistance on campus.

**WILSON:** [littleheroesWilson@gmail.com](mailto:littleheroesWilson@gmail.com) or call 281-827-3070

**POE:** [littleheroesap@gmail.com](mailto:littleheroesap@gmail.com) or call 713-505-7519.

\*\*\*The best time to email or call is in the morning. In the afternoons we are focused on our students on campus. In the afternoons; it is best to message us on your Brightwheel app.

## PARENT VOLUNTEER

Please email if you are interested in volunteering and we can schedule a meeting with the Director. Adult volunteers are required by HISD and Texas Law to clear criminal background, fingerprinting, and FBI checks in order to volunteer in a Little Heroes after school program. Parents and volunteers are not left alone with a group of students and will have a staff member with them at all times.

## STUDENT VOLUNTEERS

Students in 7th grade through 12th grade can apply to volunteer. A meeting and a signed parent/student volunteer agreement is required.

## EMERGENCY PREPAREDNESS PLAN

Staff members are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters (Floods, Tornados, Hurricanes, and Intruders) Fire escape routes are addressed in staff training. Periodic Fire Drills are conducted on site. In the event of a gas leak, your child will be relocated and you will be notified immediately to come and get him/her. At all times, we will place an emphasis on keeping children safe.

## INCLEMENT WEATHER

In case of inclement weather, the Little Heroes program will follow specific school district recommendations. If the school is closed or all after school extracurricular activities are cancelled due to weather; the Little Heroes after school program is also closed. We will message you on your parent app. If the weather begins to worsen during the day, we will ALERT you on Brightwheel and ask you to pick up your child as soon as possible so our staff members may get home safely. Many of our staff do not live close to your school. We appreciate parents who respond quickly and pick up their child.

## ENROLLMENT PROCEDURES/FACULTY REGISTRATION/ NOTIFICATION OF POLICY CHANGES

1. New parents: Download and read the updated Parent Handbook. Email your school to request the Digital Registration Form. You understand that turning in a registration form that you are acknowledging and agreeing to follow Little Heroes policies and procedures as outlined in this Parent Handbook.

**WILSON:** [littleheroesWilson@gmail.com](mailto:littleheroesWilson@gmail.com) or call 281-827-3070

**POE:** [littleheroesap@gmail.com](mailto:littleheroesap@gmail.com) or call 713-505-7519

2. After we receive your digital registration form; You will receive an email invitation from MyBrightwheel.com to set up your payment method on the website (not your phone app). If you are renewing from last year please be sure your payment method is current and not expired. Please fill in all

requested information for your Brightwheel account, Enroll in Auto Pay, Choose Default and pay your Registration fee by October 12th. Account information must be completed entirely before your child attends our program. **Enrolling in AutoPay is required to participate in our program.** For security reasons we email BW invitations once we receive your registration form. You do not need a 10 digit code.

3. **After** receiving your Brightwheel invitation please download the Free App from Apple store or Google Play to your smart phone in order to connect to your child's profile and BW account. Turn on your camera and Notifications in Settings for BW. Then click Edit Profile, scroll down to Manage Check In code & Create a 4 digit pin you will remember. This is your electronic signature to check out your child on our Ipad at school. Please Add a photo of your child on your phone; only staff see your child's photo.
4. For questions regarding billing and credit card set up you can email [vipsupport@mybrightwheel.com](mailto:vipsupport@mybrightwheel.com). For questions regarding your profile, invoices or after school services email: **POE:** [littleheroesap@gmail.com](mailto:littleheroesap@gmail.com) or **Wilson:** [littleheroeswilson@gmail.com](mailto:littleheroeswilson@gmail.com).
5. There are two different transaction fees for billing. A 2.9% processing fee is added to your invoice for all credit card or debit payments. Or a 60 cent transaction fee is added to your invoices paid with your Bank account/ACH.
6. Faculty or staff currently employed by the school district and working at the school where our program is operating are able to receive free childcare for their child who is enrolled in the same school. All policies and procedures are the same for Parents, Faculty and faculty's children. We do not make exceptions for grandchildren, nieces, nephews or cousins. The staff member must be the legal guardian of the child/ren. A birth certificate, custody order or school ID could be required. A completed registration form must be turned in by the deadline in order to reserve your child's spot. Faculty or school staff members are not allowed to drop off their child without following the program's enrollment procedures. If our policies and procedures are not followed by parents or student; Little Heroes has the right to cancel service. School staff must include their school email address on their registration form.
7. Note that it takes 2-3 days for your enrollment to be processed. Enrollment must be processed entirely including payment received before your child may begin the program. First payment: It can take 2-3 business days to verify a bank account. Credit/Debit cards process more quickly.
8. Any policy changes will be provided to parents and guardians in writing through the BrightWheel App and posted on our pick up table. The Parent Handbook is updated each Fall, Spring and summer.

## **BILLING SCHEDULE**

Monthly fees are based on your individual school district calendar year. *Services are paid for on the 10th of each month.* **The fees for all school days are added up for the year and divided into 9 equal installments October-June.** Monthly fees cannot be prorated if you join or cancel in the middle of the month. Any service changes begin on the 10th of each month and we require 20 days notice to request a change.

Payments are due by the 10th of each month. An annual, non-refundable administration and supply fee of \$85.00 for the first child and \$50.00 for each sibling is due at the time of enrollment.

After you receive an invitation from [www.MyBrightWheel.com](http://www.MyBrightWheel.com) to set up your payment method, Enroll in Autopay with your Credit Card or Bank Account. **Enrolling in AutoPay is required to participate in our program.** A written request is required 20 days before the payment due date to withdraw, cancel service or switch service for the following month. Prorated refunds cannot be issued after payment has been received for that month.

## **BRIGHTWHEEL APP**

**Little Heroes utilizes the free phone app called [www.myBrightWheel.com](http://www.myBrightWheel.com) for registration, billing, daily digital check in/check out and parent communication. In addition, you will be able to connect to**

**your child through pictures on your smartphone, receive important parent notifications and message staff directly regarding your child.**

\*\*\*\*Acceptance of your registration form and payment must be received before your child can attend Little Heroes after school program. Same day drop ins are not possible.

PROGRAM FEES		
REGISTER by MONDAY OCTOBER 12, 2020		
Annual Registration fee 1st Sibling		\$85.00/non-refundable
Late Registration Fee after October 12th (start 19th)		\$120.00/non-refundable
Sibling Registration Fee		\$50.00/non-refundable
<b>POE(P) dismissal - 6:00pm</b>		<b>Kinder - 5th grade</b>
<b>POE 6:00 pick up</b>		<b>\$286.00 *1 organic snack</b>
<b>Wilson (W) Before 7:00-8:00am</b>	<b>After school dismissal - 6:30pm</b>	<b>PreK 3 &amp; 4 yr - 8th gr</b>
<b>Wilson Before School</b>		\$115/mo 1st child \$100.00/mo 2nd \$75.00/mo 3rd
<b>Wilson Before School Drop In</b>		\$10.00 *Advance Email & Payment is Required
<b>Wilson 6:30 pick up</b>		\$286.00/month * 1 organic snack
Pay In Full October 19- June 11	<b>P 6:00/ W 6:30 pick up</b>	\$2,574.00
Late Pick up		\$3.00/ per minute
Monthly Payment Late Fee: \$50.00		*Payment is due the 10th
Drop In until <b>P6:00 W6:30</b> : 30\$/day		*Advance Registration & Email Required
Credit/Debit Card service charge 2.9%	OR	ACH bank account .60 cent/transaction



**Enrichment Student Only \*\*\*\*\* There will be NO enrichment activities offered this year.**

Enrichment students do not stay after school with Little Heroes full time. Parents pay separate fees for specialized classes taught by outside professionals and experts. For ex: Yoga, Spanish, Sewing, Computer Coding, Chess, Ballet...

**POE Classes (Kinder-5th gr) start at 3:00 and end at 4:00.**

**WILSON Classes start at 4:00 and end 5:00 (Prek-8th gr).** The Enrichment teachers are independent contractors and you pay them directly. Students are picked up by a parent, babysitter, grandparent or nanny directly after class. Little Heroes coordinates the teachers, rooms, schedule, maintains rosters, attendance, students location and we require parent contact numbers in case a class is cancelled, your child is sick, injured or if a parent is running late; we are here to supervise your child. The Enrichment schedule for Your school and vendor contact information is updated in June and November. The schedule is available online under the Enrichment Tab at [www.littleheroesap.com](http://www.littleheroesap.com). \*\*\*\*\*

**Drop Ins**

Drop Ins are Available for students who occasionally want to stay and play with friends after school or for the parent who needs the same 1 or 2 days every week. This student is not signed up full time. **Email advance notice with dates listed is required for EACH Drop In. Drop Ins must be PAID in advance. Same day Drop Ins are not possible.** New students require 2-3 days to register. Current students must give advance notice to our staff and their child's day time teacher for dismissal.

Fee: \$30.00/day until closing and Includes 1 Organic/All natural Snack

**Late Payment or Failed Payment**

Payments that have Failed or been Returned will be charged a \$30.00 fee. If payment is not reconciled within 3 business days, your child could be removed from the Little Heroes after school program. This includes non-payment of late fees. If your account is over 30 days past due you could be turned over to a Collections' Agency and accrue additional late fees. The late fee is \$50.00/per month until the invoice is paid in full. Avoid late payments by selecting Auto Pay and keeping your billing information updated.

**Receipt Request/Taxes** Your monthly invoices are available to view and print. Log into your web (not your app) Brightwheel account. A summary is also available on Brightwheel to print for tax purposes. Click on Payments and enter the date range. **The Little Heroes, Inc. Tax ID number 85-1407043 and our contact information is listed on each invoice.**

**Financial Assistance**

Due to school closures Little Heroes scholarship funds are especially limited this year. For that reason sibling discounts will be reserved for those families in need. Receiving financial assistance is based on applying and qualifying. Funds are available on a first come first serve basis. If you are experiencing hardship, email your school program to request the Little Heroes FA application.

POE:[littleheroesap@gmail.com](mailto:littleheroesap@gmail.com). WILSON:[littleheroeswilson@gmail.com](mailto:littleheroeswilson@gmail.com).

Turning in an application does not guarantee you will qualify for FA or that funds are still available.

Requirements in order to be eligible:

1. A copy of your Tax Return, pay stub or unemployment
2. Monthly Auto Pay
3. Full time status 6:00 or 6:30 pick up

### Late Pick-Up

Please message through your Brightwheel phone app if an unexpected emergency will cause you to be late picking up your child. There is a late fee of \$3.00/for every 1 minute. In the event that a child is repeatedly left past the closing hour, Little Heroes reserves the right to cancel the child's enrollment in the program. There are no refunds. Arrange back up friends or family who can pick up your child to avoid late pick up fees. List the authorized pick up persons on your child's Brightwheel profile. You can also give them your Check Out Code. Little Heroes is expected to be off campus by 6:00pm at Poe and 6:30pm at Wilson Montessori. Please respect these closing times and our staff who have outside family, work and school commitments.

**POE ELEMENTARY: 713-505-7519**

**WILSON MONTESSORI: 281-827-3070**

### LITTLE HEROES STAFF

Little Heroes believes that staff training, a large team, daily staff meetings, engaging supplies, age appropriate activities, clear expectations and organization are essential to providing a high quality staff and program. Each staff member participates in Little Heroes training on policies, procedures, communication, being a role model, engaging children in thoughtful activities and more. All staff are required to apply for a criminal background screening and FBI fingerprinting. Little Heroes staff members maintain current CPR certifications. Little Heroes staff members are not permitted to have outside contact with parents or children enrolled in our programs including babysitting or carpooling your child. Our team is consistently supported and mentored to be their best everyday in our program. We teach and practice respect, self-care and social emotional skills with our staff daily to ensure a healthy and a positive role model for our students.

### STAFF/CHILDREN RATIOS

Little Heroes is committed to providing plenty of supervision and support for your child. Little Heroes maintains the following ratios 1:8 PreK/ 1:10 Kinder/ 1:12-15 1st-8th

### CHILD'S BELONGINGS

Children should be dressed for active indoor and outdoor play. A change of clothes is recommended for 1st grade and up. Two changes of clothes are required for students ages 3, 4, and 5 years. Items brought to the program by your child must be labeled and we expect children to be responsible for their personal belongings. Please leave personal toys, money, video games, iPods, iPads, cell phones and anything not allowed by your child's school district (ie: toys guns, dart guns, make-up, hair dye) at home. Little Heroes cannot credit or compensate for lost, damaged or stolen items. **ELECTRONIC DEVICES ARE ONLY ALLOWED ON FRIDAYS.** Students are not allowed to take photos or videos of any staff. If a student is not following LH rules or not listening to their group leader repeatedly due to this distraction; he or she could lose the Friday electronic privilege temporarily or permanently. Parents will be notified.

### LITTLE HEROES POLICY ON HOMEWORK

Little Heroes policy on homework is to remind and encourage students to take out their work. Students have approximately 45 minutes Monday through Thursday for homework. Remaining homework can be worked on during free time or at home. At the request from the child; Little Heroes staff will assist with homework by explaining directions, giving examples and checking an answer. If your child needs more help with homework or needs one-on-one tutoring, we suggest you work directly with your child's school teacher or sign up for enrichment tutoring (fee based) after school when available. If your child does not have homework they are encouraged to pick out a book and read quietly or play a quiet game such as Chess. Parents can request in writing through email or message Brightwheel for their child not to complete homework at school if they prefer to assist their child at home. If a full time child is enrolled in an enrichment club, they can complete their homework upon returning.

### **LITTLE HEROES SCHOOL-AGE DISCIPLINARY ACTION PLAN**

All children are entitled to a positive, caring and safe environment while participating in our program. Values of Respect, Responsibility, Honesty, Patience, Gratitude, Courage and Forgiveness will be Honored in the after school program. We expect children to behave as follows:

- Be responsible for personal belongings, one's own emotions and actions.
- Keeping school doors and gates closed
- No Leaving school without a guardian
- No taking photos or videos on a student's device.
- No punching, kicking, choking, stabbing with pencils or using foul language
- No Lying or Stealing from students, teachers or staff.
- No running in school, play fighting, wrestling or rough housing
- No playing in the restrooms
- No playing on or under the tables or chairs
- Using good table manners at snack time
- No playing with or wasting snacks
- No spitting at another student/staff
- No giving snacks to non-Little Heroes students
- Throwing away trash and clean up after oneself
- No bringing or sharing make-up or hair dye
- No toy guns, toy knives, dart/nerf guns, scary masks
- No make up, hair dye or drawing on other's skin
- No outside pets
- Respect for fellow students and staff
- Stay with your group & listen to your Little Heroes Leader or Director at all times.
- No wandering halls or entering a teacher's class without permission and supervision.

Children that exhibit any type of behavior which is thought to be unacceptable or unsafe by a staff member and the site director will be reminded of Little Heroes expectations for student behavior. A Brightwheel message detailing the incident will be sent to their parent or guardian. An email or phone call could also be sent. Conferences will be scheduled with parents. There are no refunds if a student is suspended or removed from the program for disciplinary reasons.

### **Unacceptable Behavior from Students or Parents (includes but is not limited to)**

- Foul language from students or parents.

- Running away from staff or through the school building or off property
- Watching violent or inappropriate material on electronic devices.
- Disrespect for another child, staff, or director in person, on phone or in an email
- Punching, choking, poking with pencils, throwing sand, dirt, play fighting or wrestling
- Disturbing, distracting or being disrespectful during activities on purpose
- Ignoring or disobeying rules of safety
- Public or inappropriate displays of affection or private body parts
- Defacing property or vandalism
- Lying or Stealing

**1st Incident**-Parent will be notified verbally and or in writing on Brightwheel.

**2nd Incident**-Parent will be notified in writing on Brightwheel and/or in person. Student could be moved to a different group temporarily or permanently. Privileges could be suspended temporarily. E.g. : playground

**3rd Incident**-The action taken is at the discretion of the Directors after a conference and/or email with the parent. This may result in 1-3 days of suspension or removal from the program.

There are no refunds if your child is removed from the program. We reserve the right to refuse service to any parent or child who chooses to not follow Little Heroes policies and procedures.

Parent support and open communication is very important for your child's success in Little Heroes before or after school program. Parents are informed primarily through Brightwheel if there is a small incident so that parents can follow up with their child at home to discuss solutions, possible consequences and message us suggestions on how to help your child. Parents know their child best and can often share effective ways for us to support their child. We want to work as a team so your child can be successful in Little Heroes. Conferences are encouraged and may be requested between 3:00-5:30pm at Poe Elementary or 4:00-6:00pm at Wilson Montessori Monday-Friday.

### **ENROLLMENT \*\*\* NEW DIGITAL REGISTRATION FORMS AVAILABLE**

Please email your school to request the Digital Registration Form. Parent/Guardian understands that turning in a registration form that you are acknowledging and agreeing to follow Little Heroes all policies and procedures as outlined in this Parent Handbook.

**WILSON MONTESSORI:** [littleheroesWilson@gmail.com](mailto:littleheroesWilson@gmail.com) or call 281-827-3070

**POE ELEMENTARY:** [littleheroesAP@gmail.com](mailto:littleheroesAP@gmail.com) or call 713-505-7519

# LITTLE HEROES PARENT HANDBOOK & REGISTRATION Fall2020/Spring2021

\*\*\* **DIGITAL REGISTRATION FORM now available.** Request at [littleheroesap@gmail.com](mailto:littleheroesap@gmail.com)

## SIGNATURE/ACKNOWLEDGEMENT FORM \*TYPE OR PRINT CLEARLY

I agree to enroll my child(ren) into the Little Heroes After School Program (LHAP). I have read the Parent Handbook. I agree to follow all policies and procedures as stated above in the LHAP Parent Handbook in order to be enrolled in the LHAP. I agree to Enroll in AUTO PAY with a Credit Card (2.9% svc) \_\_\_\_\_ OR my Bank Account ACH (.60 cents/transaction) \_\_\_\_\_ on the due date for the following services that I **Circle or markX**.

**New Student** \_\_\_\_\_ **Current Student Renewal** \_\_\_\_\_

**I will Pay In Full for the Semester** \_\_\_\_\_ **OR I will Pay Monthly** \_\_\_\_\_ **Due on the 1st** <sup>1</sup>

POE ELEMENTARY: Choose from the following options

- 1) 6:00pm Pick up \_\_\_\_\_
- 2) Drop In: 30\$/day Mon /Tues /Wed /Thurs / Fri Occasional / Weekly

WILSON MONTESSORI 7:00-8:00am 1st child \_\_\_\_\_ 2nd sibling \_\_\_\_\_ 3rd/4th sibling \_\_\_\_\_

WILSON MONTESSORI Choose from the following afternoon options

- 1) 6:30pm Pick up \_\_\_\_\_
- 2) Drop In: 30\$/day Mon /Tues /Wed /Thurs / Fri Occasional / Weekly

LH may use student photos for websites, brochures or resource material. YES / NO

Child's Full Name : \_\_\_\_\_ Grade \_\_\_\_\_

Name of School: \_\_\_\_\_ Circle: Yes, I am current Faculty/Staff

Guardian 1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ \*Faculty include school email

Address: \_\_\_\_\_ Zipcode \_\_\_\_\_

Guardian 2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Allergies: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup>Office Use: Pro \_\_\_\_\_ Grp \_\_\_\_\_ Inv \_\_\_\_\_ Pln \_\_\_\_\_ Date \_\_\_\_\_ Pers \_\_\_\_\_ Notes \_\_\_\_\_

