

# WASP

After School & Summer  
Program



Parent Handbook

## Welcome to WASP

In March of 2006, an OST grant was obtained to purchase equipment and supplies to implement the program for the summer and school years of 2006, 2007, and 2008. A volunteer committee was created consisting of Mary Williams, Mandi McDonnell, Charles Sykora, Rachel McConaghy, and Jody Bielmaier.

WASP is an enrichment and academic support program that provides a wide variety of age appropriate activities intended to meet the many needs of the children enrolled in the program. This program is designed for children between the ages of 5 and 5<sup>th</sup> grade (current year) who will benefit from enrichment activities in groups with a 15 to 1 ratio.

WASP is directed by Jennifer Johnson  
Should you have any questions or concerns about the program, please call 279-2156 ext. 2110 or email at: [jennifer.l.johnson@k12.sd.us](mailto:jennifer.l.johnson@k12.sd.us)

I as a parent or guardian have read the Terms and Conditions for the WASP Program.

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Parent/Guardian Signature

Names of Child(ren):

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## Reporting Suspected Child Abuse:

If a person is suspected of abuse or neglect, it should be reported to Law Enforcement or Child Protection Services, as well as the director. The director will also make a report to Child Protection Services or Law Enforcement.

In the event of an investigation of suspected child abuse or neglect within the Wall After School Program, the staff member may be suspended without pay until the investigation is completed. After the investigation is completed, an evaluation of the employee's continued employment will be conducted. If the employee is found not guilty of abuse or neglect, he or she will be compensated for the time spent without pay. If the employee is found guilty, he or she will be terminated and not compensated for loss of pay.

### Contact Information

Child Protection Services: 773-4766

Law Enforcement: 279-2990

School: 279-2156

WASP room ext. is 2110

### Email Address:

Jennifer.L.Johnson@k12.sd.us

## Program Location:

The program is located in room 110.

The multi-purpose room and playground will also be utilized.

## How To Register:

Children will be enrolled by properly completing the registration form and submitting appropriate payment with that month's calendar. The program has a limited number of spaces available that fill on a first come first serve basis.

## Days & Hours:

School Year:

Monday-Thursday: 3:30-5:15

Friday: 7:45-5:15

Summer:

Monday-Friday: 7:45-5:15

The program will follow the Wall School District school calendar with beginning and ending days as well as weather and holiday closings. The program may be closed on one Friday in October to allow all staff members to attend the Annual OST Conference. The program will be offered on early release days at the time of dismissal. In case of inclement weather on a Friday, parents should listen to KOTA or KBHB for program cancellations or delays.

## Fees:

After School Rate- \$6.00

Friday Rate- \$21.00

Half Day Friday Rate- \$13 (7:45-1:00 or 11:30-5:15)

Early Release Day Rate- \$9.00

## Drop-In Rates:

Drop-in Friday Rate- \$23.00

Drop-in Half Day Friday Rate- \$15.00

Drop-in Early Release Day Rate - \$11.00

\*\*\*Credit will NOT be given for days missed.

The fee ensures that space and staff is available for each child, whether he/she attends or not.

\*\*\*\*There is a fee for attending before 7:45 or after 5:15

## Payments:

Calendars and payments are due the last day of the month for the following month's services. If your child(ren) attends before his/her calendar is turned in, an additional \$2.00 will be added to each day per child.

**NO REFUNDS WILL BE GIVEN**

\*\*\*Services will be terminated if payment is 7 days past due. Please feel free to visit with the director to discuss any personal or financial problems you may be experiencing.

**Financial assistance is available.**

## Termination of Services:

If a child is to be withdrawn from WASP, the director must be notified in writing. All accounts must be cleared at the time of leaving the program. If a balance is owed at the time of withdrawal, no child in that family will be readmitted until the entire balance is paid. Re-entry will not be guaranteed.

## Expectations:

The following behaviors are considered inappropriate and unacceptable at WASP:

- Fighting, wrestling, kicking, spitting
  - Destruction of property
  - Possession of weapons
- Leaving the group without permission
  - Disrespectful to staff or kids
  - Disruptive behavior
  - Vulgar language

## Parent Communication:

If there are any significant changes in WASP services or policies, an email and letter will be sent to all parents explaining the changes made.

It is our goal at WASP to keep parents informed on how their child/children are doing at WASP. Any health, development, or behavior concerns that arise will be discussed with the child's parent/guardian through email, phone call, or face-to-face.

## Confidentiality:

Every child/children shall have a right of privacy with respect to the records kept on him or her. Personal identifiable records or reports of a child, and any personal information contained therein are confidential. Afterschool staff shall not release such records, reports, or information without written consent of the parent or guardian.

\*\*Updated July 2020