

# **WILLOW CREEK ACADEMY AFTER-SCHOOL PROGRAM**



**PARENT-STUDENT GUIDEBOOK  
2019-2020 SCHOOL YEAR**

# **PROGRAM INFORMATION**

## **INTRODUCTION:**

For years, Willow Creek Academy's After-School Program has been a comprehensive and diverse program that offers students additional outlets to grow and expand learning in numerous ways outside of school. The founding theme of "exploring the world" encourages members to participate through the lens of self-discovery, as well as to collectively explore new projects, ideas, cultures and activities alongside their peers while allowing students to practice curiosity, critical thinking and citizenship skills in a safe and fun environment. WCA continues to focus on providing academic support and achievement, outdoor sports and organized group physical activities, a variety of cultural enrichments and developmental-asset building skills.

## **VALUES:**

WCA's After-School Program values include:

- Treat others with dignity and respect
- Use open and honest communication
- Create asset-rich opportunities
- Demonstrate kindness
- Embrace diversity
- Celebrate individuality
- Be humble and grateful
- Persevere
- Explore courageously
- Have fun!

## **ETHICS:**

WCA's After-School Program represents a high standard of ethical conduct in all areas for both staff and students. This includes a commitment to continuously providing accurate information, complying with all regulations and policies, and promoting ethical behavior. Therefore, all employees are expected to conduct themselves in a responsible and ethical manner.

## **STAFFING:**

Under the guidance of the Program Director, Program Leaders and Support Staff facilitate the program and manage activities for a particular group levels (example: grades K-1, 2-3 or 4+M), overseeing a variety of activities for children with a ratio of up to 1:20 with the help of Student Support Specialists.

# **PROGRAM OPERATION**

## **STUDENT ENROLLMENT:**

Willow Creek Academy's After-School Program serves nearly one hundred students daily, ranging from Kindergarten to Eighth Grade. Any Willow Creek student is welcome to join. Parents must complete the enrollment form, and parents and students must agree to program policies in writing as described in the guidebook. An acknowledgement form must be signed at the time of enrollment.

## **MEDICAL INFORMATION:**

In order to support the well-being of each Willow Creek Explorer, it is important that parents or guardians make program staff aware of any medical conditions, allergies, and/or specific needs that may affect their child during program hours. In the event a child suffers an illness or accident during program hours, our staff may seek medical help and assistance by contacting 911 or emergency services. WCA does not provide medical treatment or coverage for participants.

## **HOURS OF OPERATION:**

Our After-School Program program begins at the end of each school day and ends as the campus closes at 6:00 PM. The schedule will operate according to Willow Creek Academy's schedule, taking into account early release days, vacations, parent teacher conferences, etc.

## **PROGRAM SCHEDULE:**

Although every day is obviously different, this is an example of what a typical day in the After-School Program might look like:

### **3:00 to 3:30pm**

- Check-in and greeting/announcements
- A nutritious snack provided by Conscious Kitchen

### **3:30 to 4:30pm**

- Academic Achievement (Homework and tutoring support)
- Group games or Physical Activity
- Enrichment Classes

### **4:30-5:30pm**

- Enrichment and/or Physical Activities

### **5:30-6:00pm**

- Closing activities
- Clean up
- Parent Pick-up

**PICK-UP:**

- Parents/guardians may pick up their children near the turnaround by the lower Kindergarten Portables. Staff will radio for your child if they are participating in after-school activities elsewhere on campus
- Please note: staff will release students to only those persons noted on the registration form as being allowed to pick up your child. Please be prepared to offer an identification card/driver's license for verification. Staff will be available to greet you and arrange for your child to be transitioned to the pick-up location.
- Students enrolled in Half-Day must be picked up by 4:30. Full-day students must be picked up by 6:00. We kindly ask that you arrange to have your child picked up during the appropriate time frame each day. We offer our appreciation in advance for your diligence and consideration in this effort to support our team. Please call ahead if you know you are running late. Families will be charged a fee if a child is picked up late.

**PROGRAM COMPONENTS****NUTRITIOUS SNACK:**

We are proud to offer a healthy, nutritious snack through the Conscious Kitchen, Willow Creek's wonderful lunch program. Conscious Kitchen provides a snack fresh for our students daily, which may include fruits, vegetables and/or grains. The idea is to allow time for students to relax and interact a bit with their peers before continuing our after-school activities for the day.

- Food may only be eaten during snack time or when served during a nutrition enrichment class or special event. Medically necessary adjustments can be made on a case by case basis.
- Parents/guardians must list all food allergies on the enrollment form.

**ACADEMIC ACHIEVEMENT:**

Each group has dedicated time at After-School to complete homework or have quiet reading time. Tutoring opportunities may also be made available. All students are welcome to drop-in and request assistance in areas of need. Our After-School Staff may communicate with school-day teachers and are encouraged to stay informed on any homework assignments, current curriculum and anything else to help further assist our students.

## **ENRICHMENTS:**

As part of the After-School Program, students are able to participate in various offered enrichment classes, taught by our talented staff. Some examples of these enrichments might include:

- Organized Sports- Students get their energy out by participating in organized games of soccer, basketball, capture the flag, or inventive new games
- Gardening - Students get their hands dirty working in several gardens throughout Willow Creek's campus, learning how to properly plant, care for and harvest a thriving garden
- Art - Students get to experience a new medium of art, work on continuing projects and express themselves creatively
- Music- Students may try out a new instrument even have their own jam session
- Crafts - Students may explore the world of origami or making their own lip gloss

## **ADDITIONAL ENRICHMENT PROGRAMS**

Additional After-School enrichment programs are provided through our partnerships with organizations such as Sausalito Parks and Recreation, Private Instructors or Electivity. These classes offer even more unique enrichment opportunities to Willow Creek Academy students for an additional fee. You are not required to be a member of the After-School Program in order to participate. Some scholarships may be available for students who qualify for Free or Reduced Lunch.

## **DEVELOPMENTAL ASSETS:**

In 1990, Search Institute released a framework of 40 Developmental Assets which identifies a set of skills, experiences, relationships, and behaviors that enable young people to develop into successful and healthy adults. The 40 Developmental Assets framework will be foundational to our Willow Creek After-School Program as we seek to guide our WCA youth with asset-rich, purposeful leadership. Our Middle School participants will especially focus on Developmental Asset activities and team-building exercises that will help prepare them for high school and beyond. These activities may include pen-pals, service learning, mentoring, community service and community outreach.

## **IN CONCLUSION...**

Willow Creek Academy's After-School Program is a safe and fun environment for your student to further develop their mind and expand their interests. Through a combination of engaging enrichments, thoughtful activities and well-trained staff who care about each student, we'll strive to create an enjoyable after-school experience for students of all ages. We are proud to offer this program unique to Willow Creek and to our wonderful families. We encourage your student to join us and to continue further discovering our world together!

### **Contact information**

WCA Phone: **415-331-7530**,  
After-School Program: **ext. 222**  
After-School Program Director: Steve Wiig  
[swiig@willowcreekacademy.org](mailto:swiig@willowcreekacademy.org)  
Willow Creek Academy  
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Sausalito, California 94965  
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## **2019-2020 Willow Creek Academy After-School Program Rates & Fees**

### Monthly Rates:

Kinder Hour	\$30 Monthly	(pickup by 3pm daily)
Half Day	\$185 Monthly	(pickup by 4:30pm daily)
Full Day	\$300 Monthly	(pickup by 6pm daily)

### Drop-In Rates:

Half Day Drop-In	\$25 per day	(before 4:30/capped at 6x/month)
Full Day Drop-In	\$40 per day	(after 4:30/capped at 6x/month)

Drop-in rates automatically convert to the Monthly rates after 6 times (max \$300/month).

Families are expected to call the After-School Program at 415.331.7530 x 222 before 6pm for any anticipated late pick-ups. Late fees apply for students picked up after 6pm and families will be charged \$10 for every 5 minutes after 6:10pm until signed out (example - 6:15 = \$10; 6:20 = \$20; 6:25 = \$30; 6:30 = \$40, etc).

Late Fees must be paid by family regardless of Free or Reduced Lunch Status. ALL payments are due the 10th of each month and an additional \$5 per day late fee begins accumulating on the 11th until paid in full. Failure to pay fees may result in suspension from the program.

NOTE: Reduced fees are available for eligible students. Willow Creek participates in the National School Lunch Program (NSLP) which provides free or reduced price lunches to children in families that meet income guidelines. Students who qualify for Free Lunch receive full scholarships to the After-School Program. Students who qualify for Reduced Lunch receive a partial scholarship. Kinder Hour and late fees are not covered by these scholarships and are the responsibility of the student's family. Families must complete the Household Application for Free and Reduced Price School Meals each school year to qualify, regardless of prior status. See the Parents tab on the school's website for applications and more information on the School Lunch Program.

Payments for the After-School Program can be made via PayPal on Willow Creek Academy's website or by check in Willow Creek Academy's front office. Please note your child's name whenever submitting a payment.

\*Fees may increase slightly to accommodate for online payment costs