

# AFTER SCHOOL ENRICHMENT PROGRAM



PARENT HANDBOOK

## After School Enrichment Program

Understory's after school enrichment program provides healthy, skill building activities to young people. The programming is designed to teach students new skills in fun and engaging ways. The primary objective of the program is to enhance students' executive functioning. As their executive functioning skills develop their performance will improve in educational settings. Additionally, through games, arts and crafts, and movement activities, participants will increase self-confidence and improve their ability to manage relationships. Finally, the location of the program is within a natural environment that inspires awe and wonder.

It is critically important for students to develop strong executive functioning skills as these correlate closely to successful school performance. Executive functioning refers to a set of processes that enable individuals to regulate their complex cognitive functioning to stay organized, plan for the future, maintain focus, and inhibit impulses. **Understory staff work closely with participants to increase their self-awareness, self-management, and competence in school-related activities through direct instruction, modeling, and coaching.**

The after-school enrichment program serves students in grades 3<sup>rd</sup> through 12<sup>th</sup>. The program is inclusive to general education students, students receiving special education, and students benefiting from section 504 plans. Students who have emotional and behavioral challenges related to ADHD, anxiety, depression, and autism spectrum disorder level 1 are all welcome. A brief intake assessment will be completed to ensure that every child's needs can be met safely.

The staff members facilitating the sessions are experienced and highly qualified. The staff to student ratio is capped at 5:1 to ensure that all students receive the necessary attention and support. Each session has clear objectives to ensure that learning is maximized.

At Understory, we believe young people learn best when they are taught new skills within a context of trusting, safe adults and peers. Our after-school enrichment program utilizes best practices to create a dynamic, enjoyable learning environment to grow healthy and curious young people.

Be well,

Aaron Muttillio, Founder  
understoryservices@gmail.com

## **GENERAL INFORMATION**

### **LOCATION**

The after-school enrichment program is located on the beautiful campus of Willow Farms. Willow Farms is conveniently located less than 3 miles from Hopkins Airport at 7513 Lewis Road, Olmsted Township, Ohio.

### **DATE OF PROGRAM**

The after-school enrichment program begins on July 10, 2023 and will continue through the 2023-2024 school year.

### **DURATION OF PROGRAM**

The sessions will occur in 6-week cycles to allow for adjustments to participant groups.

### **TIME OF PROGRAM**

Sessions will begin at 5:00pm. Depending on 1- or 2-hour registration, the session will end at 6 or 7:00pm.

### **DURATION AND COST OF SESSIONS**

The cost for a 1-hour participation session is \$35. The cost for the 2-hour participation session is \$60.

All participants must enroll for the full 6-week cycle.

### **CONTACT INFORMATION**

Please contact Aaron Muttillio at [understoryservices@gmail.com](mailto:understoryservices@gmail.com) for enrollment into the program. A brief intake interview will be scheduled to identify your child's strengths and needs.

## **CAMP POLICIES AND PROCEDURES**

### **STAFF INFORMATION**

All staff are highly qualified and have significant experience with diverse groups of young people. Information about staff is located at [understoryservices.com](http://understoryservices.com).

All staff are certified in First Aid and CPR by the American Red Cross

All staff have received BCI and FBI background checks.

### **PARTICIPANT ELIGIBILITY**

The After School Enrichment Program is available to all children between the grades of 3<sup>rd</sup> and 12<sup>th</sup>.

Documentation of age and/or grade may be required. Due to developmental differences, participants are typically groups based on physical, emotional, cognitive, and social maturity. The groups will be determined by the staff or supervisor.

### **REGISTRATION AND PAYMENT POLICIES**

The After School Enrichment Program is a service program based on confirmed enrollments and payments. A full payment must be received prior to the first session. Registration for the program will be accepted on a first come, first serve basis. I understand that my payment will hold reservation for sessions. Each 6-week group will have a limited number of participant spaces available. A refund will only be issued if requested prior to the start of the program or if the program is canceled due to unforeseen circumstances. If there are any returned checks or charges, there will be an additional \$25 fee.

### **CHECK-IN/CHECK-OUT**

Your child's safety is a priority. To ensure everyone's safety, it is important that participants arrive on time. The session's activities cannot begin until all participants are present. If you know you will be tardy for a session, please contact staff so the appropriate adjustments can be made.

Parents may drop their child off at the designated area and check in with staff prior to each session.

At the end of the session, participants will only be released to the parent or guardian. Unless an arrangement is made to authorize someone other than the parent/guardian, the participant will not be released to any individuals other than the parent/guardian.

### **PARTICIPANT ILLNESS/ACCIDENTS**

In the event that a participant becomes ill or has an accident, the parent will be notified immediately. For minor accidents, staff will provide appropriate first aid and provide the parent with a verbal report of what happened. For major accidents or injuries, staff will seek emergency medical treatment immediately and contact the parent/guardian.

If a participant is running a fever, vomiting, or has diarrhea, please contact staff to determine appropriateness of participation.

### **PARENT CONCERNS/QUESTIONS**

If the parent/guardian has a concern, suggestion, or complaint, please call or email Aaron Muttillio. There will be a response to the inquiry within 24 hours.

## **PARTICIPANT CONDUCT POLICY**

When a participant exhibits behaviors which may cause harm to self or others, appropriate actions will be taken. The policy is in place to ensure the safety of all participants and staff.

First incident: The parent/guardian will be notified of the incident at the end of the session during pick up.

Second incident: The parent/guardian will be notified of the incident immediately through a phone call.

Third incident: If there is a third incident then a pattern unsafe behavior has been demonstrated by the participant. If this occurs, the parent/guardian will be notified to pick up their child immediately. If this occurs, there will not be a refund for the remainder of the session.

Immediate Removal: Participants that exhibit intense and/or frequent safety concerns will be dismissed from the program. This includes:

- Participant leaves assigned area without permission.
- Participant physically harms another student which results in serious injury.
- Participant physically harms a staff member which results in serious injury.