



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

September 2022

# 2022 - 2023 Afterschool Program Parent/Guardian Handbook

Version 4.0

Submitted by Out of School Time Programs (OSTP)

Approved by Daisy Hicks, Manager, OSTP

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## Letter from the Director

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Dear OSTP Parents and Guardians,

Welcome to the OSTP afterschool program for the 2022 - 2023 school year! Afterschool is an important factor in your child(ren)'s education and future. Student participation in high-quality afterschool programming improves school attendance, academic achievement, graduation rates, and attitudes toward learning. **Students attending two hours and forty-five minutes of afterschool programming each day (3:30- 6:15 p.m.) gain the equivalent of nearly two months of learning time over the course of the school year.**

### **What should you expect from us?**

Afterschool time in DCPS is more than supervised study time. Your school's afterschool program is designed to align with students' learning during the school day, promote social emotional learning skills, and provide daily enrichment activities to connect learning and fun! DCPS teachers and aides work together with school program providers (SPPs) to implement programming and learning at your child's school. This year's program will continue to provide Academic Power Hour (APH) with tutoring and homework support, a supper or snack, and structured enrichment activities for engagement and excitement around learning.

### **Some Reminders:**

For your child(ren) to receive the full benefits of the afterschool program, it is expected that students remain for the entire duration of the program (until indicated programming end time, in many cases 6:00 pm). Daily early pick-ups are not recommended or encouraged; however, if an early pick-up is necessary, please contact your school's afterschool site leader or coordinator to make the necessary arrangements.

### **How can you contact us with questions or concerns?**

You can find your afterschool site leader/full-time coordinator's contact information in Appendix B of this handbook. You may also contact OSTP directly by calling 202-442-5002. We look forward to working with your child(ren) throughout this school year to extend their learning and enrich their education.

Educationally,

Matthew Reif  
Director, Extended Learning and Academic Recovery

## Out of School Time Programs

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### Mission

OSTP's mission is to support the strategic goals of DCPS and the 21<sup>st</sup> Century Community Learning Center grant by providing affordable, safe, structured, and engaging academic, wellness, and enrichment programs open to all children in pre- Kindergarten to grade 8 to develop the whole child. DCPS staff and community partners provide this unique opportunity beyond the school day.

### Afterschool Program Leadership

#### **Afterschool Site Leader or Afterschool Coordinator**

On a daily basis, the afterschool site leader or afterschool coordinator ensures the structure and functioning of the program. They are your daily point of contact for the afterschool program. From signing students in and facilitating sign-out at the end of the day, the afterschool site leader or coordinator ensures that the program runs safely and effectively for everyone involved.

#### **Principal/Principal Designee**

The principal/principal designee assists the afterschool site leader or afterschool coordinator and ensures that essential components of programming are in place for the afterschool program. To guarantee quality programming at a school-wide level, the principal/principal designee enforces policies and procedures, monitors programs, and supports partnerships with school program providers (SPPs).

#### **Out of School Time Programs (OSTP) Coordinator**

OSTP creates the policies and procedures used to guide afterschool programming at each school, and provides the resources needed for high-quality daily instruction. OSTP coordinators support afterschool site leaders and principals/principal designees at multiple schools by monitoring programs, ensuring grant requirements are met, and offering assistance to the schools.

## A Typical Day in Afterschool

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While specific times may vary by school,<sup>1</sup> we recommend these components of programming for all OSTP afterschool programs. School leaders determine the specific schedule for the program including the content and plan for the Academic Power Hour (APH).

### 3:15-3:30 p.m. All Students Transition to Afterschool

### 3:30-4:30 p.m. Academic Power Hour (APH)

#### **3:30-3:50 p.m. Book Club**

Teachers, with the support of paraprofessionals select a book or novel to read aloud to students for 20 minutes. Students in grades 6-8 should read independently.

#### **3:50-4:10 p.m. Structured Support**

Teachers, with the support of paraprofessionals provide homework assistance and check student projects, reports, and assignments as needed. If students do not have homework assignments, they should complete an extension activity based upon the reading.

#### **4:10-4:30 p.m. Academic Enrichment**

This final 20 minutes of APH focuses on reinforcing lessons from the school day and afterschool. Structured lessons may also include the use of mathematics resources, technology, and the outdoors to apply skills learned in the classroom.

### 4:30-5:00 p.m. Supper/Snack

DCPS will provide a nutritious supper or snack for every afterschool student each day that the program is in session at no additional cost to your family. If your child has any special dietary needs, please request a Dietary Accommodation Form used to notify the cafeteria manager at your school.

### 5:00-6:00 p.m. Enrichment

DCPS staff provides a wide range of structured and engaging extracurricular activities. While specific programming provided by partners varies by school, activities can include project-based learning, science, arts, athletics, community service, and more. OSTP also uses a standard curriculum for enrichment with monthly themes such as kindness, gratitude, social justice, financial literacy, and other topics.

### By 6:15 p.m. All Students Picked Up/Dismissed

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<sup>1</sup> Some OSTP schools also have extended day programs. Students can participate in both extended day and afterschool (as long as they are enrolled).

## Afterschool Hours and Dates of Operation

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Afterschool program days and hours of operation are Monday through Friday, from 3:15–6:15 p.m. (with final pick-up at 6:15 p.m.) unless otherwise specified by the school. Program start dates will vary by school. For more information about start dates, please contact your child’s school.

There is no afterschool programming on half days, holidays, parent-teacher conference days, canceled days (such as days with inclement weather/ “snow days”), or teacher professional development days as well as November 22 and December 22, 2022. Therefore, there is no OSTP afterschool program on the following dates, which may be subject to change:

**Monday, September 5**

Labor Day

**Thursday, October 6**

Parent – Teacher Conference Day

**Friday, October 7**

Professional Development Day for Teachers/  
No School for Students

**Monday, October 10**

Indigenous People’s Day

**Monday, November 7 – Tuesday, November 8**

Professional Development and Records Day  
for Teacher

**Friday, November 11**

Veterans Day

**Tuesday, November 22**

Day before Thanksgiving Break

**Wednesday, November 23 – Sunday, Nov 27**

Thanksgiving Break

**Thursday, December 22**

Day before Winter Break

**Friday, December 23 – Sunday, December 31**

Winter Break

**Monday, January 16**

Martin Luther King Jr. Day

**Wednesday, January 25**

Professional Development and Records Day  
for Teachers

**Monday, February 20 - Friday, February 24**

Midwinter Break

**Thursday, March 9**

Parent – Teacher Conference Day

**Friday, March 10**

PD for Staff/ No School for Students

**Monday, April 17 – Friday, April 21**

Spring Break

**Monday, May 29**

Memorial Day

**Monday, June 19**

Juneteenth Holiday

**Wednesday, June 21**

Last day of afterschool program

**Thursday, June 22**

Last day of school

## Program Policies and Procedures

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In order for afterschool programming to be engaging, safe, and structured, certain program policies must be implemented.

### Dismissal Procedures

Students may begin to be picked up at 6:00 p.m. and must be picked up or walk home by 6:15 p.m. each day. A student may be picked up by any persons listed on the online OSTP Afterschool Enrollment Application or on a signed copy of the Addition/Revision Form (please see Appendix C).

The parent/guardian or designated pick-up person must sign out the child(ren) when he/she picks them up.

**There will be no child released from afterschool programming without an authorized pick-up person to sign them out.**

1. Another person may pick up a student *if and only if* the parent/guardian has sent written authorization for that individual to pick up the student.
2. A student may walk home alone only if the parent/guardian has noted in the online OSTP Afterschool Enrollment Application that walking home alone is acceptable.
3. A student may walk home alone earlier than the time stated in the OSTP Afterschool Enrollment Application *if and only if* the student's parent/guardian has signed and given written authorization expressing their desire to have the student leave at the earlier time. The written authorization must be submitted to the afterschool site leader/full-time coordinator.

Afterschool program administrators keep all written authorizations and updates in the student's afterschool program file.

### ***Steps taken if a parent/guardian does NOT pick up their child(ren):***

1. If a student is not picked up by the end of the program day (6:15 p.m.), afterschool staff will call the phone numbers listed in the child(ren)'s enrollment application to locate an adult who can pick up the student.
2. If, after multiple attempts, the student(s)' parent, guardian, or emergency contact(s) cannot be reached, the school will call the DC Child and Family Services Agency (CFSA) at 202-671-7233.
3. If the parent, guardian, or another approved adult arrives prior to the CFSA representative, CFSA receives another call and a reported update.

4. The student may not return to the afterschool program until the afterschool site leader/full-time coordinator and/or the principal has spoken with the parent, guardian, or case worker and has agreed to a plan by which the student will be picked up on time.

### Late Pick-Up Policy

Although DCPS understands that occasional tardiness may be inevitable, DCPS prohibits regular extended late pick-ups. Therefore, afterschool program participation can be terminated for students whose parents/guardians are late picking up their child(ren) on three (3) occasions.

- On the first two occurrences, afterschool staff will issue a standard written notice to the parent/guardian, identifying the first and second late-pick up dates.
- On the third occurrence, afterschool staff will issue a standard written notice to the parent/guardian indicating that program participation has been terminated for the child(ren) for the remainder of the school year.

### No Pick-Up Procedures

The DC CFSA refers students if:

- The student is left in afterschool unattended after removal from the program.
- The student is not picked up and afterschool staff is unable to reach a parent/guardian or emergency contact after numerous attempts.

DCPS implements the following steps in the event that the student (who has been previously removed from the afterschool program) is left after school dismissal:

- The student will be held in the main office once school is dismissed (beginning at 3:15 p.m.).
- School staff will call the parent/guardian after dismissal to request immediate pick-up from school (at 3:30 p.m.).
- If the parent/guardian does not pick up the student within 30 minutes, a second call will be made to the parent/guardian and emergency contacts on the student's afterschool enrollment form (at 4:00 p.m.).
- If the parent/guardian does not pick up a student within an hour of the first call, CFSA will be contacted and asked to take custody of the student (at 4:30 p.m.).

### Early Pick-Up Policy

In order for your child(ren) to receive the full benefits of the afterschool program, it is recommended that they remain for the entire duration of the program. It is especially important that your child(ren) participate in Academic Power Hour. Daily early pick-ups are not recommended or encouraged; however, if an early pick-up is necessary, please contact your school's afterschool site leader/full-time coordinator to make arrangements.



## Student Policies and Procedures

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DCPS-level and school-wide rules apply during afterschool programming as in the regular school day.

### Behavior Expectations

DCPS expects all students to meet behavioral standards. The discipline procedures and consequences detailed in Chapter 25 of the District of Columbia Municipal Regulations (DCMR) apply during the afterschool program.<sup>2</sup> Principals, afterschool site leaders, and full-time coordinators have specific guidance on implementation of Chapter 25 in the non-compulsory afterschool program. In cases of repeated and/or severe behavioral issues, DCPS notifies families, and they may be required to meet with afterschool staff to develop a behavioral plan for the child to remain in programming.

### Attendance

Students will only benefit from afterschool with consistent attendance, whole-hearted commitment, and effort. As such, students can have **five (5) unexcused absences per month** or 10 excused absences per month before removal from the program. Excessive absences in general can result in removal from the program (including excused absences). Please provide advance notice to your afterschool staff if you know your child will be absent from the program.

### Students with Special Needs in Afterschool

Afterschool programming is available to all students in a participating OSTP school:

- All students have access to the OSTP APH and enrichment programs.
- Afterschool teachers and aides must use reasonable accommodations to ensure the child(ren)'s successful participation in the afterschool program.
- OSTP afterschool programs typically have an adult-to-student ratio of 1:20. In order to address the needs of a particular student, OSTP and the Division of Specialized Instruction (DSI) program managers will determine how best to provide additional support on a case-by-case basis. In the instance of a request for extra support, the team will review student information including any/all collected documentation to determine the most appropriate support(s) to ensure student safety and success.

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<sup>2</sup> These are available in detail on the DCPS website: <http://dcps.dc.gov/page/attendance-and-behavior>.

## Parental Involvement

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**Your involvement with your child(ren)'s school and afterschool programming is critical for their success.**

Ways you can support your student(s) **in afterschool**:

- Attend afterschool program events.
  - You should have the opportunity to attend a minimum of three (3) programming events per year.
  - In SY22-23 OSTP will offer virtual and in-person parent engagement events to families of participating students.
- Give feedback to the afterschool site leader or afterschool coordinator.
- Volunteer in afterschool. (An application must be submitted through DCPS. Please go to <https://dcps.dc.gov/page/volunteer-our-schools> for more information.)

Ways you can support your student(s) **at home**:

- Provide time and space for them to complete homework at home. Understand that since APH combines time for homework and for targeted instruction, your child(ren) will likely need additional time at home to complete their homework.
- Review the homework done in afterschool so you know what your child(ren) is working on.

Thank you for your involvement!

## Parent Satisfaction and Communication

If you have a question, concern, or an idea for the program, contact your afterschool site leader, afterschool coordinator, or OSTP Coordinator (see Appendix B). If you have problems or questions related to afterschool overall, please contact Out of School Time Programs at 202-442-5002. **Your voice matters!** Open communication with your afterschool program leaders helps the program run well, so please keep in touch.

OSTP also invites parents to participate in our **Stakeholders Committee** which meets twice per year to review information about program plans, activities, and evaluations, and to provide input to inform the direction of the program. Interested parents should email [margaret.berkey@k12.dc.gov](mailto:margaret.berkey@k12.dc.gov) if you would like to join the Committee.

## Parent Survey

Toward the spring of each year, you will receive a parent survey about the afterschool program. Your opinion matters to us and helps us shape programming in future months and years. Your afterschool site leader, afterschool coordinator, or OSTP Coordinator will have more information.

## Current Contact Information

Your child(ren)'s safety is important to us. Updated contact information is essential to ensure your child(ren)'s safety in case of emergencies and to keep you updated on your child(ren)'s progress. If your contact information changes during the school year, please inform your afterschool site leader/full-time coordinator. **DCPS urges parents/guardians to inform the afterschool program of any changes within three days following the change.**

# Appendices

## Appendix A: List of OSTP-Managed Afterschool Programs

<u>Amidon-Bowen ES</u>	<u>Leckie EC</u>
<u>Barnard ES</u>	<u>Malcolm X ES</u>
<u>Bancroft ES</u>	<u>Marie Reed ES</u>
<u>Beers ES</u>	<u>Miner ES</u>
<u>Boone ES</u>	<u>Moten ES</u>
<u>Brightwood ES</u>	<u>Noyes ES</u>
<u>Browne EC</u>	<u>Patterson ES</u>
<u>Bunker Hill ES</u>	<u>Payne ES</u>
<u>Burroughs ES</u>	<u>Plummer ES</u>
<u>Burrville ES</u>	<u>Powell ES</u>
<u>C.W. Harris ES</u>	<u>Randle Highlands ES</u>
<u>Cleveland ES</u>	<u>Raymond EC</u>
<u>Drew ES</u>	<u>River Terrace EC</u>
<u>Excel Academy</u>	<u>Savoy ES</u>
<u>Garfield ES</u>	<u>Seaton ES</u>
<u>Garrison ES</u>	<u>Smothers ES</u>
<u>Hart MS</u>	<u>Stanton ES</u>
<u>Hendley ES</u>	<u>Takoma EC</u>
<u>Houston ES</u>	<u>Thomas ES</u>
<u>J.O. Wilson ES</u>	<u>Thomson ES</u>
<u>Jefferson Academy MS</u>	<u>Truesdell EC</u>
<u>John Lewis ES</u>	<u>Turner ES</u>
<u>Ketcham ES</u>	<u>Tyler ES</u>
<u>Kimball ES</u>	<u>Walker Jones EC</u>
<u>King ES</u>	<u>Wheatley EC</u>
<u>Langdon ES</u>	<u>Whitlock ES (formerly Aiton ES)</u>
<u>Langley ES</u>	<u>Whittier ES</u>
<u>LaSalle-Backus ES</u>	

## Appendix B: Afterschool Program Contact Information

School Name	Afterschool Coordinator or OSTP Coordinator (as of 9/12/22)	Phone
Amidon – Bowen ES	Mark Henderson	202-421-0515
Bancroft ES	<i>New hire starting Oct. 2022</i>	OSTP 202-442-5002
Barnard ES	Alfie Hairston	202-576-1100
Beers ES	Stacey Williams	202-939-4800
Boone ES	Andrew Miller	202-317-2137
Brightwood EC	<i>New hire starting Oct. 2022</i>	OSTP 202-442-5002
Browne EC	Ticia Fareed-Cole	202-725-7432
Bunker Hill ES	Andrew Miller	202-317-2137
Burroughs ES	Andrew Miller	202-317-2137
Burrville ES	Mark Henderson	202-421-0515
Cleveland ES	Wil Yow	202-657-2411
C.W. Harris ES	Jaime Brown	202-904-8110
Drew ES	Cristina Ortiz	202-308-9999
Excel Academy	Elizabeth Robinson	202-384-5938
Garfield ES	Shavonda Landrum	202-499-0554
Garrison ES	Wil Yow	202-657-2411
Hart MS	Rosalyn James	202-503-7836
Hendley ES	Rosalyn James	202-503-7836
Houston ES	Jaime Brown	202-904-8110
Jefferson MS Academy	Wil Yow	202-657-2411
J.O. Wilson ES	Mark Henderson	202-421-0515
John Lewis ES	<i>New hire starting Oct. 2022</i>	OSTP 202-442-5002
Ketcham ES	Elizabeth Robinson	202-384-5938
Kimball ES	Shavonda Landrum	202-499-0554
King, M.L. ES	Rosalyn James	202-503-7836
Langdon ES	Andrea Joyce	202-576-6048
Langley ES	<i>New hire starting Oct. 2022</i>	OSTP 202-442-5002
LaSalle-Backus EC	Cristina Ortiz	202-308-9999
Leckie ES	Rosalyn James	202-503-7836
Malcolm X	Elizabeth Robinson	202-384-5938
Marie Reed ES	Walter Castillo	202-673-7308
Miner ES	Mark Henderson	202-421-0515
Moten ES	Elizabeth Robinson	202-384-5938
Noyes EC	Andrew Miller	202-317-2137
Patterson ES	Rosalyn James	202-503-7836
Payne ES	Wil Yow	202-657-2411
Plummer ES	Jaime Brown	202-904-8110
Powell ES	Jethro Walters	202-671-6270

School Name	Full-Time Coordinator or OSTP Coordinator (as of November, 2022)	Phone
Randle Highlands ES	Shavonda Landrum	202-499-0554
Raymond EC	<i>New hire starting Oct. 2022</i>	OSTP 202-442-5002
River Terrace EC	Margot Berkey	202-576-7970
Savoy ES	Elizabeth Robinson	202-384-5938
Seaton ES	Lisa Kirkpatrick	202-673-7215
Smothers ES	Jaime Brown	202-904-8110
Stanton ES	Shavonda Landrum	202-499-0554
Takoma EC	Charlene Davis	202-794-3578
Thomas ES	Mark Henderson	202-421-0515
Thomson ES	Cristina Ortez	202-308-9999
Truesdell EC	Cristina Ortez	202-308-9999
Turner ES	Shavonda Landrum	202-499-0554
Tyler ES	Wil Yow	202-657-2411
Walker-Jones EC	Ticia Fareed-Cole	202-725-7432
Wheatley EC	Andrew Miller	202-317-2137
Whitlock ES (formerly Aiton ES)	Jaime Brown	202-904-8110
Whittier EC	Cristina Ortez	202-308-9999

Daisy Hicks, Manager of OSTP Afterschool Programs, [daisy.hicks@k12.dc.gov](mailto:daisy.hicks@k12.dc.gov)

## Appendix C: Afterschool Contact Information - Addition/Revision Form

Please provide updated contact and/or pick-up information for the DCPS Afterschool Program below.

School: \_\_\_\_\_ Afterschool Site Leader/  
Afterschool Coordinator: \_\_\_\_\_

### Contact Information

Student Name:	Parent/Guardian Name:
Cell Phone:	Work Phone:
Home Phone:	Email:

### Pick-Up Information

	Name	Relationship
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Afterschool Site Leader/Afterschool Coordinator Signature

\_\_\_\_\_  
Date

