



Friendship CARES

Parent Handbook

2023-2024



Friendship Public
Charter School
GRADES PRE-K3 TO 12



Table of Contents

2	Friendship Cares Locations, Coordinators & Staff Information
3	Section 1 – Operations
3	Non-Discriminatory Policy
3	Admission/Enrollment
3	Fees/Payment Policies
4	Attendance
4	Sign-In/Sign-Out Procedures
4	Picking Up & Late Pick Up Policy
5	Absences & Suspensions
6	Release of Children
6	School Cancellation, Delays & Emergency Dismissal
6	Updating Information
6	Emergency Contacts
7	Emergency Contingency Plan
8	Disclosure of Information
8	Field Experience & Special Events
8	Emergency Drills
8	Outdoor Play
8	Supper
8	Pets & Animals
9	Provisions for Children with Special Needs
9	Parental Involvement
9	How to Volunteer
10	Section 2 – Health & Safety
10	Students Illness Policy
10	First Aid & CPR Certification
10	Emergency Medical Care
10	Minor Injuries
11	Reporting Unusual Incidents
11	Child Abuse & Neglect Mandatory Reporting
11	Staffing
12	Section 3 – Important Policies for Parents
12	Notice of Nondiscrimination
12	School Safety Act
13	Title IX
14	Prohibition Against Retaliation
15	Section 4 – Student Discipline & Termination
15	Discipline Procedures
15	Staff/Student Interaction Prohibitions
16	Suspension and Termination
16	Withdrawal Notice
17	Daily Schedule
18	Notes
19	Parent/Student Acknowledgement Form
21	SY22-23 Important Dates

Letter from the Director

Dear Parents:

Welcome to the 2023-24 school year. The goal of this program is to offer your child academic support and a wide variety of quality enrichment activities. We understand that parents are faced with the difficult task of finding quality childcare for their children. Friendship Cares provides working parents with a secure, supervised, constructive learning and play environment for their children. The Friendship Cares Program is designed for children enrolled at the Friendship elementary campuses, starting at PreK-3 through 6th grades. Activities are age-appropriate and supervised by competent, caring, qualified staff members.

What do we provide students?

- Additional time to use math and reading intervention tools;
- Homework help by school day teachers;
- A cultural and enriching program that promotes the physical, intellectual, emotional and social development of each child; and
- A safe program that meets the highest quality of D.C. childcare standards..

Our primary focus is to provide academic support to our students, mostly in the areas of homework help and reading. In addition, we include educational math games and other enrichment and recreational activities, as well as field trips throughout the year. Our program allows children to experience activities within an environment planned to compliment the philosophy and value system of the school and family. We strive to provide individual attention, security, consistency, and fair treatment for children and working parents.

Part-time Friendship childcare professionals staff the aftercare program. Part-time aftercare staff along with school day para-professionals and dedicated aides provide academic enrichment and support to scholars through experiential learning activities. In addition, school day teachers conduct Homework Help daily. All staff members have been fingerprinted and cleared to work for the Friendship Public Charter School system.

We work together at Friendship to help each child grow in maturity and self-respect and understanding for others. We also understand that children need fun-filled activities as well as educational ones.

Why enroll in Friendship Cares? Students enrolled in Friendship Cares for at least three years solidly outperform their peers on the Measures of Academic Performance (MAP) assessment versus those students not enrolled in Friendship Cares.

We look forward to another year of academic growth and fun for all of our children. Thank you for enrolling your child or children in our program, and we welcome your feedback and participation throughout the year.

Enrolling your child or children in Friendship Cares is worth it!

Sincerely Yours,



Michael J. Robinson
Director, Office of Extended Learning Programs

Friendship Cares Locations, Coordinators & Staff Information

Site Information

Friendship Armstrong Campus

111 O Street, NW
Washington, DC 20001

Extended Day Coordinator: Diamond Miales
Phone: 202.907.5197
Email: dmiales@friendshipschools.org

Friendship Blow Pierce Campus

725 19th Street, NE
Washington, DC 20002

Extended Day Coordinator: Karisma Williams
Phone: 202.570.9769
Email: kwilliams5@friendshipschools.org

Friendship Chamberlain Campus

1345 Potomac Avenue, SE
Washington, DC 20003

Extended Day Coordinator: Ray Long Jr. (Interim)
Phone: 202.569.2285
Email: rlong@friendshipschools.org

Friendship Ideal Academy

6200 Kansas Ave NE
Washington, DC 20011

Extended Day Coordinator: Bridgette Coffey
Phone: 240.962.2965
Email: bcoffey@friendshipschools.org

Friendship Southeast Campus

645 Milwaukee Place, SE
Washington, DC 20032

Extended Day Coordinator: Ray Long, Jr.
Phone: 202.569.2285
Email: rlong@friendshipschools.org

Friendship Woodridge IB Campus

2659 Carlton Avenue, NE
Washington, DC 20018

Extended Day Coordinator: Ginard Hall
Phone: 202.903.9907
Email: ghall@friendshipschools.org

Community Office Information

Community Office

1400 First Street, NW, Third Floor
Washington, DC 20001
Phone: 202.281.1700

Patricia Brantley

CEO
Email: pbrantley@friendshipschools.org

Ken Cherry

Chief of Staff
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Vielka Scott-Marcus

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Jackie Beatty

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Email: jbeatty@friendshipschools.org

For questions or comments, please email us at
friendshipcares@friendshipschools.org

Section 1: Operations

Non-Discriminatory Policy

It is the policy of Friendship Public Charter School to admit children of all races, color, religion, national or ethnic origin, and physical or mental abilities to all the rights, privileges, programs and activities generally afforded or made available to children enrolled in this program. We will not discriminate on the basis of race, color, religion, national or ethnic origin, and physical or mental abilities in administration of its educational policies, admission policies, or any other center-administered programs.

Admission/Enrollment Process

The Friendship Cares enrollment application must be completed online. There is an annual \$10 non-refundable registration fee. Every student must have a complete application **and** up to date forms on file (see checklist below) before being admitted to Friendship Cares. It is the parent/guardian's responsibility to get copies of the health and dental forms from the school nurse for the Friendship Cares files. In addition, we encourage families to keep a record of all forms submitted.

Enrollment Process – online enrollment only! Go to www.friendshipschools.org/extended-learning to complete an enrollment application. Online enrollment is required each school year for before/aftercare **and** summer camp.

In addition to a completed online enrollment application, the following documents will be required in order to complete the enrollment process:

- **Current physical within a year** – District of Columbia Child Health Certificate form (*must be completed, signed, dated by pediatrician and stamped and include last TB and Lead date – cannot send immunization records only*)
- **Current dental exam within a year** – District of Columbia oral health assessment form (*must be completed, signed, dated by dentist and stamped*)
- Copy of childcare admission form (*subsidized pay families only, if applicable*)

Incomplete forms will not be accepted.

There are two tuition options available for students enrolled in the program: **Private and Government subsidized.** To be eligible for the government slots,

families **must** meet certain income requirements as pre-determined by the Department of Human Services (DHS). Friendship Cares **is** a Level II Provider and can determine subsidy eligibility for most parents at our Community Office. If you are interested in seeking a childcare admissions form to pay for aftercare weekly tuition, go to www.friendshipschools.org/extended-learning and click the link to contact our Eligibility Specialist and schedule an appointment. In addition, various employers offer childcare subsidy programs; please check with your employer for more information.

Fees/Payment Policies

Friendship Cares weekly tuition is **\$70.00 per child. Payments are due every Friday before services are rendered.** There is a 10% discount per child for families with more than one child in the program. Parents who are subsidized through the Office of State Superintendent of Education (OSSE), Department of Human Services (DHS), Early Care and Administration must submit their parental contribution on a weekly basis, if applicable.

Note: Fees listed are for school year only. Fees vary for Friendship Cares Summer Camp

Fees are based on enrollment, not attendance! This means the weekly fee is due regardless if your child attends or not. If you ever have payment questions or concerns, please call our customer service office at 202.281.1700 between the hours of 9:30 am – 4:30 pm.

Fees must be paid by credit card, debit card, and can be paid online at www.friendshipschools.org/extended-learning and clicking on the **Parent Portal** link.

IMPORTANT:

Students will be terminated from the Friendship Cares program if weekly fees are more than one week past due. If a child is terminated for non-payment then they cannot return to the Friendship Cares program until the current balance plus tuition for the upcoming week is paid in full.

WEEKLY TUITION RATE

Before-Care Only	\$25.00
Aftercare Only	\$70.00*

*Before-care is free when you pay for Aftercare only.

**Families with more than 1 child receive a 10% discount off each additional child's weekly fee.

Attendance

Attendance is important and fees are based on student enrollment and NOT attendance. If a child is absent from before and/or aftercare, but the parent/guardian did not submit the appropriate information as outlined in our absence policy section, then you are responsible for the weekly fee. In addition, if a student is going to be absent due to vacation; a letter must be submitted to the Extended Day Coordinator at least two weeks in advance.

- Parents who are subsidized through DHS **cannot have more than five unexcused absences per month** or the child will be terminated from the program and the parent/guardian will have to recertify through OSSE, Early Care and Administration, Child Care Subsidy program.
- If a student is absent due to an illness, an **official** letter from a doctor must be brought in and submitted to the Extended Day Coordinator within 24 hours of the child returning to school in order for the days to be considered an excused absence.
- For students who have chronic illnesses, it is imperative that you submit a note from the doctor outlining the chronic illness information to ensure health-related absences are excused.
- **Friendship Cares is not a drop-in program. We do not offer service on Early Release Fridays only.**

HOURS OF OPERATION

Before-Care	7:00-7:45 a.m.
Aftercare	3:30-6:00 p.m.
Early Release	12:30-6:00 p.m.

Friendship Cares does not open until 7:00 am and is not responsible for children that arrive prior to 7:00 am. All children must be picked up by 6:00 pm, Monday through Friday. Friendship Cares staff will remain with your child until he/she is picked up; however parents will be charged a late fee starting at 6:05 pm, Monday through Friday (Reference the Late Fee Policy). **The Police and Child and Family Services Agency (CFSA) will be called after 6:30 pm, Monday through Friday.** Please call the Friendship Cares Extended Day Coordinator* if you are running late for any reason; however, *you will still be responsible for paying the late fee.*

*See page 2 for cell numbers of Extended Day Coordinators.

Sign-In / Sign-Out Procedures

All students must be signed in and out on a daily basis. Dropping students off without signing them in for before-care or picking up students at the end of the day and not signing them out will not be permitted. Children must be brought directly to the Friendship Cares staff

when they arrive in the morning. When you arrive to pick-up your son/daughter in the afternoon, you must sign them out in their Friendship Cares classroom or respective locations. Safety is important and in order to ensure **EVERY** child’s safety the sign-in and out procedure must be followed. In addition, if you have any special instructions or information that would help us make your child’s transition from home to school smoother, please inform us.

CHILDREN WILL NOT BE ALLOWED TO LEAVE THE PROGRAM WITHOUT BEING SIGNED OUT BY A PARENT OR AN AUTHORIZED PICKUP AS INDICATED IN THE APPLICATION. *Children will not be permitted to leave the program alone (Middle school students must have a letter on file) or with anyone who appears to be under the influence of drugs or alcohol. (The Sign-In and Sign-Out procedures may vary at different campuses. Please see your Extended Day Coordinator for your specific Sign-In and Sign-Out procedures.)*

Picking Up & Late Pick-up Policy

Parents/guardians must maintain current alternate pick-up authorization information online. Parents/guardians are required to inform the program in writing when there will be someone other than a parent or person not listed in the alternate pick-up authorization section of the application picking up the child. **This person must be at least 16 years of age and they must present valid photo identification.**

- If someone not on the alternate pick-up authorization list arrives to pick up a child and the parent cannot be reached, the child **WILL NOT** be released to that person.
- If anyone, including a parent, comes to pick up a child and they are not familiar to the staff, the staff has the right to ask for identification.
- If any information on the alternate pick-up authorization list changes, the parent/guardian **must** log into the *EZChildTrack* Parent Portal and make those updates.

Before and Aftercare is a service provided by Friendship Public Charter School. We understand that sometimes there are extenuating circumstances that could contribute to your tardiness; however, **a late fee will still be charged.** Please contact the Extended Day Coordinator immediately when you realize that you will be tardy.

The fee is \$15.00 for the first nine minutes or part thereof that a parent/guardian is late picking up a child, after the first ten minutes the parent/guardian is responsible for paying an additional \$10.00 for every nine minutes or part thereof. After 6:30 pm, the fee

increases by \$20.00 for every ten minutes, or part thereof, and Child and Family Services Agency (CFSA) is called.

The late fee is per child for those who have more than one child enrolled in the Friendship Cares program.

Late fees are added to your weekly billing statement in EZChildTrack. A receipt will be given immediately upon receipt of cash. When late fees are not paid within 24 business hours, students will be terminated immediately. The Office of Extended Learning Programs has the right to terminate the enrollment of a family whose child is picked up **late 3 times or more in any 90-day period**, regardless of whether the family's late fees have been paid promptly. If a child is picked up after **6:35 pm** and the child's parents have not contacted the Friendship Cares Extended Day Coordinator, the police and/or Child and Family Services Agency (CFSA) (CPS) will be notified for neglect and abandonment.

LATE PICK-UP FEE SCHEDULE

6:05 - 6:14pm	\$15.00
6:15 - 6:24pm	\$25.00
6:25 - 6:30pm	\$35.00
After 6:30pm	+\$10 every 9 minutes + CFSA will be called.**

*Parents: Late fees will be added to your weekly fee and will show up on your EZChildTrack weekly statement.

**An additional \$10 will be added every nine minutes + CFSA will be called.

Absences & Suspensions

If a child is absent from school on a particular day, they CANNOT attend the Friendship Cares Before and Aftercare program on that day. If a student is absent for any of the reasons listed below and proper documentation is not received, the parent/guardian will be responsible for paying the weekly fee.

VACATIONS

Parent/guardian must submit in writing the time period that student will be absent from aftercare to the Extended Day Coordinator **within 2 weeks** of the date the child will be absent.

DHS families: If you have a parental contribution, you are still responsible for paying this fee per Childcare Subsidy regulations for those days that your son/daughter is absent. You are entitled to 15 vacation days per year (October 1 – September 30), but a letter must be submitted outlining that you will be using vacation days **TWO weeks prior** to the start of the vacation.

STUDENT ILLNESS

The weekly fee will be prorated if a child is out sick for **3 or more days in that week**. The student must return with a doctor's note in order for that week to be credited.

DHS families: If you have a parental contribution, you are still responsible for paying this fee per Childcare Subsidy regulations for those days that your son/daughter is absent due to an illness. When the child returns you must bring a doctor's note in order for the absence to be excused.

SCHOOL SUSPENSION

The weekly fee will be prorated if a child is suspended for **3 or more days in that week**.

DHS families: If you have a parental contribution, you are still responsible for paying this fee per Childcare Subsidy regulations for those days that your son/daughter is suspended.

FRIENDSHIP CARES SUSPENSION

The weekly fee will be prorated if a child is suspended for 3 or more days in that week.

DHS families: If you have a parental contribution, you are still responsible for paying this fee per Childcare Subsidy regulations for those days that your son/daughter is suspended.

Excused Absence Policy – Subsidy Families: Parents receiving government subsidy must also provide Friendship Cares with a note for excused absences. Failure to do so could result in being terminated from the DHS subsidy program.

Excused absences are as follows:

- Sick child with doctor's note;
- Sick parent with doctor's note;
- Death in family with Obituary;
- Vacation with prior notice.

Private Pay and Work Subsidy families – Submit a written notice at least **2 weeks** prior to days of absence due to vacation.

Subsidized families – (October 1 – September 30). A maximum number of 15 days are allowed per child, but a written notice must be submitted at least **2 weeks** prior to the days of absence.

- Chronic Illness with documentation on file; and
- Suspension from school with notification and form on file.

Unexcused absences for subsidized families are as follows:

- Five (5) unexcused absences per month are allowed, but the family must still pay the parental contribution for those days.
- On the **6th unexcused absence** in one month, the subsidy will be terminated.

Absences & Suspensions: Additional Information

- If a **student is suspended** from the school they will **not** be allowed to return to Friendship Cares until they are allowed to return to school.
- If a **child is expelled** from Friendship Public Charter School, they will be terminated from the Friendship Cares Before and Aftercare program as well.
- If a **student is suspended** from the Friendship Cares program because of violating the code of conduct, then he/she cannot return until a parent meeting occurs and their absence is **NOT** excused.
- **Suspension notices from the school day must be provided in order for the absence to be excused.**

Release of Children

Children will only be allowed to leave the program with persons listed in the EZChildTrack Parent Portal under the "Emergency/Authorized to Pickup Contacts" section. Your son/daughter cannot be released to anyone other than the parent/ guardian on the application unless they are listed as an authorized person to pick-up. If anyone not listed in the EZChildTrack Parent Portal is picking up your child, the parent/guardian must provide written authorization 72 hours in advance. When submitting the letter, please give the name and phone number of the person who will be picking up your child and the person's driver's license or identification number as a reference for security purposes. Please be sure to let the person know that they will be required to show valid photo identification when they come to pick up the child(ren) and he/she must sign the child out. No one under the age of 16 will be allowed to pick up a child. ONLY someone who is at least 16 years of age will be allowed to pick up children.

If there is someone who may not pick up your child(ren) or someone with whom you do not want your child to come in contact, please be sure to list their names in the "Not Authorized to Pick Up Participant" section in the EZChildTrack Parent Portal; in addition, please notify the Extended Day Coordinator in writing. However, you must provide legal documentation if the person is a

parent of the child/children because we must have legal documentation on file in order to deny a parent access to his/her child.

School Cancellation, Delays & Emergency Dismissal

Friendship Cares follows the Friendship Public Charter School cancellation, delays, and early dismissal schedule. When school has been closed due to inclement weather the Friendship Cares Before and Aftercare program will also be closed. In the event that a school opening is delayed, **before-care is cancelled**. However, the aftercare session will operate as usual. In the event of an emergency early dismissal the **aftercare session will be cancelled**. There will be no credit given for snow days, delayed openings, or early dismissals.

Local NBC4 is the official news channel for Friendship Public Charter School regarding school closures and delays. In addition, Fox 5 and Channel 7 (ABC) will also broadcast this information.

Updating Information

All parents must log into the *EZChildTrack Parent Portal* to update any pertinent information within 24 hours of any changes. Pertinent information includes, but not limited to, your home or work address, phone numbers, change in work information, doctors, health information and email address.

Emergency Contacts*

It may be necessary to contact you during the day in case of an emergency. It is imperative that you keep your child's emergency record updated in the *EZChildTrack Parent Portal*. Also, it is imperative that you have a friend or neighbor designated to serve as an alternate pick up person for your son/daughter in emergency situations where the parent/guardian is not able to pick up the child. When a child must be picked up by an emergency contact, we must have their names on file under the emergency contact section.

*Emergency contact or authorized pick-up cannot be parent (mother, father, step parent, or legal guardian)

Emergency Contingency Plan*

In the event of an emergency closure, due to any reason that will require Friendship Cares to relocate or prohibit use of the current facility, the children will be transported to the following locations based on their current site. For example, if you have a son/daughter at the Blow Pierce campus then they will be relocated to the Chamberlain Campus in case of an emergency. Parents will be contacted via Parent Link and/or by telephone by one of the Friendship Cares staff in case of site relocation.

The children are placed in a group and supervised in an orderly evacuation to the designated assembly area. Staff is required to take their attendance sheets, sign-in and out sheets, and student rosters. The First-Aid Kit is taken as well just in case of minor injuries while outside of the facility. In case of inclement weather, if possible, the staff will take the appropriate supplies to protect the children.

Current Location	Relocated Address	Contact Person/Number	Transportation
Friendship Armstrong Campus 111 O Street, NW Washington, D.C. 20001	Friendship Woodridge Campus 2959 Carlton Ave., NE Washington, D.C. 20018	Diamond Miales 202.907.5197 Ginard Hall 202.270.9852	Private Bus Metro
Friendship Blow Pierce Campus 725 19th Street, NE Washington, D.C. 20002	Friendship Chamberlain Campus 1345 Potomac Ave., SE Washington, D.C. 20003	Karisma Williams 202-570-9769 Ray Long Jr. 202.569.2285	Private Bus Metro
Friendship Chamberlain Campus 1345 Potomac Ave., SE Washington, D.C. 20003	Friendship Southeast Campus 645 Milwaukee Ave, SE Washington, D.C. 20032	Ray Long Jr. 202.569.2285 Ray Long Jr. 202.569.2285	Private Bus Metro
Friendship Ideal Campus 6200 Kansas Ave NE Washington, D.C. 20011	Friendship Woodridge Campus 2959 Carlton Ave., NE Washington, D.C. 20018	Bridgette Coffey 202.276.6660 Ginard Hall 202.270.9852	Private Bus Metro
Friendship Southeast Campus 645 Milwaukee Ave, SE Washington, D.C. 20032	Friendship Chamberlain Campus 1345 Potomac Ave., SE Washington, D.C. 20003	Ray Long Jr. 202.569.2285 Ray Long Jr. 202.569.2285	Private Bus Metro
Friendship Woodridge Campus 2959 Carlton Ave., NE Washington, D.C. 20018	Friendship Armstrong Campus 111 O Street, NW Washington, D.C. 20001	Ginard Hall 202.270.9852 Diamond Miales 202.907.5197	Private Bus Metro

*If situation/problem persists longer than 1 day, Friendship Cares at that particular site must close until the situation/problem has been abated.

Disclosure of Information

Friendship Cares Before and Aftercare program does not disclose or discuss personal information about our participants except as required or provided by law. Parents/guardians must provide Friendship Cares written consent in for us order to access student medical and academic files.

Field Experience & Special Events

All field experiences or special events are covered under the "Travel and Activity Authorization Release" completed during online registration. Students are transported by private charter bus, private bus or by walking depending on the distance of the trip. Parents will be notified at least 72 hours in advance about field experience via the weekly schedule or a parent/guardian notice.

Friendship Cares does not recommend that children bring cash on field trips, however, if a parent/guardian desires to send spending money for your child, please place it in an envelope with the date, amount, and your child's name on the front of the envelope, which will remain in the child's possession. Friendship Cares will not assume responsibility for lost money. There will be a minimal parental contribution for all field experiences and you will be notified in advance so you can plan accordingly.

Field Experiences Rules:

- Children must stay with teachers at all times.
- Child must wear their Friendship Cares T-shirts (when provided) and/or nametags at all times.
- Any child that misbehaves on an outing will not be allowed to go on the next outing and/or the child may be brought back to the site early, or the parent could be called to pick up the child from the outing. *Friendship Cares reserves the right to request the attendance of a chaperone.*
- On full days when field trips are planned, staff will not be left behind at the school to monitor children not attending field trip. Students either attend the field trip or stay home for the day.

Emergency Drills

Friendship Cares will conduct fire, disaster, and active shooter drills throughout the school year. During a fire drill, the teacher escorts the students out of the building to the area that is a safe distance from the building. The dates and times of drills are recorded on the fire drill log and placed in the Friendship Cares office.

Outdoor Play

Please dress your child appropriately for the current weather and in play clothes (during Summer Camp or days that students are allowed to dress down) with shoes that adequately protect the feet and are not slick-soled. Tennis shoes are recommended. When the weather permits we will spend time outdoors, ranging from a walk when it is fairly cool to more time spent outside as the weather warms up.

Supper

Afternoon suppertime is a time for nourishment, communication, and relaxation. It is a transitional time from the school day to aftercare and is a regular part of each child's day. Supper is provided to students on a daily basis. Supper menus will be posted in the multi-purpose room (cafeteria) and sent home with parents on a monthly basis. Please do not send individual snacks with students for aftercare unless asked to do so. **Special dietary restraints must be noted on the application and communicated to the Extended Day Coordinator by note.** If there are any special dietary needs, Friendship Cares reserves the right to require families to provide snack as necessary to meet specific dietary needs. Otherwise, children are not allowed to bring their own supper. On days when Friendship Cares provides a full day of service, breakfast, lunch, and supper are provided to the students.

Pets & Animals

Friendship Cares does not allow outside pets/animals into the facility. However, service animals are allowed for individuals with disabilities. Friendship Cares allows class pets that are provided by the site for classrooms.

Provisions for Children with Special Needs

The Friendship Cares Before and Aftercare program supports every learner. Our curriculum is based on the inclusion model that is used in Friendship Public Charter Schools; in addition, we are constantly reviewing and analyzing the data from your son/daughter's formal and informal assessments to make informed decisions about our approach during aftercare hours.

Parental Involvement

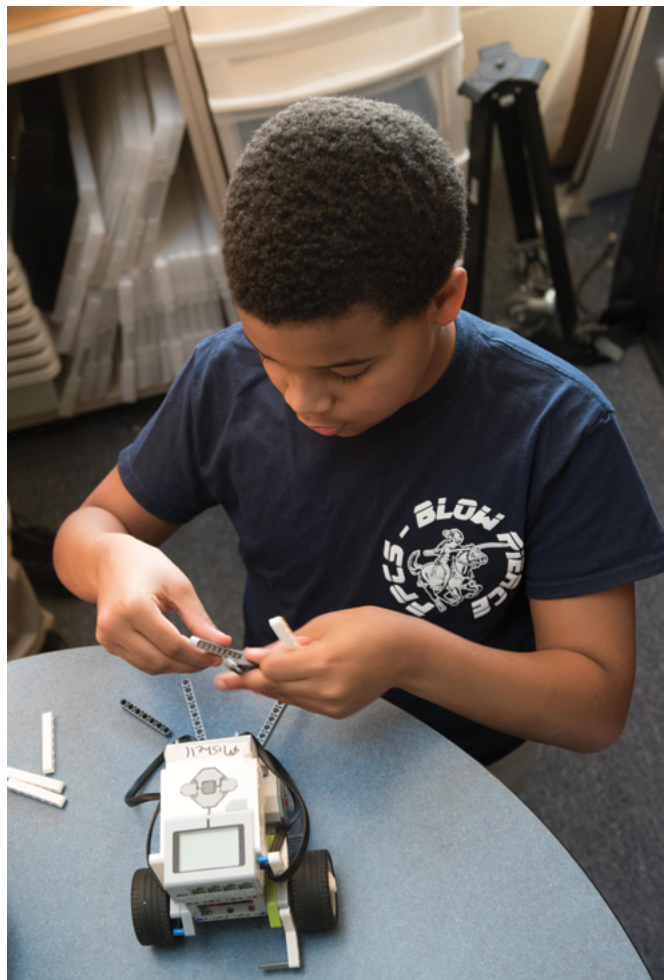
Parental involvement is not only welcomed but also encouraged. Parents are requested to volunteer during the course of the school year in different capacities. Parents can support the **Friendship Cares** program through special projects such as sharing talents or hobbies, field trip chaperones, painting, cleaning, and fund raising. Please contact the Extended Day Coordinator if you are interested in being a **Friendship Cares** Parent Volunteer.

In addition, there are quarterly parent meetings, student exhibitions, and family nights. We provide Saturday Workshops in partnership with the Friendship Parent Relations division for families to attend. We also hold quarterly parent workshops for all parents and their families in addition to student workshops. Finally, on occasion, we offer parent engagement opportunities allowing parent/guardians to come in and participate in the classroom discussions, lessons, and activities that their son/ daughter takes part in on a daily basis in the Friendship Cares Extended Day Program”.

How do I sign up to volunteer?

Are you looking for a way to stay involved in your scholar's life? There are many opportunities to become an active participant at Friendship Public Charter School. Through your involvement, you provide vital support while enriching the educational experience for your scholar. The more you give, the more they get! Although your scholar may not admit it, they like having you around...and we do too!

For more information please visit:
www.friendshipschools.org/parents



Section 2: Health & Safety

Student Illness Policy

Children will not be accepted into Friendship Cares if they show any sign of illness (please reference the signs of illness below). When children indicate illness at home, do not send them to the program. Sending them to the program ill can result in further inconvenience to you and possible exposure to other children. It is important for parents to report all infectious diseases such as strep throat, ringworms, chicken pox, etc. immediately to the school nurse and to the Office of Extended Learning at 202.281.1700 and/or the Extended Day Coordinator. If a student has one of the previous infectious diseases, he/ she must have documentation from the doctor stating that they are able to return to school. The documentation must be turned into the Extended Day Coordinator prior to the student returning and in order to receive a credit for the days missed due to illness.

Children cannot attend the program when they have a temperature over 100° F. If your child has symptoms during the day that indicate they are not feeling well, the school nurse will call you. Some possible signs of illness are listed below.

Illnesses are defined as:

- A fever or the child has had one during the previous 24 hours.
- Conjunctivitis (pink eye) or “cold in the eye”
- Flu
- Unusual rash
- Severe cough
- Rapid breathing or labored breathing
- Severe cold
- Vomiting
- Yellowish skin or eyes
- Diarrhea
- Head lice and/or
- Contagious illness of any sort, which results in child being too ill to participate in daily activities.

If a child becomes ill or is injured at the school or during an off-site Friendship Cares activity his or her parent/ guardian will be contacted. Parents must pick up the child or make arrangements for the child to be picked up and cared for within 90 minutes of speaking with the Friendship Cares staff member or Extended Day Coordinator. The child will be isolated until someone arrives at the site. We will contact all emergency numbers per your contact form. (Note: If we are unable

to contact the parent/guardian for authorized care, the staff may make arrangements through the child welfare agency as the law permits.)

First Aid, CPR/AED Certification, and Emergency Medical Care

All Friendship Cares staff are certified in CPR and First Aid. Please note there is no nurse available during aftercare.

In case of accidental injury, we will make every attempt to contact a parent or guardian. If we are unable to reach a responsible party, the child’s doctor will be called. If necessary, we will call an ambulance or EMT. Until arrival of a parent or trained medical personnel, the Extended Day Coordinator or designated Coordinator will make all decisions concerning the child. Parent(s) are responsible for any and all expenses that may be incurred.

Minor Injuries

Due to the nature of young children, minor injuries occur within the blink of an eye. Even though every effort is made to avoid injuries, sometimes they still happen. In case of a minor injury, a child will be given immediate attention by one of his/her teachers. The teacher who witnessed the incident will complete an Incident Report explaining what happened and what action was taken. Parents will receive a copy of the Incident Report, which may not include all children’s name involved in the incident for privacy reasons.

Reporting Unusual Incidents

For all incidents occurring in aftercare, the Friendship Cares staff person who witnessed the incident or the Extended Day Coordinator will complete the FPCS Incident Report and/or the OSSE Unusual Incident Report. The Extended Day Coordinator will inform the parent or guardian of the child involved in the incident within 24 hours of the incident by providing a copy of the FPCS Incident Report. Copies of the Incident Report will also be kept by the Friendship Cares Compliance Manager. Some incidents will require students to be temporarily removed from the program until a parent meeting is conducted to discuss next steps.

Unusual incidents include but are not limited to, the following:

- 1) Death of a person occurring inside the Facility;
- 2) Injury to, or illness of, any child that occurs during the hours the child is enrolled in our care that requires hospitalization or emergency medical treatment;
- 3) Damage to the Facility, or to any Facility vehicle or equipment, that interferes with the capability of the Facility to protect the health, safety, and well-being of the children and adults in the Facility;
- 4) The presence of any individual in the Facility who has, or is suspected of having, a communicable disease that must be reported to the District of Columbia Department of Health in accordance with Title 22 of the District of Columbia Municipal Regulations;
- 5) The disappearance of an enrolled child or any circumstances under which a child is deemed missing or unaccounted for;
- 6) A traffic accident involving a vehicle owned, maintained, or contracted for by the Facility and in which children are being transported at the time of the accident; and
- 7) Any other occurrence at the Facility that involves a response by police, fire, ambulance, or any other emergency service.

Unusual incidents are housed electronically at the Friendship Community Office.

Staffing

Friendship Cares staff is carefully chosen and is dedicated to the profession of child care and recognizes the importance of teaching and learning. The Friendship Cares staff include Group Leaders and Assistant Group Leaders.

Our Group Leaders 1) possess an Associate's degree in Early Childhood Education or Elementary Education; or 2) have earned at least forty-eight (48) college credit hours with at least nine (9) credit hours in education or child and youth development, and have at least six (6) months experience working with children; or 3) possess a high school diploma and a Child Development Associate (CDA) credential and have at least one (1) year of experience working with children.

Assistant Group Leaders have at least a high school diploma or General Education Development (GED) Certificate. Assistant Group Leader must also have a minimum of 6 months experience working with school age children at a school or camp."

All of our staff undergo an extensive background check and are required to participate in at least forty-four (44) hours of professional development throughout the year.

Child Abuse & Neglect Mandatory Reporting

All Friendship Cares staff members are considered Mandatory Child Abuse and Neglect Reporters. This means that if we suspect or are told by a child that they have been abused or neglected in any way, we are required by law to call the Children's Protection Agency and report it. We, as a staff, have yearly training in what steps or measures should be taken in such situations. Parents should understand that filing a report is considered a request for an assessment of a suspected incident of abuse or neglect. A report is not an established fact, but rather the beginning of a helping process for children and families. If a staff person suspects any kind of abuse, they are required to make an oral report by telephone (or otherwise) to the local office of the Children Services Division, or to a law enforcement agency. If parent(s) have any questions about this policy, please contact the Extended Day Coordinator or the Children Services Division.

Section 3: Important Policies for Parents

Notice of Nondiscrimination

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), as well as all other non-discrimination laws, Friendship Public Charter School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

For further information on notice of non-discrimination, visit <http://wdrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3491. Also, the District of Columbia Human Rights Act, approved December 13, 1977 (DC Law 2-38; DC Official Code §2-1402.11(2006), as amended) states the following: Pertinent section of DC Code § 2-1402.11:

It shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for a discriminatory reason based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual.

The following person has been designated to handle inquiries regarding Friendship PCS' non-discrimination policies:

Tamika Maultsby, Deputy Chief of Compliance
1400 First Street NW, Suite 300
Washington, DC 20001
(202) 281-1700
tmaultsby@friendshipschools.org

To file a complaint alleging discrimination on one of these bases, please contact the District of Columbia's Office of Human Rights at (202) 727-4559 or ohr@dc.gov

School Safety Omnibus Amendment Act of 2018 (SSOAA)

The School Safety Omnibus Amendment Act of 2018 (SSOAA) requires schools to adopt and implement policies to prevent and address child sexual abuse by staff and student-on-student sexual harassment, assault, and dating violence. It also requires schools to provide training for staff at the time of hiring and at a minimum every two years thereafter on student-on-student acts of sexual harassment, assault, and dating violence. Additionally, schools must provide information for parents/guardians on recognizing the warning signs for student-on-student sexual harassment, sexual assault, and dating violence, as well as effective, age-appropriate methods for discussing such topics with students.

Please refer to the Policy section of our website to review Friendship's comprehensive Policy for Preventing and Addressing Student Sexual Abuse by Staff and Policy for Preventing and Addressing Student-on-Student Acts of Sexual Harassment, Sexual Assault, and Dating Violence for the 2020- 2021 school year.

The following person has been designated to handle inquiries regarding Friendship PCS' School Safety Omnibus Amendment Act:
Tamika Maultsby, Deputy Chief of Compliance
1400 First Street NW, Suite 300
Washington, DC 20001
(202) 281-1700
tmaultsby@friendshipschools.org

AUTHORITY AND APPLICABLE LAW

Federal Law

- Every Student Succeeds Act of 2015, 129 Stat. 2120, 20 U.S.C. §7926
- Title IX of the Education Amendments Act of 1972 (Title IX), 20 U.S.C. §1681 et seq.

DC Law

- School Safety Omnibus Amendment Act of 2018 (D.C. Law 22-294, D.C. Code §38-951.01, et seq.)
- Anti-Sexual Abuse Act of 1994 (D.C. Law 10-257; D.C. Code §22-3001, et seq.)
- Mandated Reporting Requirements (D.C. Code §4-1321.02)

- D.C. Official Code §4-1501 et seq. (Criminal Background Checks for Government Services to Children)
- D.C. Human Rights Act of 1977, D.C. Code §2-1401 et seq.

DC Regulations

- 6-B DCMR §400 et seq. (Government Personnel Suitability Requirements)

Title IX of the Education Amendments of 1972 (“Title IX”)

Title IX is a federal law that requires equal treatment on the basis of sex, free speech and academic freedom, due process of law, and fundamental fairness. Title IX prohibits discrimination on the basis of sex, including sexual harassment and extends to admission and employment. Any of the following constitutes sexual harassment under Title IX:

- Quid pro quo harassment by a school district employee in the form of conditioning an educational benefit or service upon a person’s participation in unwelcome sexual conduct.
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal educational access to the school’s education program or activity.
- Any instance of sexual assault as defined in the Clery Act, 20 U.S.C § 1092(f), dating violence, domestic violence, or stalking as defined in the the Violence Against Women Act, 34 U.S.C § 1092(f) and 12291 (a) (“VAWA”).

All inquiries regarding Title IX should be directed to the following person who has been designated as the Title IX Coordinator:

Rebecca Jarboe Maniscalco, Esq.
Associate General Counsel
1400 First Street NW, Suite 300
Washington, DC 20001
(202) 281-1797
rjarboe@friendshipschools.org

Please additionally refer to the Policy section of our website to review Friendship’s comprehensive Title IX Policy for the 2020-2021 school year.

Policy and Procedure for Complaints Regarding Sexual Harassment under Title IX

The procedures outlined below establish how informal and formal complaints regarding discrimination on the basis of sex or sexual harassment as defined above will be investigated and resolved. If the alleged conduct does not fall under Title IX, it will be addressed under the school’s general grievance procedures with supportive measures provided. These procedures are intended to provide for a prompt and equitable resolution of complaints as well as the provision of supportive measures offered to the Complainant. Procedures related to employees are addressed in the Friendship PCS staff handbook.

Who May file: Any person, including a student, parent or visitor, who believes they have been the subject of discrimination on the basis of sex or sexual harassment may make an informal or formal complaint.

FORMAL COMPLAINT

Any person who believes that they have been the subject of sex discrimination or sexual harassment may file a written Complaint with the Title IX Coordinator or if unable, may request that the Title IX Coordinator document in writing the allegations.

Upon written notice of the allegations submitted by the Complainant or documented by the Title IX Coordinator an investigation of the alleged discrimination or harassment, including sexual harassment as defined above will take place unless the parties after receiving written notice of the allegations agree to an informal resolution process outlined below.

The Title IX Coordinator will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent upon commencement of the Formal Grievance Process.

The written notice will identify the subject of the complaint, the time frame/date(s) of the occurrence and the resolution or relief sought. The written notice will be signed and dated by the Complainant or Title IX Coordinator. As soon as possible and prior to the initiation of the investigation, supportive measures will be offered to ensure complainant’s continued access and participation in their educational program and activities.

As soon as possible, Friendship PCS will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation.

INFORMAL RESOLUTION PROCESS

Friendship PCS recognizes that most if not all disputes are capable of being resolved amicably in an informal process. If both parties, after receiving written notice of the allegations voluntarily agree in writing to an informal resolution process, such as mediation, a full investigation will not take place but instead a mediation will be scheduled. However, at any time prior to a Resolution being reached, either party has the right to withdraw

and resume the Formal Grievance Process outlined below. Informal Resolution Process is not permitted in the instance of allegations that an employee sexually harassed a student.

FORMAL PROCESS

If both parties do not agree to an informal resolution process then a formal resolution process will take place. Upon the filing of a Complaint, the Title IX Coordinator will provide both the Complainant and the Respondent with written notice of the allegations as well as an equal opportunity to select an advisor (who may be but does not have to be an attorney).

A thorough and impartial investigation of the matters outlined in the complaint will be conducted by trained personnel who will evaluate all evidence without pre-judgment or bias for Complainant or Respondent. Each investigation will consist of obtaining written evidence, interviewing witnesses and allowing parties to submit and review evidence throughout the investigation.

All matters relating to the investigation and/or the alleged discrimination or harassment are considered confidential and will not be disclosed to persons not involved in the investigation except as required by law.

During the investigation the law requires that the Respondent be presumed innocent until a final determination is made. All evidence will be considered and the standard of "preponderance of the evidence" will be applied in the determination of whether the Respondent is determined to have committed a violation of Title IX.

Following the completion of the investigation which will be undertaken promptly and completed in as short amount of time as possible, each party will receive a written determination regarding responsibility and explain the basis for the determination. If the Respondent is found responsible for sexual harassment, the school will implement effective remedies for the Complainant.

APPEAL

If either party is not satisfied with the outcome of the investigation and findings in the of a written determination they may appeal the determination by notifying the Title IX Coordinator in writing within three (3) school days of receipt written determination.

No less than three Chiefs or Directors of FPCS will hear the appeal. A written copy of the disposition of the appeal shall be sent to each concerned party within seven (7) school days of receipt of the appeal.

A grievant who is not satisfied with the process or response or does not wish to utilize this process may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures. The regional office for the District of Columbia is located at 400 Maryland Avenue, SW, Washington, DC 20202 and can be reached at (202) 453-6020 phone; (202) 453-6021 fax.

Prohibition Against Retaliation

Friendship PCS will not tolerate or permit retaliation against a Complainant who files a complaint pursuant to this policy. Immediate action will be taken against any person found to have retaliated against a grievant that has made a complaint.

Section 4: Student Discipline & Termination

Discipline Procedures

The Friendship Cares Extended Day Program adheres to the policies and procedures stated in the Friendship Cares Family Handbook as well as the current Friendship Public Charter School's Parent/Student Handbook. The discipline policy is designed to encourage positive behavior in collaboration with careful adult supervision. The program's rules and simple guidelines are explained to children and they are expected to follow them. The Extended Day Coordinator notifies parents if children are having behavioral problems that need to be addressed by parents and staff. It is our intent to maintain an environment that is safe, friendly, and comfortable for all children and staff.

If children are demonstrating **unacceptable** or **inappropriate** behavior that interferes with this environment the following procedures will be taken:

- 1) If student behavior is disruptive to the group, the student will first receive a verbal reminder of student expectations.
- 2) If student's disruptive behavior continues, the student will receive a verbal warning with redirection focused on proper participation in the current activity.
- 3) If the student's misbehavior continues, the staff member may elect to remove the child from the activity to complete a Student Reflection Form. After reviewing the form, the student and teacher will agree on when the child is ready to rejoin the group.
- 4) If the disruptive behavior continues, the staff member will report the behavior to the Extended Day Coordinator and document the behavior in the Behavior Log. The Extended Day Coordinator will assess the situation and determine further action that may include:
 - a. Discussing the behavior with a parent or guardian;
 - b. Observing the student in a classroom setting; and/or
 - c. Temporary suspension from the program if deemed necessary.
- 5) When necessary, the Program Manager or Parent Support Specialist will be notified for further action and will review all information and schedule a parent conference to discuss the following:
 - a. Behavior Management Plan;
 - b. Specific parental intervention; and/or
 - c. Temporary removal from the program (by the parent) if deemed necessary.
- 6) If the plan is not followed, another conference will be held to include the parent, student, Extended Day Coordinator and Program Manager or Director, Office of Extended Learning (if necessary) to discuss:
 - a. Reassessment of the plan to re-establish a commitment to the plan on the part of the staff, parents and/or student;
 - b. Re-evaluation of the appropriateness of the student's participation in the program; and/or
 - c. Termination from the program.

Staff/Student Interaction Prohibitions

Staff are prohibited from using any of the following forms of discipline:

- Spanking or other corporal punishment;
- Cruel or severe punishment including humiliation, intimidation, verbal or physical abuse or neglect;
- Depriving children of meals or snacks;
- Disciplining a child for soiling or wetting clothes;
- Lying to children or promising what cannot be delivered;
- Labeling children and using such labels in a wrongful manner; and
- Breaking confidentiality by talking about children or their families inappropriately in front of another person, staff member, child, or parent.

If you feel any of our staff have committed any of these acts, please contact our Compliance Manager line at 202.281.1714.

Suspension and Termination

Friendship Cares can temporarily suspend or terminate a student per the request of an Extended Day Coordinator for the following circumstances in addition to disciplinary issues:

- Language, attitudes, actions, or omissions on the part of parents/guardians that jeopardizes the effectiveness of the program or make the Friendship Cares staff feel unsafe or threatened;
- Behavior (i.e. physical threats, abuse, fighting, or derogatory remarks) on the part of the child, parent, caretaker, or family member which is deemed detrimental to the other children or staff;
- Non-payment of weekly fees;
- Two or more weeks of consecutive absences not due to illness of child;
- Five days missed within a month for parents receiving DHS subsidy; and
- A pattern of consistent late pick up of your child(ren).
- Student leaving building after school ends instead of transitioning directly to aftercare. (Students enrolled in Friendship Cares cannot leave building at the end of the school day and try to return back for aftercare.)

Families can be suspended or terminated for the following as well if there is failure to:

- Comply with the Friendship Cares policies, regulations, and/or recommendations;
- Meet DHS requirements regarding residency, income, employment, or school status (government subsidized slots only);
- Submit a valid and updated health, dental form and additional forms needed annually; and
- Submit valid and up-to-date documents. Falsifying documents is illegal.

Withdrawal Notice

One-week advance notice **in writing** is required to withdraw your child from the Friendship Cares Before and Aftercare program. Failure to provide written advance can cause you to incur the normal tuition expenses until advance notice is given.

Daily Schedule

PreK3 – PreK4 (Monday thru Thursday)

3:30 – 4:00	Pick Up/Transition
4:00 – 4:45	Dinner
4:45 – 5:15	Academic Block (Read Alouds, Math Concepts)
5:15 – 5:45	Enrichment Activities/Educational Games
5:45 – 6:00	Dismissal

Kindergarten and Up (Monday thru Thursday)

3:30 – 4:00	Pick Up/Transition
4:00 – 4:45	Dinner
4:45 – 5:15	Academic Block (Homework Help or online math & reading programs)
5:15 – 5:45	Enrichment Activities/Educational Games
5:45 – 6:00	Dismissal

All Grades (Early Release Friday)*

12:00 – 6:00

*Supper served at 3:30 pm.

*Academic and enrichment blocks are extended.

*daily schedule may vary slightly by campus

Important Dates

Friendship Cares Closure Days

On the days listed below, Friendship Cares Extended Day Program will be closed in observance of a holiday or professional development for Friendship Cares staff. The weekly fee still applies for that particular week regardless of the holiday or professional development.

Monday, September 4th – (H)

Monday, October 9th – (H)

Friday, October 13th – (PD) *Before Care Only

Friday, October 27th – (W) *Before Care Only

Thursday, November 10th – (H)

Friday, December 8th – (SAE)

Monday, January 15th – (H)

Friday, March 22nd – (W) *Before Care Only

Friday, April 12th – (PD)

Monday, May 27th – (H)

Friday, June 7th – (SAE)

KEY

(H) Holiday

(PD) Professional Development

(SAE) Staff Appreciation Event

(W) Staff Wellness Day

Thursday, June 6th – Last Day of Friendship Cares for 2023-2024 SY

Friendship Cares will NOT operate during the following extended breaks:

Thanksgiving Break - Wednesday, November 22nd to Friday, November 24th

Winter Vacation - Friday, December 22nd to Monday, January 2nd

Spring Break – Monday, April 15th to Friday, April 19th

Friendship Cares Extended and Full Days

Throughout the school year all Friendship Public Charter School campuses have Early Release Fridays, meaning the school day ends at 12:00 pm. On most Early Release Fridays, Friendship Cares operates extended aftercare at no additional cost, starting at 12:00 pm and ending at 6:00 pm.





**Friendship Public
Charter School**
GRADES PRE-K3 TO 12

Community Office

1400 1st Street, NW | Suite 300 | Washington, DC 20001
Office 202.281.1700 | Fax 202.986.9247