

Wingspan Arts Afterschool Policies

To provide a safe, fun, and enriching Arts Afterschool Program:

Wingspan Arts Afterschool Mission: The Wingspan Arts Afterschool Program (“Wingspan Arts”) aims to connect the arts to life by offering high-quality, arts-based teaching and learning opportunities to its students within the structure of a safe, fun, and enriching afterschool environment.

Inclusion Statement: The Wingspan Arts Afterschool Program is a network of inclusive arts communities. Inherent in our mission is the commitment to building a creative environment for all learners. We strive to meet the needs of our diverse student population by working closely with families and schools to ensure students are supported both individually and as a community of artists. We look forward to working with you and your student!

Snack Policy: All Wingspan Arts students are offered a daily snack during the first part of afterschool, immediately following school dismissal. The snacks provided follow the nutritional guidelines of the USDA. Please understand that without access to refrigeration, most Wingspan Arts-provided snacks are dry items, storable at room-temperature.

Wingspan Arts does not permit its Teaching Artists or Site Staff to provide food outside of the daily snack. Students can bring an additional snack, but students cannot share snacks or food brought from home. Special events during the semester are the occasional exception to this snack policy; student participation in said events, however, will be regulated by the Site Director pending permission from the student’s family and Wingspan Arts’ knowledge of documented food allergies.

Please note, these same rules are not applicable to any cooking class offered as part of Wingspan Arts.

Late/Early Pick-Up Policy: Wingspan Arts Afterschool Program operates through official permits with the Department of Education. To be in compliance with the terms of the permits, all students must be picked-up and signed-out from Wingspan Arts by 6pm (5:45pm when specified by the school). In instances of anticipated or known lateness, we encourage all families to immediately make contact with the Site Director by calling, texting, or e-mailing the site phone. If a Wingspan Site Staff member is unable to stay with a student after 6pm, the student will be escorted to the nearest police precinct.

A late-fee of \$1 per minute will be assessed for the first 3 late pick-ups. After the 3rd incident, the fee is increased to \$2 per minute. These fees can be paid in cash directly to the Site Director or will be charged to the credit card on-file (with cardholder’s permission). All fees must be paid within 2-weeks of the date(s) in question.

If a student is consistently picked-up after 6pm (more than 4 times), Wingspan Arts will initiate conversations with the family about reducing a student's registration or removing a student from the program.

In order for students to succeed in the Wingspan Arts Afterschool Program, it is necessary for them to fully participate in their registered daily arts class. Students are expected to attend the entire class, with the understanding that consistent early pick-ups from class (more than 4 times), may result in reduced registration or program removal.

Dual registration with any program that consistently infringes on a student's full participation in Wingspan Arts will also be prohibited.

Occurrence of Lateness	Fee	Payment/Consequence
1-3 times	\$1 per minute	Paid to SD within 2-weeks
4 th time	\$2 per minute	Paid to SD within 2-weeks
More than 4 times	\$2 per minute	Reduced registration or program removal

Communication with Wingspan Arts: Please e-mail afterschool@wingspanarts.org with any safety or staff concerns, registration or financial issues. For any limited/short-term attendance issues, please communicate directly with the appropriate Club Wingspan e-mail or Site Phone (specific school contact information available at wingspanarts.org).

Medical/Injury: If a student sustains an injury requiring medical attention and either the emergency contact cannot be reached or the situation necessitates an immediate response, a Site Director will obtain the necessary emergency medical treatment with the understanding that the family be notified as soon as possible.

If a student requires medication to be administered with the assistance of a member of the Wingspan Arts Site Staff, a Medical Release Form must be submitted by the student's family.

Social Media and Technology Policy: For the safety of our students, Wingspan Arts does not condone relationships between Teaching Artists or Site Staff and students through social media, or any other online activity without the explicit permission of that student's parent or guardian. If a Teaching Artist desires to use social media or any online activity (including, but not limited to: email accounts, websites, or chat rooms) with their students, the Wingspan Arts Education Team will send parental consent forms.

Wingspan Arts is a phone-free environment. All students' personal phones must be kept in backpacks throughout the entire afterschool day.

Photography and Representation: Throughout the afterschool program, students may be photographed and/or recorded by Wingspan Arts personnel or its authorized agents exclusively for internal and/or promotional use. Images of students will also be shared within the school community, with private links sent exclusively to Wingspan Arts families.

Field Trips: Some afterschool classes may involve trips outside the school building supervised by Wingspan Teaching Artists and/or Site Staff. All families will be notified of said trips in advance, and unless separately and previously arranged by the family, every registered student will be expected to participate.

Note: All Half-Day programming follows separate procedures for registration and it is not guaranteed or expected that all students will participate.

Behavior Policy: Wingspan Arts largely follows the Citywide Standards of Intervention and Discipline Measures as published by the New York City Department of Education.

Progressive Infraction Levels	
Level 1	Uncooperative/Noncompliant Behavior
Level 2	Disorderly Behavior
Level 3	Disruptive Behavior
Level 4	Aggressive or Injurious/Harmful Behavior
Level 5	Seriously Dangerous or Violent Behavior

The Wingspan Arts Afterschool Program is based in small-group work and ensemble participation. Wingspan Arts expects all students to engage in the different activities during the Program. The Site Director will regularly initiate conversations with family members about student participation.

All incidents (behavioral, medical, etc.) are documented through an Incident Report system (to be monitored internally by the Wingspan Arts Education Team). These reports are only available to families and/or schools by special request.

If a student's behavior is deemed unsafe, Wingspan Arts actively works with its staff and the family to identify methods to re-focus student engagement.

If an incident is assessed as an emergency (medical, physical altercations, personal health issue, etc.), a Site Director will immediately communicate with a student's family.

If an incident involves repeated or escalating unsafe behavior, a Wingspan Arts Education Team staff member will communicate directly with a family and the school about a student's participation in the program to attempt new strategies to re-engage a student. At this time, specific behavior intervention plans will be discussed, as well as the potential for a student's reduced schedule of classes or full removal from the Wingspan Arts Afterschool Program.

Wingspan Arts is not a mandatory program, and the arts-based, small group structure will not prove successful for all students. With the intention of providing a fully accessible arts-based Afterschool Program, Wingspan Arts will do everything possible to create a successful program for all students. This is with the understanding that certain accommodations or realities might be prohibitive for the safety of all students, and appropriate consequences and registration decisions will be necessary based on Wingspan Arts informed observations of a student's participation.