

Always Learning at Longfellow (ALL)
Policy Document for Parents, last updated 6/1/19

- First aid and emergency response: The OSA has a first aid kit. If the child has an injury that requires first aid or other medical attention, teachers will communicate that with the OSA and the child's parent. If it is a true emergency, the OSA or teacher will call 911. ALL does not have access to student epipens that are stored in the Longfellow nurse's office. Please send your child to ALL prepared as they would for any non-District 97 activity. If your child attends Hephzibah and has an epipen stored with Hephzibah, they do have access to that epipen during ALL.
- Snacks: The ALL instructor will ensure students are able to eat a snack, if students bring a snack from home. ALL does not provide snacks. Here is where the snack should be eaten:
 - If the class is in the **gym**, students should eat their snack in the hallway outside the gym, prior to entering the gym. There should be no food eaten in the gym.
 - If the class is in the **auditorium**, students should eat their food in the annex (hall on the side of the auditorium). There should be no food eaten in the auditorium.
 - If the class is in the **media center**, students should eat the food in the hallway outside of the media center. There should be no food eaten in the media center.
 - If the class is in a **classroom** or the **staff lounge**, students are able to eat it in those areas.
 - As always, the food needs to be nut-safe and not shared among students.
- Behavior: While participating in ALL, students are expected to be able to:
 - Follow directions and communicate their interests and needs.
 - Treat staff and students with respect.
 - Be willing to participate in activities with other children.
 - Participate in ALL activities without needing significant behavioral support.

If your child has any special needs or behavioral issues that their ALL instructor should know about, please indicate in your registration form. While ALL takes place in the Longfellow building, we are a separate entity and independent from the school district. If your child receives special services or accommodations through District 97 (i.e., an IEP, behavior plan, etc.), we do not have access to those records or documents. We will do our best to accommodate special needs learning, but we are limited in what we are able to provide in this setting. As far as discipline, ALL instructs teachers that there should be no physical punishment or threats of physical punishment. Teachers will redirect the children through instruction, training, and verbal cues. If significant behavior problems arise in

class, ALL reserves the right to dismiss from the program after speaking with the parents and making reasonable efforts at accommodation within our capacity. If there are specific strategies or accommodations that have helped your child succeed in a school or recreational setting, please share those specific requests with us on your registration form.

- Cancellations: Whenever District 97/Longfellow School is closed due to weather or other emergency closures, ALL classes will not take place and missed classes will not be made up. No refunds will be issued, and ALL teachers will be paid for these classes. If a teacher has an emergency and is unable to attend class, the ALL on-site assistant will supervise and lead the students in a simple activity that may or may not be related to the original class topic. This should almost never happen, but if it does, refunds will not be issued. Classes might be cancelled due to insufficient enrollment or other reasons.
- Refunds: No refunds will be given after the first week of class.
- Background checks: All instructors and volunteers have a background check on file with District 97 if they aren't already district employees.
- OSA: An On-Site ALL Assistant (OSA) is paid to be on-site during all ALL classes. She can help with any unexpected situations that arise and will contact parents as needed, as well as help with attendance and dismissal.
- Attendance: After the school bell rings, students will proceed to the PKP hallway at 3:00 (2:30 on Wednesdays). Each instructor will take attendance and immediately notify the OSA of any absences. The OSA will be in the PKP hallway to assist with contacting the office/parents if a child doesn't show up.
- Dismissal: After the ALL class ends, teachers will bring the kids down to the lobby by 4:05 (3:35 on Wednesdays) and make sure that all of the kids are signed out by parents/walk home/go to Hephzibah/picked up by Clubhouse. If a child walks home alone, they should sign themselves out. If no dismissal information is indicated, the parent or guardian is expected to pick up and sign out the child. Kids can be removed from the program, with no refund, if their parents/guardians pick them up late. Please be sure that you pick up on time and always sign out your child.
- Contact: If you have questions or concerns, or would like to volunteer, please reach out to the volunteer ALL team at longfellow.all@gmail.com