



MENTORING ALLIANCE
AFTER SCHOOL

PARENT HANDBOOK

2024 - 2025 School Year





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WELCOME TO AFTER SCHOOL!

Thank you for registering your child for Mentoring Alliance After School! We are eager to serve your family this summer and we hope that this packet equips you with all the information you need for a fun and smooth experience.

If you have any questions or concerns, please do not hesitate to reach out!

Prior to the first week of school, please direct all communication to our main office:

Mentoring Alliance

903-593-9211

info@thementoringalliance.com

Once school has begun, please direct communication as follows:

**Payment or registration
related questions:**

Mentoring Alliance

903-593-9211

info@thementoringalliance.com

**All non-payment, non-
registration questions:**

Please contact the specific after school location your child is enrolled at. This contact information is available online, or in-person at each site.

PAYMENT INFORMATION

Paying for After School

There are 3 ways to pay for after school:

- Set up automatic drafts using a debit card or checking account (Best option)
- Pay online through your parent portal
- Pay in person at our office with a card or money order

Upon enrollment, there is a non-refundable registration fee.

Financial Aid & Discounts

Mentoring Alliance offers income-based financial aid. The easiest way to apply is to select the financial aid option during the enrollment process. You will be asked to upload a recent copy of your 1040 tax return**. Our team will review your application and reach out. Mentoring Alliance also offers other discounts for multiple children enrolled, teachers and more.

**Families with CCS Assistance may instead upload their eligibility certification to apply for financial aid. Mentoring Alliance cannot directly accept CCS payments, but in most cases our financial aid is equal or better.

PAYMENT INFORMATION

Payment Due Dates

Payments are due two Fridays before the enrolled week of after school. You will receive an invoice one week prior to each payment due date.

Please refer to the payment chart on the following page, or log in to your parent portal to see when your payment(s) will be due.

Late Payments

If a payment is not received by the due date, we will attempt to contact you via phone and email.

If payment has not been received by 2 P.M. on the Wednesday after the due date, your child will be un-enrolled from the After School program.

If you choose to re-enroll, any past due balances must be paid and an additional registration fee will be due at the point of re-enrollment. Please note, repeated failure to keep accounts current could be grounds for discontinuing any financial assistance or discounts.

If you have a unique circumstance or need, please contact us as early as possible.

PAYMENT SCHEDULE

Payments are due bi-weekly, on or before the following dates:

8/2/24 (1 wk payment only)	1/10/25
8/16/24	1/24/25
8/30/24	2/7/25
9/13/24	2/21/25
9/27/24	3/7/25 (Tyler) 3/14/25 (Waco)
10/11/24	3/28/25
10/25/24	4/11/25
11/8/24	4/25/25
11/29/24	5/9/25
12/13/24	



ENROLLMENT INFORMATION

Waitlist

If the specific after school location you want is full, you can be put on a waitlist. If a spot opens up, we will contact waitlisted parents in order.

These openings are time-sensitive; if you are contacted about an available spot, you have a limited amount of time to respond. Please respond promptly.

Absences

Refunds or credits are not offered for partial weeks attended. The After School program is not billed on a per-day basis; the weekly fee is the same regardless of how many days your child attends that week.

If your child needs to miss a week or more of After School, please contact us.

Enrollment Changes or Cancellations

Any enrollment changes or cancellations must be communicated at least two weeks in advance in order to receive a refund. This allows us time to contact families from the waitlist.

Transportation

In most cases, our After School programs are limited to students who attend that school during the day; however, in some cases transportation may be provided for students from other school campuses. If your child will be transported to another campus to attend After School, please notify your child's school of this change before their first day of attendance.

WHAT YOU NEED TO KNOW FOR A DAY AT AFTER SCHOOL

What does a day at After School look like?

The daily schedule will differ depending on your location and other factors such as age of your child. But generally, here is what you can expect:

- An afternoon snack
- Time to play games and have fun with friends
- Daily homework assistance or reading time
- Weekly social-emotional development lessons
- Weekly small group Bible study time (if opted in during enrollment)

Pick-up Information

The After School program operates from 3:00 PM to 6:00 PM, and you may pick up your child at any time during the program. Most of our locations dismiss from the cafeteria of the school; park next to our A-frame sign and call or text the posted phone number, and we will bring your child out to you!

Note: Until we get to know you, please have your ID ready during pick-up. Students will only be released to authorized pick-ups who are 16 years of age or older. You can add or remove authorized pick-ups through your parent portal.

WHAT TO BRING & WHAT NOT TO BRING

What to send with your child every day:

Please label all items with your child's name.

What to Bring	Description
Backpack and other school items	Anything your child brings with them from the school day will be stored until they need it.
Seasonally appropriate clothing	As weather permits, we will have outdoor play time daily. Please ensure your child is appropriately dressed for the season.
Water bottle (optional)	All of our sites have access to water fountains, but your child may prefer to carry their own water bottle.
Snack (optional)	A snack and drink is provided daily, but you may send an alternative (or additional) snack for your child. No peanuts or tree nuts - see next page.
Bible (optional)	If opted in during enrollment, each student will participate in a small group Bible study.

If you have any emergency medication to drop off, please let our staff know directly. Please do not send medication in your child's backpack.

Items not allowed at After School:

- Cash
- Cell phones, iPads or other electronic devices
- Pocket knives or other sharp objects
- Toys
- Heelys, skateboards, etc

MEDICAL INFORMATION

Nut-Free Program

To protect students with severe nut allergies, Mentoring Alliance After School is nut-free. This includes anything made from or containing peanuts or tree nuts, such as peanut butter or almond butter.

Medical Care

If your student is injured or becomes ill at after school, our staff are first-aid and CPR certified and are available to tend to their needs. In the event of a medical emergency, we will call 911.

Medication

MA After School is only permitted to store and administer epi-pens, inhalers, and insulin.

Medication must be in the original container and clearly labeled with the child's name, the medication name, dosage and instructions, and the name of the prescribing physician. We cannot accept or administer expired medications.

Sick Students

For the health and safety of all students and staff, we ask that you do not send your child to school and/or after school if they have the following symptoms:

- A fever of 100 F or higher
- Vomiting
- Diarrhea

If a student becomes sick during the after school program, they will need to be picked up. Sick children may return when they have been symptom-free for 24 hours without the use of medication.

ADDITIONAL INFORMATION

Mandated Reporting

State law requires anyone who suspects child abuse or neglect to report their concerns to the Department of Family and Protective Services or a local law enforcement agency. Mentoring Alliance adheres to state law and will promptly report any suspected abuse or neglect.

Severe Weather & Extreme Temperatures

In the event of severe weather or extreme temperatures, MA After School will take all necessary steps to ensure students are kept safe and healthy, such as providing more frequent water breaks and changing activity schedules to limit or eliminate time outside.

Right to Dismiss

Mentoring Alliance reserves the right to dismiss a student from any of our programs for any reason. Please see the behavior and action overview and the camper code of conduct on the next page.




CONDUCT POLICY

Student Code of Conduct

We encourage you to reinforce these expectations with your child. Following these expectations will allow for all students to have a safe, fun time at after school.

- I will follow instructions
- I will be respectful and kind with my words and actions
- I will keep my hands and body to myself
- I will stay with my group and counselor
- I will not bring toys or electronics to after school
- I will keep my shoes and clothes on at all times

Any behavior which disrupts the after school program and/or threatens the safety and well-being of a student or staff member could result in disciplinary action as outlined below.

BEHAVIOR REPORTING AND ACTION OVERVIEW			
Type of Report or Action	Official Write-Up	Suspension	Expulsion
Who oversees and approves the action?	Site Director or Area Director	Director	Executive Director
	3 Write-ups* <small>*Discretion not to suspend</small>	Suspension for 1-3 days <small>(or up to no more than 5 days with approval)</small>	
	4 Write-ups	Discussion of second suspension	
	5+ Write-ups	Automatic Suspension for 1-3 days <small>(or up to no more than 5 days with approval)</small>	Discussion of expulsion
When is automatic action merited?	Uncontrollable violent behavior, Harm to another child or staff, Significant Property Damage, Bringing drugs, alcohol, or weapons to program, Discretionary Issues		Any attempted or actual sexual activity, violence, or abuse

If you have any questions, please reach out to the Site Director or Area Director for your location.



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[THEMENTORINGALLIANCE.COM](https://thementoringalliance.com)