



# TFS PARENT HANDBOOK

Fall 2023 Edition

The Fishing School  
4737 Meade St., NE  
Washington, DC 20019  
202-399-3618  
[www.fishingschool.org](http://www.fishingschool.org)

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advancing students engaging parents supporting schools



Congratulations on your choice of after school programming for your children. The staff of The Fishing School has planned a terrific mix of academic, social, cultural and recreational experiences that will keep your children fully engaged for the school year. Participants will also receive grade level instruction in math and reading to support their academic skills.

Your full participation is critical in ensuring that the participants come prepared for the wonderful activities we have planned. You will be required to attend an orientation session to learn about The Fishing School, our expectations of you and your children, as well as our plans for the afterschool program. Please partner with us to ensure a safe and healthy environment for your children as well as their full cooperation during programming.

All programs are FREE of charge, we just ask that participants come each day willing to learn and have fun!

Sincerely,

Leo Givs,  
Executive Director



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## About the Fishing School

The Fishing School prepares public elementary and middle school students for success in high school and life by improving their academic performance and life skills; and engaging them and their parents in intensive, multi-year, and research-based out of school time and parent engagement programs and activities.

We believe that education is the foundation for success. TFS's community-supported programming helps participants achieve academic success and improve their performance in school by providing them with supplemental academic instruction, targeted tutoring, homework assistance, test preparation, life-skills training, recreation and cultural enrichment.

TFS believes all children should have the opportunity to grow, learn and develop to their fullest potential. We recognize and accept each child as a unique individual having their own rate of growth and development, with their own strengths and challenges.

To assist all children in achieving their potential, our staff and instructors are committed to providing high quality after-school and summer programming that includes academic skill building, hands on activities, critical thinking, and project based learning.

The goal of TFS is to expand opportunities for 1<sup>st</sup> to 8<sup>th</sup> grade children participating in our elementary afterschool and middle school programs. We aspire to provide them with positive role models in a safe, healthy and warm environment. Our qualified and caring staff members supervise age appropriate activities. Realizing the value of quality care and guidance during these impressionable years, the staff works to help each child:

- Become academically proficient
- Become good citizens at school, home and in their communities
- Remain persistent to reach their goals in school and beyond

We also value the involvement and engagement of the parents/guardians and family members of each child. We believe that through a strong partnership with our participants' family, we help each child achieve their goals to the fullest.



## Program Design

Our program runs Monday through Friday and is designed to create opportunities for children to develop academic and social skills as well to have FUN! Our weekly schedule of activities is divided into three key areas: academic enrichment; life skills; and recreation. We use a positive youth development approach to guide learning and include children in making choices about their afternoons.

### Academic Enrichment

Each week, participants will be scheduled for at least 8 hours of academically enriching activities. These include:

- *Intelliseeds online math and reading tutorial* – this online curriculum provides individualized lessons (i.e. multiplication practice, determining cause and effect) to help participants increase their math and reading skills. We assess skills twice during the program year to help align lessons to the unique needs of each child. We also work with school day teachers and administrators to ensure that we are reinforcing concepts that will support school day progress.

**NOTE:** *Intelliseeds* lessons are available FREE to participants at home! Your school's Fishing School Site Manager will provide access codes to you during the beginning of the school year, so your child can continue his or her progress at home.

- *STEAM (Science, Technology, Engineering, Arts and Math) Projects* - These project themes rotate about every 6 weeks and are very hands-on, introducing youth to science concepts, while building math and reading skills.
- *Homework help* - Homework assistance is offered at least four days per week, for at least half an hour each day. During this time, students are required to start their homework. We cannot guarantee that students will complete all of their homework in the allotted time. If time remains at the end of the day, students are encouraged to continue their homework.
- *Read Aloud & Shared Reading* - TFS has added read alouds (grades 1-2) and shared reading (grades 3-8) to the afterschool curriculum. Using culturally responsive texts, the read aloud books are specifically chosen to align with the standards being taught during the day and TFS' life skills themes. This component is aimed at developing students' language skills, reinforce their reading and comprehension skills, and most importantly foster a love for reading and learning.



- *Historically Black Colleges & Universities (HBCU)* - We use the Historically Black College and Universities as a foundation to expose our elementary students to college and various aspects of the college going process. This new HBCU element is a 45 minute bi-weekly college exploration component that alternates with the current Life Skills lessons.

## Life Skills

Each week participants will be afforded an opportunity to learn about their personal talents, learn to become a caring community and/or how to work in positive ways with each other.

Participants' positive behavior is also guided throughout the program day. When a participant shows respect, perseverance and personal talents, he/she may receive a Fins Award. Fins Awards are handed out on Fridays during The Fishing School Rally.

## Clubs and Recreation

Club activities include fun, creativity and learning. We offer four unique clubs: Sports club, Technology club, Fitness club, and Do It Yourself Club. Students will select their club of interest at the beginning of the year and remain in that club throughout the year. In addition to weekly club activities, participants will have time to play on playgrounds, through organized games and in special events throughout the week.

## Special Events/Parent Engagement Events

We host a minimum of three family-centered special events throughout the year. These include a Literacy Night in the fall; Math & Science Night in the spring; and an End of Year Showcase in June.

## Meals

Through our partnership with the school, either a snack or supper is provided daily. We will not be able to provide a menu for parents, thus it is important that each parent fill out the allergy or food restriction information for your child on his or her registration form, so that we can ask for accommodations.

## Culture of Wellness

The Fishing School's culture of wellness has three stated goals:

1. Promoting health education and healthy behaviors;
2. Offering healthy food to students; and
3. Increasing physical activity of students

The Fishing School's Culture of Wellness supports the development of the whole child. Our after school day includes daily physical activity and movement breaks, and we celebrate



the achievements of our students through non-food celebrations. Please help us encourage a culture of wellness by sending only healthy snacks with your child.

## Sample Daily Schedule

The table below provides a sample schedule of a typical day in our program including all the program elements described above. A specific schedule for your child's school will be provided at the beginning of the year and any changes will clearly be posted.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>3:15 – 3:45</b>	Rally/Exercise	Rally/Exercise	Rally/Exercise	Rally/Exercise	Rally/Exercise
<b>3:45 – 5:00</b>	Academics <ul style="list-style-type: none"> <li>• Reading &amp; math games</li> <li>• Blended Learning</li> </ul>	Academics <ul style="list-style-type: none"> <li>• STEAM</li> <li>• Blended Learning</li> </ul>	Clubs	Academics <ul style="list-style-type: none"> <li>• Lifeskills</li> <li>• Blended Learning</li> </ul>	Clubs
<b>5:00 – 5:30</b>	Supper	Supper	Supper	Supper	Supper
<b>5:30 – 6:00</b>	Homework	Homework	Homework	Homework	Fun Friday/ FINS Awards





## Parental Involvement

We believe that without parent engagement and involvement, children cannot succeed to their full potential. That is why we encourage parents to become involved in so many ways. Below is a list of all the ways in which we encourage parental involvement:

- *One-to-one Meetings* – These are conducted at the beginning of the school year so we can get to know you, your child and discuss joint goals for your child. Our Parent Engagement Manager will set up time to call you or meet you to talk in person.
- *Regular newsletters and email updates* – We keep in contact with you to provide information about your child's progress. Please provide the best way to keep in touch with you, so we can always keep you updated.
- *Volunteer Opportunities* – We offer many opportunities for parents to volunteer – whether in person or in other ways, such as cooking for a potluck, etc. These opportunities will be posted.
- *Special Events* – (see special events description in the Program Design section above)
- *Parent Advisory Committee* – We want to create a group of parent advisors to guide our programming at each site. Parent advisors meet at least twice a year and provide feedback on program structure and activities. Your Parent Engagement Manager will provide information about how you can become involved.
- *Parent Workshops* – We work with our partners to bring additional information to you about how to support your child's success. These groups may offer a series of workshops or single events. Your Parent Engagement Manager will provide a schedule of workshops that are available.
- *Office Hours* – Your Parent Engagement Manager will be available during designated hours to discuss any needs or challenges parents or students may be facing in our program. Additional information will be provided to parents at the beginning of the school year.

Our staff is always available to talk to you about your needs and the needs of your children. Please contact your Site Manager with questions. The Site Manager's contact information is located at the top of the school calendar you have received. You can also contact our main phone number at our headquarters site. That information is also provided below.



Parents may wish to attend field trips, class parties, or events, but must provide their own transportation and pay admission fee, if off site.



# Program Policies and Procedures

## Staff and Contact Information

Each school site is overseen by a Site Manager, who is a part-time employee of The Fishing School. They are supervised by our Senior Program Manager, who reports to the Director of Programs and the Executive Director.

Site Managers oversee part-time instructors, volunteers and interns that support the children. Our instructors are vigorously screened, each instructor also receives extensive training in supporting academic skills, managing group behavior and creating a fun learning environment. Each program site has a designated staff person certified in CPR and First Aid. Volunteers and interns are likewise screened, trained and certified.

### Headquarters Information:

Address: 4737 Meade St., NE, Washington, DC 20019  
Phone: 202-399-3618  
Fax: 202-396-1040  
Website: [www.fishingschool.org](http://www.fishingschool.org)

## Days and Hours of Operation

Our program is held Monday through Friday and starts at the end of the school day. Please contact your Site Manager for information on your school's program start and end dates for this school year.

## Admission

A child is not officially enrolled in TFS until the following steps have been taken.

1. The parent has registered their child/children for afterschool programming through DCPS (if applicable)
2. We have received a *completed* TFS registration form
3. A parent has signed our parent commitment form
4. TFS notification is provided that the child(ren) have received a spot in programming
5. A parent and/or guardian has attended a mandatory orientation session within one month of application. A link to access our mandatory orientation session is provided in our enrollment application.



Parents and guardians are required to disclose all medical, physical, or behavioral issues at the time of the child's enrollment. Any change to this information must be communicated to TFS immediately and the participant's documents will be updated. We do not accept children whose parents refuse to allow transport in case of an emergency. We do this for your child's safety.

## Registration Fee

For the last 25+ years, TFS has not charged parents a registration fee. TFS has to raise funds throughout the year to provide high quality programming for participants. For the Elementary Afterschool Program, it costs TFS \$2,000 per participant. This school year will serve approximately 400 participants at four school sites.

Our founder, Tom Lewis began the agency on the vision of providing a safe haven during the out of school hours. We continue to work hard to maintain that vision. All we ask in return is a family commitment to abide by our policies and procedures and to participate in the programs as needed.

## Attendance Requirement

Participants must attend, on average, 4 days a week (80%) in order to meet our minimum requirements. We also request that you allow your child to attend the program through closing time, 6:00 pm. Each day, we provide homework help, our Intelliseeds program, STEAM (Science, Technology, Engineering, Arts and Math) activities, Life skills activities, or club time, and recreation.

When children can fully participate, we can better ensure that they have received all the program offerings and support that our structure provides. If you must pick up earlier than 5:30 pm, please notify your Site Manager. If a child's attendance falls below 80% for a month, the student's parent will be contacted via note home or phone call to remind them of the attendance policy. Additionally, if a child's attendance falls below 80% for a second consecutive month, the student will be dis-enrolled from The Fishing School program. If a parent has communicated in advance of a special circumstance (e.g. family vacation, illness) the Site Manager may make an exception. If a child is absent from school, they are assumed absent from The Fishing School and no note of excuse is required. If a child is present during school, but absent for The Fishing School, they must provide a note or phone call from a parent/guardian that excuses their absence.

The following is our attendance policy:

- Each child must attend a minimum of four (4) days each week
- Pick up before 5:30 pm requires prior approval from the Site Manager
- Pick up before 4:00 pm counts as an absence for the day



## Withdrawals

Parents wishing to withdraw their child/ren may do so at any time. A one-week notice, in writing, is requested. TFS management reserves the right to dis-enroll a child at any time for excessive absence, disciplinary issue(s), or other reason(s).

## Supervision of Children

At TFS we believe in small group settings to ensure safety and quality programming. We strive to meet a ratio of 1:15 adults to students.

TFS meets or exceeds the staff-child ratios set forth by the District of Columbia's participant-staff ratio standards. Absent staff or instructors are covered by substitutes or the Site Manager. Please take the time to get acquainted with all personnel.

Children may run errands inside the building or use the restroom alone or in groups of no more than three children, as long as the following conditions are met:

- Children are within hearing distance of a staff member
- The staff member checks on the children regularly until they return
- The child(ren) have a TFS hall pass
- As long as the participating site agrees with the aforementioned conditions

## Sign-out/Pick up Policy

To maximize the services we offer to children we request that children remain in the program through 6:00pm. Early pick-up is very disruptive to the rest of the participants and reduces the experience for our youth. Please advise your Site Manager if you need to pick-up your child before 5:30pm on any given day.

**All participants must be picked-up by 6:00 pm.** All participants who are picked-up **must be signed out by either the parent or an authorized person** listed in the pick-up section of the TFS enrollment application. TFS will only release your child to people listed on that form. Photo ID will be requested of all people requesting to pick up a student, per DCPS Policy.

At the time of pick up, parents/authorized persons are required to sign the child out and make contact with their child's supervising staff member to ensure that staff is aware that the child has been picked up. Please do not call, blow your horn, or send in a youth sibling to pick up your child. Parents/authorized persons are responsible for the supervision of their child before sign-in and after sign-out. All parents and authorized persons must be listed on TFS' application and present identification at the time of pick-up.



All children authorized to “walk” home or sign themselves out will be released at 5:45 pm. Only children whose parents have indicated on TFS’ application that they can walk home independently will be released to walk home on their own. All other students are required to wait for a parent or authorized person to pick them up.

Parents/guardians must state any changes to the sign-out/pick-up arrangement, in writing, using our Program Amendment Form available on our website.

## Custody Agreements

If there are custody issues that pertain to your child, you must provide TFS with original court documents indicating the party with permission to pick up the child. TFS may not deny a parent access that is listed on the registration form, without original court documents.

## Late Pick-up Consequences

A late fee of \$1.00 per minute, per child, for every minute past 6:00, per child is calculated. A child cannot return to the program until the late fee is paid. **All fees must be paid to the site manager before the start of programming on the following day.** Payments must be made in cash or money order ONLY. If a child is picked up late on any three occasions in the school year, your child may be dis-enrolled from the program.

## Stranded Child Policy

If we have not been notified that a child will be picked up late, staff will begin calling parents/guardians and then those persons authorized to pick up the child, if the child remains at the program site for more than 15 minutes after closing. If we are unable to reach a parent/guardian or authorized person within one hour of closing, we reserve the right to contact Child Protective Services and/or other appropriate authorities.

## Mandated Reporting of Abuse

All staff members are mandated reporters of child abuse. If any staff member has suspicions that a child is being abused or neglected, they **MUST** make a report to Child Protective Services. The safety of the child (ren) is always our primary focus.

## Field Trips/Transportation of Children

From time to time, field trips are planned for program participants. Information about these activities will be provided at least three weeks prior to the event. Parents must provide



written permission for their child (ren) to attend. In some cases, parents can attend field trips with their child (ren), but all cost associated with the trip (transportation and admission fees) are the responsibility of the parent. Parents interested in attending field trips must provide TFS staff with advance notice.

## Behavior Policy

We believe that helping children learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will always be treated with care and respect.

The primary behavior guidance we provide is positive reinforcement (commenting on children doing the “right” thing) and positive redirection (changing the activity choices) will be used.

If a situation arises where a child is consistently endangering themselves, peers or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The Director will be in communication with the parents prior to this occurring. The following are the steps taken before disenrollment:

### 1. Cool-down

- The participant will receive two warnings prior to being placed in a supervised area on their own for one minute per age of the child (e.g. a 6 year old will ‘cool out’ for 6 minutes, a 7 year old, 7 minutes, etc.).
- Cool-down will be followed with discussion between the Instructor or Site Manager and the participant and a writing reflection or other appropriate consequence

### 2. Conversation with Site Manager (Office Referral)

The participant is escorted to the After School office to meet with the Site Manager to discuss the behavior and issues at hand.

### 3. Verbal Notification to Parents

If the participant is placed in cool-down or has to be reminded repeatedly about the rules of conduct, **in** one day, or several times in one week, the parent will receive a verbal notification.

### 4. Behavior Contract/Suspension

Following the repeated need to discuss a participant’s behavior with the parent/guardian, the participant will not be allowed back into the program unless they, and their parents, agree to sign a behavior contract. This is an outline of expectations and consequences for failing the contract or passing it. Both the participant and the parent need to sign the terms and conditions in order for the contract to be valid. Both signatures must be on the contract





before a child comes back into the program. A child's signature alone will not be acceptable.

If the participant is placed in Cool-Down three times in one day or a participant has a third infraction for the week, the participant can be suspended for a given amount of time depending on the behavior. Parents will be verbally notified on the day of the event.

**DO NOT ADMIT LIST** – TFS will work with our partner schools to offer as much support as possible. However if a student is demonstrating excessive disruptive behavior and/or behavior that jeopardizes their safety and the safety of others during the school day, that student may be placed on the Do Not Admit List and will be **unable** to attend programming for the day of the infraction. If your child (ren) is placed on the list, you will be notified and required to pick the student up.

## 5. Disenrollment

Continued failure to follow rules will result in the participant forfeiting the right to participate in the Afterschool Program. The Fishing School reserves the right to terminate a child's enrollment for disciplinary or any other reason at any time.

## Anti-Bullying Policy

The Fishing School has established a culture of respect and safety. As part of this commitment, The Fishing School will incorporate bullying prevention messages and efforts into all aspects of its operations that serve youth or that support youth serving operations. In addition, The Fishing School has adopted an official anti-bullying policy. The policy, in its entirety, is available for viewing upon request.

### The Fishing School's definition of Bullying:

The Fishing School defines bullying as any severe, pervasive, or persistent act or conduct whether physical, electronic, or verbal that:

1. May be based on a youth's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, place or residence or business, or any other distinguishing characteristic, or on a youth's association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and
2. Can reasonably be predicted to:





- a. Place the youth in reasonable fear of physical harm to their person or property;
- b. Cause a substantial detrimental effect on the youth's physical or mental health;
- c. Substantially interfere with the youth's academic performance or attendance; or
- d. Substantially interfere with the youth's ability to participate in or benefit from the services, activities, or privileges provided by an agency, educational institution, or grantee.

#### How to Report Bullying or suspected bullying:

Youth, parents, guardians, and community members are encouraged by The Fishing School to report any incidents of bullying that they witness or become aware of. Reports of bullying may be made to [info@fishingschool.org](mailto:info@fishingschool.org), 4737 Meade St. NE, Washington DC, 20019, the Site Manager, the Director of Programs, or through an anonymous phone call to 202-399-3618.

Reports of bullying by youth, parents, guardians and community members may be made anonymously, but disciplinary action cannot be taken by The Fishing School solely on the basis of an anonymous report, though such a report may trigger an investigation that will provide actionable information. All oral reports received as part of this process will be transcribed into writing.

The Fishing School staff can assist in reporting incidents of bullying and can be reached at the respective Fishing School site.

## Suspension

The Fishing School is committed to using positive behavior intervention and alternative strategies to address unwanted student behaviors. However, the following are grounds for immediate suspension and possible removal from the program.

- Student engage in an aggressive fight with another student or staff member. This includes punching, slapping, choking, or kicking.
- Student leaves the program without permission or without informing staff.

Students who demonstrate continual behavioral issues may also be suspended from the program. In these events, students will only be suspended after a parent/guardian has been previously informed of these behavioral issues. Continued behavior issues that may lead to suspension are as follows:

- Student continually disrespects staff and/or peers
- Student continually uses inappropriate language



- Student engaged in several small fights and has a difficult time keeping his/her hands off peers
- Student refuses to participate in program activities

## Zero Tolerance Policy

If a child violates any of our Zero Tolerances, then an authorized person will be notified to pick up the child immediately. Walkers will be allowed to leave upon parent permission. These acts will lead to immediate disenrollment from the Program:

- Possession of illegal drugs, alcohol, and/or tobacco
- **Possession of firearms or any recognized weapon**
- Possession of fireworks or explosives to include but not limited to firecrackers, rockets, sparklers, party poppers, etc.
- Inappropriate sexual behavior
- **Leaving the program or the program's premises without permission**

## Accidents/Emergencies

TFS has devised several procedures to follow in the event that an emergency would occur while a child is in the care of TFS. In the event of a fire, or natural disaster, staff will follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to follow to assure that children have arrived at the designated spot.

Parents will be contacted as soon as possible to come and pick up their child (ren). If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information. In the unlikely event that there would be an environmental threat, or a threat of violence, the staff will secure the children in the safest location possible, follow the directions given by the proper authorities, and contact the parents as soon as the situation allows.

There is always one staff member present that has received training in First Aid and CPR. In the case of a minor accident/injury, staff will administer basic first aid. If the injury/illness is more serious, first aid will be administered and the parents will be contacted immediately to assist in deciding an appropriate course of action. If the injury/illness is very serious, staff will contact 911 and then the parents. A staff member will accompany the child to the hospital, with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

TFS staff will complete and submit documentation to their immediate supervisor within 24 hours, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be



transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child.

## Management of Illness

In alignment with DCPS and our partner schools, we encourage students to adhere to preventive measures designed to minimize the transmission of communicable disease (i.e. use tissues for coughs and sneezes, and wash their hands before eating). Parents of a child displaying any of the following symptoms will be contacted for possible referral for medical examination, as these symptoms may indicate the beginning of a communicable disease.

- Temperature of 100 degrees F – in combination with any other signs of illness
- Diarrhea (more than two abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound) Sore throat or difficulty swallowing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness

Please notify the Site Manager if your child has a communicable disease. Parents will be notified by letter, posted notice, and/or telephone of any communicable diseases within the Program.

## Medication

**TFS staff does not administer or provide any medication to students.**

### Policy at DCPS Sites

The school nurse's office is open until 4:30 pm at each of our DCPS partner schools. If your child needs medication or treatment during that time, TFS staff will ensure that your child is released from class to go to the nurse's office, where the school nurse will administer the medication or treatment. If medical attention is needed after the nurse's office is closed, DCPS protocol requires a designated DCPS Staff person to contact the on-call nurse for phone consultations.



### **Policy at Non-DCPS Sites**

When the Director or Head of Schools is on-site, TFS staff will take the student to the Director to receive their medication. In the Director's absence, TFS instructors will immediately call the parent and/or guardian as well as contact 911 for emergency assistance.

### **All Sites**

Parents of students who use inhalers or who may have a condition that leads to anaphylaxis shock, must complete the Asthma or Anaphylaxis Action Plan accordingly. Only those students which have prior written consent, as noted on the Action Plan, may carry and self-administer an inhaler or EpiPen as needed.

## **Inclement Weather**

TFS follows the DCPS inclement weather and closing schedule. If DCPS or a non DCPS partner school is closed, our program is canceled at that site. Closings and early dismissals will be posted on the DCPS and school's website.

We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) reaches 32 degrees or lower or rise above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor activities. **Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside.** Staff will be actively engaged with the children during outdoor activities. Children well enough to attend the Program are considered well enough to engage in outdoor activities unless otherwise notified.

## **Toys/Electronics Policy**

Toys and electronic devices (mp3 player, iPod, iPad, and/or other tablet etc.) are prohibited at TFS. If students bring these items to school they must remain in their book bag during program hours. All toys and electronic devices are the sole responsibility of the student. **TFS is not responsible for lost or broken toys or electronics (including cell phones).** We will allow cell phones for emergency calls only. However, if the cell phone becomes a distraction or is improperly used, TFS will give a verbal warning. If the behavior continues, we will hold the phone until a parent comes to pick up the child. We will inform parents on arrival if a participant's phone is taken for misuse. **For the safety of all persons in the program, TFS reserves the right to examine the contents of backpacks, totes, etc.**



## Clothing

All children must be dressed appropriately, in order to be able to participate fully in the program activities. It is especially important that children wear shoes that are secured on their feet like sneakers or strapped sandals.



## Parent Handbook Acknowledgement Form

I \_\_\_\_\_, parent/guardian  
of \_\_\_\_\_ attended the mandatory Parent  
Orientation on \_\_\_\_\_ and agree to being informed of and receiving  
information regarding the following policies:

I received and agree to all policies included in the Parent Handbook, including, but not  
limited to:

\_\_\_\_\_ Attendance Policy  
\_\_\_\_\_ Late Pick Up Policy  
\_\_\_\_\_ Stranded Child Policy  
\_\_\_\_\_ Behavior Policy  
\_\_\_\_\_ Child Abuse Policy  
\_\_\_\_\_ Toy/ Electronics Policy

I agree to have my child follow all The Fishing School program guidelines and understand  
that any violation on my child's part may result in suspension and/or termination from  
The Fishing School. I also understand that my child will sign an agreement and will be  
expected to honor it.

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

\_\_\_\_\_  
Date