



# SWAN

# After-School

# Program Parent

# Handbook

## TABLE OF CONTENTS

<b>I. INTRODUCTION</b>	<b>4</b>
A. Program Mission	
B. Program Overview	
C. Program Calendar	
D. Important Phone Numbers	
<b>II. ARRIVAL, DISMISSAL &amp; ABSENCES</b>	<b>6</b>
A. Arrival	
B. Early Dismissal/Appointments	
C. Dismissal	
D. Absences	
E. Illness	
<b>III. OTHER USEFUL INFORMATION</b>	<b>8</b>
A. Staffing	
B. Emergency/Accident Procedures	
C. Medications and Special Needs	
D. Parent and Family Involvement	
E. Field Trips	
F. Miscellaneous	
G. Cell phone policy	
<b>IV. COVID 19 PROTOCOL</b>	<b>10</b>
<b>V. DISCIPLINE CONTRACT</b>	<b>14</b>



Dear SWAN Parent or Guardian:

We are happy that you have decided to enroll your child into the SWAN After-school Program. SWAN is a registered 501c3 non-profit organization with over 26 years of Mandarin teaching experience in Manhattan Lower Eastside.

Our goal is to provide the necessary resources to children in order for them to achieve maximum potential of their Mandarin proficiency. To aid this process, it is imperative that you, as a parent/guardian, become involved in the educational process to ensure a successful learning experience for your child. It is very important that you and your child understand the policies of the after-school program.

Your help, commitment and establishing a collaborative relationship between SWAN and your home will help us serve your child well in after-school. We have found that receiving support at both After-school and home plays an important role in the educational success of our students. We look forward to a very exciting year and to getting to know you. We encourage you to become involved by volunteering in the program in any way you can.

Our staff is committed to the growth and development of every student in SWAN. We want to encourage your support for our staff and consistent communication to let us know if you have any concerns or questions. Our afterschool program is a family business.

**Please read and review with your child. Please return all signature pages to Billy Villegas, After-School Program Coordinator on and before 9/8/2022.**

Thank you for your support,

**The Shuang Wen Academy Network**



## **I. INTRODUCTION**

### **A. Program Mission**

Shuang Wen Academy Network (SWAN) helps students from varied social, economic, and ethnic backgrounds develop proficiency in Mandarin Chinese, and acquire a greater understanding of Chinese culture, so they can become better global citizens in an increasingly competitive and demanding international environment.

### **B. Program Overview**

SWAN began its After-school Chinese immersion program with just 40 students in 1998. Since then, SWAN has been providing Chinese language enrichment instruction to more than 8,000 students.

Every afternoon, our students enjoy grade-level Mandarin language instruction in the SWAN after-school program. SWAN students graduate with the ability to speak, read and write Chinese. And, many SWAN students are statewide winners of national speech and cultural competitions. They also serve as cultural ambassadors to China and Taiwan.

In addition to Mandarin studies, students have the opportunity to participate in fee-based chess and ukulele lessons. And, to build deeper appreciation of Chinese culture, students also engage in Lunar New Year performance, Calligraphy Contest, and Cultural Arts Activities.

SWAN offers three levels of Mandarin classes for students participating in our afterschool program: beginner, intermediate, and advanced. Students in the beginner class will learn basic Mandarin conversation skills and how to read and write 37 Chinese phonetic symbols and 50 basic Chinese characters. The intermediate class helps students develop the skills of forming and using Chinese phrases and short sentences. The advanced class furthermore enhances students' Mandarin skills to the levels of long sentences and paragraphs. In the 2021-2022 school year, 140 students participated in SWAN afterschool program and 98% of them met the expectations and learning goals set for different levels of classes.

### **C. Program Calendar**

SWAN After-School Program follows the calendar of the New York City Department of Education. The important dates are as below:

Date	Holiday	Note
September 8, 2022	First Day of Afterschool	
September 12, 2022	First Day of Nest+M Afterschool	



September 13, 2022	First Day of CBE Afterschool	
September 26, 2022	Rosh Hashanah	No Afterschool
September 27, 2022	Rosh Hashanah	No Afterschool
October 5, 2022	Yom Kippur	No Afterschool
October 10, 2022	Indigineous Day, Columbus Day	No Afterschool
November 8, 2022	Election Day	No Afterschool
November 11, 2022	Veteran's Day	No Afterschool
November 24, 2022	Thanksgiving Day Break	No Afterschool
November 25, 2022	Thanksgiving Day Break	No Afterschool
December 9, 2022	Last Day of Trimester 1 at CBE	
Dec 26 - Dec 30, 2022	Christmas and Holiday Break	No Afterschool
January 2, 2023	New Year's Day	No Afterschool
January 16, 2023	President Day	No Afterschool
January 23, 2023	Lunar New Year's Day	
January 31, 2023	Spring semester Begins	
Feb 20. - Feb 24, 2023	Mid-Winter Recess	No Afterschool
April 6, 2023	First Day of Passover	No Afterschool
April 8 - April 14, 2023	Spring Recess	No Afterschool
April 21, 2023	Eid al-Fitr	No Afterschool
May 29, 2023	Memorial Day	No Afterschool
June 8, 2023	Chancellor's Day	No Afterschool
June 9, 2023	Clerical Day	No Afterschool
June 19, 2023	Juneteenth	No Afterschool
June 27, 2023	Last Day of Afterschool	



#### **D. Important Phone Numbers**

Please feel free to contact us at any time. We look forward to getting to know you and making the after-school program a wonderful experience for you and your children. If we are unable to answer the phone, please simply email us at [info@swan-nyc.org](mailto:info@swan-nyc.org)

##### **Swan Main Office**

**90 Bowery St. 2nd floor, New York, NY 10013**  
**Tel: 646-998-5786**  
**Email: [Info@swan-nyc.org](mailto:Info@swan-nyc.org)**

## **II. ARRIVAL, ATTENDANCE, DISMISSAL & ABSENCES**

#### **A. Arrival**

Day school classroom number and teacher's name must be received by 9/2/22(Friday) or on the first day of after-school **before 12pm**. Pick-up location from each school site is determined by the day school office. SWAN and Day School Office communicate before the first day of school to ensure a safe and smooth transition. If you wish to see your child before being picked-up by the SWAN team, please notify the office ([info@swan-nyc.org](mailto:info@swan-nyc.org) or telephone 646-998-5786) before 12pm on the day of and meet us by your child's dismissal location. The pick-up ratio is 1:10 and parents/caregivers are welcome to chaperone the "walking pick-up team" but not the "van pick-up services". It is important for parents to give us a **3-hour advanced notice** to allow coordination and communication to the pick-up staff.

#### **B. Day School & After-School Early Dismissal/Appointments**

- If you plan to leave day school early and not attend the after-school, you must notify SWAN staff by email at [info@swan-nyc.org](mailto:info@swan-nyc.org) or telephone 646-998-5786 before 12pm.
- **Day School Planned Early Dismissal** – While SWAN services families in district 1 and 2, early dismissal days vary between schools. On day(s) of your child's early dismissal schedule, parents are responsible to arrange drop-off at True Light. For on-site after-school program, your child's after-school schedule is determined by day school, please check with the school office.

**After-School Early Pick-Up** is not encouraged but permitted **BEFORE** 5:15 pm, please call 646.998.5786 and wait outside by your child's after-school location. Doors are locked between 3:30 pm to 5:30 pm.

**If you are picking up early (between 3:30-5:15pm), please follow these procedures:**

1. Call at 646-998-5786

2. Give the office staff your name, your child's name and the grade of your child.
3. SWAN after-school staff will contact your child's classroom (*You may not go to your child's classroom*).
4. Sign your child out with SWAN staff (*Your child may not leave the school building without the sign-out with SWAN staff*).

To keep our children safe, it is very important that we follow this procedure and minimize the number of adults walking throughout the building. *Be prepared to wait!* Your child will need to clean up his/her table/seats after his/her activity before leaving the classroom and depending on the activity, this can take longer than expected.

### C. Dismissal

Your cooperation during dismissal is necessary to ensure that you and your child(ren) are safe. Dismissal is 5:30 pm with the **LAST PICK-UP** sharp at 6 pm. Late pick-up fee applies on and after 6:01 pm, \$5 for every 5 minutes per child.

We understand that there are times when emergencies arise and that you may not be able to pick up your child in a timely manner. If you know that you will be late for dismissal, you must call or send message to the SWAN office at 646-998-5786

**\*\*\* Important Note:** After-school program ends at 5:30 pm with the **last pick-up** at 6pm sharp. SWAN staff works very hard each day. It is important for the staff to be able to leave on-time. The **late pick-up fee** applies to parent who arrives on and after 6:01 pm, \$5 for every 5 minutes per child (example, if a parent arrives at 6:01 pm for their 2 children, \$10 fee will be collected). In the event that no one can be found, the 5<sup>th</sup> Precinct will be called and the child will be brought there for the family member to pick up.

### D. Absences

In the absence of your child, please notify the SWAN office at 646.998.5786 or email @ [info@swan-nyc.org](mailto:info@swan-nyc.org) as soon as possible. At the same time, the office will notify the pick-up team. Please note, students are **not permitted** to leave at 2:40 pm without prior written consent or without a phone call to the SWAN office or staff. For P.S. 124 and After3 if your child is present in regular day school but missing from after-school without a note, we will contact you. If your son or daughter leaves the school building without a note, we will contact you. **Also, we will not release your child without prior notification from you!**

### E. Illness

If your child exhibits a symptom of sickness and may possess the possible risk of spreading infection to other children, your child will be removed from the classroom and remain with an appropriate staff. Parent/guardian will be notified immediately and it is important that you arrive promptly to pick up your child.

### **III. OTHER USEFUL INFORMATION**

#### **A. Staffing**

We have compiled a strong group of professional men and women who will work with your children on a day-to-day basis and who are committed to the success and education of your children. Some members of our staff hold PhD in Early Childhood Education from TC Columbia, MA in TESOL from NYU, Education degree from college and/or have more than 10 years of Chinese language teaching experience in New York City.

#### **B. Emergency/Accident Procedures**

In the rare instance that your child is hurt in any way or there is an emergency, he/she will be brought IMMEDIATELY to a SWAN Staff. The After-School Program Coordinator or a SWAN teacher will take care of your child. Further, a few key program staff have been certified in CPR and first aid. Any injuries, whether small or more serious type, the parent/guardian will be immediately notified by phone. If the parent/guardian cannot be reached, the emergency contact from the application will be called. If no one can be reached, a letter will be sent home in the child's book bag or via email. The After-School Program Coordinator will fill out an accident report. These accident reports will be kept on file in the child's personal file in the afterschool office. For serious medical problems, staff will call 911 immediately.

#### **C. Medications and Special Medical Needs (MAT licensed sites only)**

**AWAN does not administer any medications on site.** If you prefer for your child to administer his/her own medication (i.e. Asthma pump), a specific health form must be completed. These forms are available from the Program Coordinator from the SWAN main office.

#### **D. Parent and Family Involvement**

We encourage all parents/family members/guardians to become involved with the SWAN After-school Program. Research has shown again and again that students with involved parents are more successful. Even though some students might not admit it, kids want their parents to be concerned and involved with their education and life. This gives them a sense of security because they know that their parents care enough to go that extra mile. If you would like to donate your time in any type of form, please let the Program Coordinator know.

## F Miscellaneous

- ***Day School Homework Policy***

Every afternoon from 3:00 pm – 3:45 pm, time is given to students to have snacks brought from home and day school homework. Please note, SWAN after-school teachers will not assist on day school homework. Instead, teachers can monitor children having a head-start in homework between 3:00 pm – 3:45 pm.

- ***Snack***

Snacks are not provided, please prepare healthy snacks such as fruits and crackers from home for your child.

- ***Withdrawal from SWAN:*** If you wish to remove your child(ren) from the **SWAN After-school Program**, we ask that you make the request in writing. Please note tuition is non-refundable.

- ***Students Personal Files:*** Each student will have his/her own personal file which will include their signed application, any absence notes, a consent form, a medical forms, permission slips and accident reports.

- ***Valuables:*** We strongly encourage all students to leave all valuables at home. Valuables include, but are not limited to: large amounts of money, electronic devices including iPad or any other type of electronic game or any other types of toys. We encourage this policy because it is not only distracting to your child, but also to the students around him/her and because we will not be able to reimburse you if the item is lost or stolen.

- ***Lost and Found:*** If at any time your child loses anything during the Afterschool Program time, a child should go to the lost and found in the community space on the 3rd floor. If the item is not there, we will let you know that the item is not there.

- ***Donations:*** If any parents would like to donate any used laptops, games or playset that are in good condition, please contact Megan Halm, Program Coordinator at SWAN's main office: [info@swan-nyc.org](mailto:info@swan-nyc.org) or at [megan.halm@swan-nyc.org](mailto:megan.halm@swan-nyc.org).

## G. Cell Phone Policy

- Cell phones may be used as set forth below

1. Cell phones may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher
2. Students may not record, tape, film or photograph anywhere on SWAN Afterschool site using cell phones or other electronic devices unless the individual being recorded has consented.
3. Students may not recharge cell phones anywhere in the SWAN Afterschool site.
4. Students are responsible for maintaining the safety and security of their own electronic devices while at SWAN Afterschool Program.
5. During emergency situations, cell phones may be used per after school staff's approval in the following designated areas: SWAN's office.

## **SWAN After-School COVID-19 Protocol**

**Updated 8/11/2022**

The guidelines below are evolving and updated from the CDC and the Department of Health nearly every day. The health and safety of our staff and children continue to be our first priority in the wake of the evolving situation. It is important to come together as a community and support one another. SWAN will continue to update prevention protocol in keeping the school safe for everyone.

\*\*\*\*\*

### **PREVENTING THE SPREAD OF COVID-19**

#### **Everyday Preventative Actions ~**

- o Mandated Hands Washing Routine -**
  - ✓ Immediately after entering the facility with staff assistance**
  - ✓ Every time after bathroom usage with staff assistance**
  - ✓ Before and after snacks with staff assistance**
- o Regular Routine Cleaning – Evening routine cleaning of surfaces every day before closing.**
- o Face Masks – All children, adults, and caregivers are recommended to wear a mask on school premises. **ON** transportation to/from 195 Worth Street (True Light) location, a mask is required to be worn. Please label your child's name on a Ziploc bag with 2 extra masks and give them to the after-school teacher on the first day of class.**
- o Cleaning Station in Each Classroom – Hands sanitizer station is readily accessible for staff and children to maintain good hands hygiene.**
- o **Illness** - Sick children or staff “must” stay home.**
- o Mandatory Reporting to the Executive Director on positive cases of COVID-19 and activate the COVID-19 Safety Plan**
- o On-going Monitoring of Employees –**
  - ✓ Mandatory reporting to supervisor on positive cases of COVID-19 and activate the COVID-19 Safety Plan**
- o On-going Monitoring of CDC and the Department of Health guidelines.**

### **PARENTS DROP-OFF & PICK-UP PROTOCOL**

- o True Light Check-In Station –**

- ✓ In limiting adults from entering the facility, we have one designated staff to greet children as they arrive at True Light.
- ✓ The on-site after-school program follows the DOE official COVID-protocol. Please check with your school office.

## **ACTIVATION OF COVID-19 SAFETY PLAN**

(After a Positive Case has been Confirmed)

- o **Isolate and Quarantine Confirmed Individual –**
  - ✓ Isolate for 5 days, where day 0 is the day of symptom onset or if asymptomatic, the day of collection of the first positive specimen. Day 1 is the day after the specimen was collected.
  - ✓ Individuals who test positive for COVID-19 must isolate for 5 days and can return to school on day 6 if:
    - they have no symptoms
    - overall symptoms are improving.
    - they have no fever for 24 hours without the help of a fever-reducing medication
  - ✓ They must wear a mask until day 10 after symptom onset or date of positive test, whichever is earlier.
  - ✓ Individuals who are moderately-severely immunocompromised should continue to follow standard (i.e., not shortened) Isolation Guidance. Individuals who are unable to wear a well-fitting mask for 5 days after a 5-day isolation should also follow standard (i.e., not shortened) Isolation Guidance.
- o **If exposed to COVID-19 (this means when they were within six feet of someone with COVID-19 for more than 15 minutes in a 24-hour period), quarantine as follows, where day 0 is the last date of exposure:**
  - ✓ Regardless of the vaccination status, students and staff who are exposed to COVID-19 should get tested.
  - ✓ If asymptomatic, they do not need to quarantine and can attend the program.
  - ✓ Test must be at least 24 hours apart on day 4 and day 5 of their exposure
  - ✓ If positive, isolate according to the guidance above.
- o **If Address, Isolate, and Notify–**

- We will not reveal the name of the infected individual(s).
- Send home all children who worked closely with the infected individual (this means when they were within six feet of someone with COVID-19 for more than 15 minutes in a 24-hour period) to get tested at home at least 24 hours apart on day 4 and day 5 of their exposure. Children should be monitored for fever and other COVID-19 symptoms for 10 days after the exposure. If symptoms begin, children should not attend school and should isolate and get tested for COVID-19 again right away.
- Inform other employees and families of the actions SWAN has taken, including requiring employees and children who worked closely with the infected individual(s) to go home. Remind everyone to seek medical attention if they exhibit symptoms.

### **DAY SCHOOL QUARANTINE**

If your child is asked to quarantine by his/her day school, notify SWAN's office immediately at [info@swan-nyc.org](mailto:info@swan-nyc.org). Your child should stay home until he/she is cleared to return to day school. Please communicate with your after-school teacher about missing classwork.

If your child's sibling is asked to quarantine by his/her day school, notify SWAN's office immediately at [info@swan-nyc.org](mailto:info@swan-nyc.org). Your child and sibling(s) should stay home until the day school has cleared the return date. Please communicate with your after-school teacher about missing classwork.

### **PREVENTION OF COVID-19 REMINDERS –**

- o **Keeping sick children home** If your child is exhibiting symptoms of sickness.
- o Do your best to limit large gatherings and socializing.
- o Label your child's name on a Ziploc bag with 2 extra masks and give them to the after-school teacher on the first day of class.
- o Face-covering is strongly recommended on students and staff when indoors: Students and staff, regardless of vaccination status, are required to wear a mask when returning to school on the sixth day after testing positive for COVID-19, through



day 10 after symptom onset or date of positive test, whichever is earlier, including when traveling on a school bus.

- o Carry a bottle of hand sanitizer in your child's belongings.

The health and safety of our staff and children continue to be our first priority. Thank you for coming together as a community and supporting one another.

LAST PAGE of COVID-19 PROTOCOL

## DISCIPLINE RULE

UNACCEPTABLE BEHAVIOR	LEVEL OF SEVERITY
Failure to follow an adult's directions Defiance or talking back to adults Repeated talking out of turn Distracting other students	1-3
Running Loud voices and shouting Destruction of student work Play fighting or wrestling	1-3
Theft/Unauthorized borrowing Littering, graffiti or defacing of student, SWAN Afterschool Program property Misuse of Afterschool equipment (including computers)	4-5
Being in unauthorized places without permission or supervision	3-4
Unexcused Absence 1 Time	3
Unexcused Absence from 2 <sup>nd</sup> Time (2 days' suspension)	4
Lying or deceiving to adult	2-4
Disruptive behavior while traveling to SWAN Afterschool program Violating the SWAN Afterschool Program code of conduct while on public transportation and/or a van	3-5
Using electronics (games, music players, etc) without adult permission	Property will be confiscated and returned to parent
Making or receiving calls or text messages Turning on or checking cell phone without adult permission	Property will be confiscated and returned to parent
Using profanity Using slurs based on race, ethnicity, color, gender, sexual orientation, religion or disability Distributing defamatory materials Discriminatory comments	3-5
Bullying, harassment, or threats Sexual or crude remarks or obscene gestures	3-5
Inappropriate touching Inappropriate displays of affection	3-5
Leaving school grounds without permission	4-5
Fighting for any reason Physical violence of any kind Threatening physical violence	4-5



雙文教育系統  
The Shuang Wen  
Academy Network

Using, selling or distributing tobacco, alcohol, or illegal substances	5
Brining or threatening to bring knives, guns, or other weapons to school or related events	
Falsely activating a fire or other alarm or discharging a fire extinguisher	
Arson	5

SEVERITY	CONSEQUENCE
1	Reprimand/Verbal Warning from the SWAN After-school staff
2	Time-out/removal from activity
3	Note home to parent and/or phone call home
4	Suspension from the SWAN Afterschool Program (meeting with parent)
5	Expulsion from the SWAN Afterschool Program

**Attention: If a student violates numerous behavioral rules simultaneously, the level of severity will increase.**

**\*PARENTS ARE NOT PERMITTED TO APPROACH STUDENTS ENROLLED IN THE SWAN AFTER-SCHOOL PROGRAM REGARDING INCIDENTS INVOLVING THEIR CHILDREN. ALL CONCERNS SHOULD BE ADDRESSED TO SWAN AFTERSCHOOL PROGRAM STAFF.**

**\*SWAN Afterschool Reserves the right to dismiss any student whose behavior continually disrupts the educational process or constitutes a danger to him/herself or others.**

**THANK YOU FOR CHOOSING SWAN**

**I acknowledge that I have read, understand and agree to follow the SY 2022-2023 SWAN Afterschool Program policies and procedures.**

**Print Child's Name** \_\_\_\_\_

**Print Parent's Name** \_\_\_\_\_



雙文教育系統  
The Shuang Wen  
Academy Network

Parent's Signature \_\_\_\_\_