



## **Welcome to the Homework Club**

An afterschool program provided by  
The House Next Door and West Volusia PAL

### **Mission:**

The House Next Door nurtures and empowers families to help build stronger communities.

The mission of West Volusia PAL is to provide quality athletic and educational activities for at-risk children in the greater DeLand area at low or no cost to the participant. PAL is based on the strong belief that youth sports programs help instill positive social and moral values as well as discipline, and contributes significantly to the reduction of juvenile delinquency. If young people are reached early enough in their journey through life, they can develop a strong, positive attitude toward law enforcement and achieve their goals of adulthood and good citizenship.

### **Definition:**

(After School Programs) The HWC will engage school-age children and youth in a variety of social, educational, and recreational activities appropriate to their needs, interests, and abilities.

### **Purpose:**

Children and youth who participate in the HWC (After School Programs) gain the personal and social abilities and attitudes needed to form positive identities, boost self-esteem, build skills, navigate challenging situations, avoid negative behaviors, assume leadership roles, embrace diversity, and establish healthy connections with others in the community.

### **Location:**

Jackson Gym/PAL Facility  
422 S. Delaware Avenue, Deland, FL 32720

## **Hours of operation:**

Monday – Friday, 2:00 pm to 5:00 pm.

(based on early release schedule) Wednesday 1:00 pm to 5:00 pm

*Note: We do NOT allow participants to come and go as they please. Participants are not allowed to leave the complex to go anywhere until picked up by an approved caregiver. Our goal is to keep children safe at all times.*

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## **Daily Schedule:**

- is flexible
- provides stability without being rigid
- allows children and youth to meet their physical needs (e.g., water, food, restroom) in a relaxed way
- allows children and youth to move smoothly from one activity to another, usually at their own pace
- facilitates smooth transitions when it is necessary for children and youth to move as a group.

## **Group A**

### **Monday, Tuesday, Thursday, Friday:**

2:00 – 2:15 Sign- in

2:15 – 2:45 Curriculum/Activity/Snack

2:45 – 3:30 Homework

3:30 – 3:45 Out in group area (transition time)

3:45 – 4:30 Computer/Activity/journaling/reading

### **Wednesday:**

1:00 – 1:15 Sign- in

1:15 – 2:00 Curriculum/Activity/Snack

2:00 – 3:00 Homework

3:00 – 3:45 Out in group area (transition time)

3:45 – 4:30 Computer/Activity/journaling/reading

**Group A and B 4:30 – 5:00 “Free time” such as outside activities.**

## **Group B**

### **Monday, Tuesday, Thursday, Friday:**

3:00 – 3:15 Sign-in

3:15 – 3:45 Curriculum/Group Activity/Snack

3:45 – 4:30 Homework

4:30 – 4:45 Out in group area (transition time)

4:45 – 5:00 (until pick-up) Computer/Activity/journaling/reading/free time

### **Wednesday:**

1:00 – 1:15 Sign- in

1:15 – 2:00 Curriculum/Activity/Snack

2:00 – 3:00 Homework

3:00 – 3:45 Out in group area (transition time)

3:45 – 4:30 Computer/Activity/journaling/reading

**Group A and B 4:30 – 5:00 “Free time” such as outside activities.**

## **HWC Codes of Ethics:**

1. Value and respect each child or young person as an individual in his/her own right, in his/her role as a member of his/her family and his/her role as a member of the community s/he lives in;
2. Respect the relationship of the child or young person to his/her parents, his/her siblings, other members of his/her family and other significant persons, taking account of his/her natural ties and interdependent rights and responsibilities;
3. Facilitate the optimization and development of each individual child or young person to achieve his or her potential in all aspects of functioning;
4. Help each child or young person for whom he or she bears responsibility by preventing problems where possible, by offering protection where necessary and by providing care and rehabilitation to counteract or resolve the problems faced;
5. Use information appropriately, respecting the privacy of children and young people, maintaining confidentiality where necessary, respecting the right of children and young people to be informed of matters concerning themselves and avoiding the misuse of personal information;
6. Oppose at all times any form of discrimination, oppression or exploitation of children and young people and preserve their rights;
7. Maintain personal and professional integrity, develop skills and knowledge in order to work with competence, work co-operatively with colleagues, monitor the quality of services and contribute to the development of the services and of policy.

### **Code of Conduct – Student:**

- Be a good citizen, be honest, fair and always show courtesy and respect to all youth, staff, and visitors.
- No profanity and name calling.
- Youth will practice Positive Action skills.
- No physical fighting, taunting or hitting.
- Youth will treat everyone with respect regardless of race, creed, color, nationality, or sex.
- Youth will follow the established schedule of activities and participate in them with a positive attitude.

### **Personal Items and Electronic Devices**

HWC is not responsible for any lost or stolen personal items or electronic devices. Each participant is responsible for their personal belongings.

**Do NOT leave items unattended at any time.**

### **Program Activities:**

Children and youth have opportunities to participate in a wide variety of engaging and challenging activities.

When children and youth have opportunities to go on field trips or participate in high-risk activities, the program obtains written, signed permission slips from their parents or legal guardians.

### **The program meets the nutritional needs of children and youth by:**

- making drinking water readily available at all times
- serving healthy foods
- offering amounts and types of food that are appropriate for the age and size of children and youth
- providing snacks and meals at appropriate times

**The program ensures the safety of children, youth, and personnel on its premises.**

Personnel support families' involvement in the program by:

- offering orientation sessions for the families of new program participants
- developing and distributing a handbook for families
- keeping families informed about program activities and events
- allowing family members to visit during operating hours to interact with their child. (Program personnel and parents will set aside non-afterschool hours to meet.)
- encouraging families to give input and become appropriately involved with the program

**Connecting with the Family:**

The HWC encourages family participation during our many family activities held throughout the year. Notices on these events will be sent out well in advance. Parents are encouraged to talk with the staff and share any concerns and express any ideas for activities and community events. Youth will participate in community activities through the year that are age appropriate and may have special meaning to specific cultures and historic events. Families are often invited to join in these wonderful opportunities.

**WVPAL Fee schedule:**

Registration Fee: \$25.00 annually: (Sponsored by HWC; No charge to parent)

Activity Fees: (per participant)

Football:	\$20.00 (Flag), \$50.00 (Tackle)
Cheerleading:	\$35.00
Basketball:	\$20.00
Spring Break camp:	\$25.00
Summer camp:	\$ TBD
Sheriff's Youth camp:	\$ TBD (WVPAL week)
Soccer:	\$ TBD
Track:	\$40.00

(Prices are subject to change with a reasonable notice)

## Discipline / Dismissal

Many of the challenges that the staff face day to day can be handled between the child or young person and staff. We always make sure the consequences fits the behavior.

Example:

- Frequently stopping the behavior with a comment such as “that’s enough” usually will end a disagreement
- Going to an office to calm down (time out), then talking to a staff member and deciding on appropriate actions to take
- Conversation with parent / guardian
- Suspension with the number of days to be determined by the Program Director

The primary discipline will consist of:

- Redirection
- Positive reinforcement
- Rewards
- Removal from unsafe situation

When positive discipline fails to get the desired results the following steps are followed:

- 1st time...reminder of expected behavior
- 2nd time...reminder with warning of consequence
- 3rd time...time out
- If same behavior continues they will lose the following; computer time or outside play.

HWC handles disciplinary procedures on an individual basis. It is the responsibility of the parent/guardian to let staff know if the child or young person has a developmental issue or traumatic event so that we can better understand the behavior. If the behavior is *ongoing or extreme* a parent conference will be scheduled.

**HWC holds the right to dismiss any child or young person for extreme behavior if necessary (ex: intentional injury of staff or another child or young person, or damage the property of HWC).**

## **Safety:**

**The program ensures safety during arrivals and dismissals by:**

- Performing a head count and roll call as children get on and off the bus.
- Having all children sign in as they enter the PAL building
- Establishing with the family who is authorized to pick up the child
- Requiring established 'pick up person' sign the child out when leaving. (Pick up person must be 18 years or older and must come into the facility to sign the child out. Arrangements can be made for anyone who is unable to come into the building to sign the child out.)
- Establishing protocols for families or schools to contact the program if children and youth will be arriving late, leaving early, or absent

## **Scholarship Policy:**

WVPAL believes that no player or participant should be turned away due to financial hardship. Please contact Cliff Williams – PAL Program Director for additional information concerning various scholarships that may be available.

For more information on athletic activities, please contact WVPAL.

**One hundred years from now,  
it will not matter what kind of car I drove,  
what kind of house I lived in,  
or how much money I had in the bank,  
but the world may be a better place  
because I made a difference in a child's life.**

*- Author unknown*