

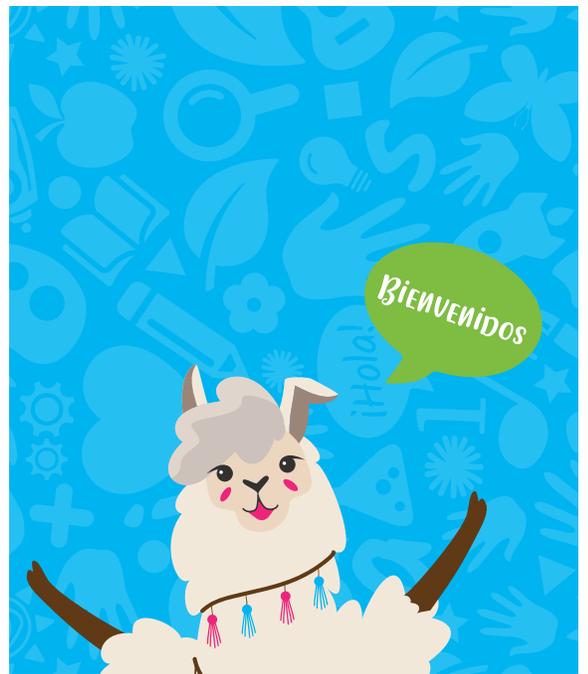


WHOLEKIDS
— AFTER SCHOOL —

FIND US ON



PARENT HANDBOOK





¡AHÓY!





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¡Bienvenidos a Whole Kids After School!

Dear Parents and Students,

Welcome to Whole Kids After School! Excitement is mounting as we embark on an after school journey filled with creativity, learning, and cultural exploration. Our dedicated team is eager to provide your child with enriching experiences that include engaging in Spanish language acquisition, enjoying diverse activities, and developing new skills.

Whole Kids After School is committed to fostering an environment where children can explore Spanish language and culture, cultivate their interests, and build meaningful relationships. It is our goal to create a welcoming and inclusive atmosphere where every student feels valued and has the opportunity to thrive.

We are thrilled about the prospect of starting this wonderful journey with you. An after school experience bursting with language learning, creativity, and fun is just around the corner!

Warm regards,

Your Whole Kids After School Team



About Whole Kids After School

What is Whole Kids After School?

Whole Kids After School is an after school Spanish enrichment program that serves children from Kindergarten through 5th grade. Each day children are welcomed into a warm, safe and loving environment where they continue (or begin) to learn Spanish through high quality and engaging activities in an immersive environment.

Our program is open to children of all Spanish levels, from beginner to fully bilingual. The beauty of an immersion program is that children learn at their own pace. Our educators will challenge each child at their unique ability level.

Our Mission

At Whole Kids After School, we believe in providing a nurturing environment where children can explore their interests, build lasting friendships, and develop essential life skills. Our mission is to create a safe and inclusive space where every child can discover, learn, and grow.

Staff Qualifications

Our experienced and passionate staff members are carefully selected for their expertise, enthusiasm, and commitment to the well-being of your child. All staff undergo thorough background checks and receive training in first aid, CPR, and child safety.

Program Components

We believe that learning is most effective when it's a joyful and engaging experience. Our program is carefully designed to align with our philosophy and commitments, providing a well-rounded and exciting journey for your child.

Spanish Immersion

Building on our commitment to bilingualism, our Spanish program provides an immersive environment where children can further develop their language skills. With native Spanish-speaking instructors, children will engage in activities and conversations that enhance their Spanish proficiency, expanding their linguistic horizons.

STEM Expeditions

Children will embark on thrilling STEM (Science, Technology, Engineering, and Mathematics) adventures,



exploring concepts through hands-on projects like dismantling old electronics, coding, experimenting with Raspberry Pi technology, creating wonders with robotic kits, and much more! We are always integrating new technology into our program. We aim to spark their curiosity and passion for problem-solving.

Artistic Expressions

Our Arts program is dedicated to nurturing your child's creativity and self-expression. Through art exploration, children will have the opportunity to paint, sculpt, play music, dance, perform and engage in a variety of artistic endeavors, fostering their imagination and appreciation for the arts.

Active Play

Physical fitness and sportsmanship are integral parts of our program. Weekly sports and games such as Capture the Flag, kickball, ping-pong, soccer tournaments and various board games not only promote physical well-being but also teach teamwork, coordination, and healthy competition.

Culinary Creations

Our cooking program offers hands-on experiences where children explore the world of food. From measuring ingredients to mixing, baking, and savoring the final product, children will learn modern science,

cooking language, and valuable cooking skills. These experiences help to will foster independence and develop an appreciation for diverse cuisines.

Cultural Discoveries

Children will embark on cultural journeys to explore the diverse traditions and celebrations of Latin America, the United States, and beyond. From Día de los Muertos to Halloween, we'll delve into the "whys" and "hows" of many cultural festivities, fostering a deeper understanding of the rich tapestry of traditions that shape our world.

Social Emotional Skills Development

We focus on developing essential social-emotional skills that empower students to navigate the complexities of human interaction. Through engaging activities and discussions, we'll explore empathy, conflict resolution, self-awareness, and more. Our goal is to equip children with the emotional intelligence needed to build positive relationships and thrive in various social contexts.

These enriching activities are more than just programs – they're gateways to exploration, discovery, and a lifelong love for learning. Each experience is thoughtfully crafted to align with our philosophy and provide a well-rounded, engaging, and educational adventure for your child.



Learning Environment

We offer numerous learning centers for children to explore during their free time. With a wide range of engaging activities and areas to choose from—including a fun LEGO wall, a building center, a coding center, an art and makerspace, an open-ended play area, a cozy reading corner, a construction area, various board games, and even a ping-pong table—children have the freedom to follow their passions and curiosities in the Whole Kids After School program. It's a time for creativity, self-discovery, and fostering a love for learning.

Program Schedule & Logistics

Hours of Operation

Program hours are Monday through Friday from 3:00 p.m. - 6:00 p.m. Program hours for half day camps are 1:00 p.m. to 6:00 p.m., and for full day camps, are from 9:00 a.m. to 6:00 p.m.

Half & Full Camp Days

We're excited to welcome students on all Montgomery County Public School (MCPS) half days and in-service days! Additionally, we offer a fun camp option during spring break for an additional cost. On full days, we often embark on scheduled field trips or immerse ourselves in special activities that take advantage of the longer day.

Camp days are included at no additional cost for children enrolled full-time (5 days per week). For students with a part-time schedule, if a camp day falls on your child's regularly scheduled day, it will be billed at the Scheduled rate. If it falls on a non-scheduled day, it will be billed at the Unscheduled rate. Schedules are selected at enrollment and remain in place unless a [Schedule Change Form](#) is submitted by the 15th of the month prior. Assuming space is available, schedule changes will take effect on the first of the following month and will be billed accordingly.



Calendar & Important Dates

2025-26 CALENDAR OF EVENTS

August 25, 2025	Full Camp Day First Day! – 9–6:00 p.m.
September 1, 2025	Closed – Labor Day
September 13, 2025	Whole Kids FIESTA!
September 16, 2025	Lalo’s Birthday!
September 23, 2025	Full Camp Day – 9–6:00 p.m.
September 26, 2025	Half Camp Day – 1–6:00 p.m.
October 2, 2025	Full Camp Day – 9–6:00 p.m.
October 17, 2025	Full Camp Day – 9–6:00 p.m.
October 20, 2025	Full Camp Day – 9–6:00 p.m.
November 3, 2025	Full Camp Day – 9–6:00 p.m.
November 14, 2025	Bring a Friend Day!
November 24 & 25, 2025	Half Camp Day – 1–6:00 p.m.
November 26, 2025	Full Camp Day – 9–6:00 p.m.
November 27 & 28, 2025	Closed – Thanksgiving Break
December 12, 2025	Winter Showcase Event!
December 22 & 23, 2025	Half Camp Day: Bring a Friend! – 1–6:00 p.m.
December 24 – January 2, 2026	Closed – Winter Break
January 19, 2026	Closed – Martin Luther King Jr. Day
January 26, 2026	Full Camp Day – 9–6:00 p.m.
February 16, 2026	Closed – Presidents’ Day
February 17, 2026	Full Camp Day – 9–6:00 p.m.
February 27, 2026	Half Camp Day – 1–6:00 p.m.
March 20, 2026	Full Camp Day – 9–6:00 p.m.
March 30 – April 2, 2026	Spring Break Camp (Optional – Additional Cost)
April 3 & 6, 2026	Closed – Spring Break
April 15, 2026	Full Camp Day – 9–6:00 p.m.
April 17, 2026	Bring a Friend Day!
May 4-8, 2026	Teacher Appreciation Week
May 25, 2026	Closed – Memorial Day
May 27, 2026	Full Camp Day – 9–6:00 p.m.
June 12, 2026	The Ultimate Year-End Showcase
June 17, 2026	Half Camp Day: Last Day of WKA After School – 1–6:00 p.m.
June 22, 2026	Whole Kids Summer Kicks Off!

Bus Service

We have contracted with MCPS to provide transportation directly to Whole Kids After School from the following schools:

- Ashburton Elementary School
- Luxmanor Elementary School
- Farmland Elementary School
- Garrett Park Elementary School
- Wyngate Elementary School

Upon arrival, one of our team members will warmly welcome your child the moment they step foot off the bus. Please note that if for some reason your child does not arrive when expected or the bus is running late, you will receive a notice from a member of our team. Rest assured that their safety is our top priority.

If your child's school is not on this list, parents are always welcome to collect their child from school and bring them to the program. Additionally, new bus routes may be considered in the future as demand increases and minimum participation thresholds are met.

Check-In/Check-Out Procedures

Checking-In

As your child transitions to our program each day from school, you will receive a Playground notification confirming they have safely arrived. Playground also allows you to stay connected and informed about your child's activities each day.

If your child attends our Whole Kids Academy Kindergarten program, our educators will handle their check-in seamlessly, ensuring a smooth transition to Whole Kids After School.

Checking-Out

At the time of pick-up, please use the Playground app to check your child out of the program. This helps us maintain accurate attendance records and ensures your child's security.

To maintain your child's safety, only individuals listed as Parent or Approved Pick Up in Playground will be permitted to pick up your child. If someone needs to pick up your child, they must be registered and authorized through the Playground app.

Enrollment Information

Registration Process

To register for Whole Kids After School, visit our website by clicking [here](#), then select the "Register Today!" button. You'll be prompted to log in or create an account with Playground in order to complete your registration, pay the registration fee, and begin your child's paperwork.

Tuition Fees

Our program has a registration fee of \$150 and several tuition options to suit varying budgets and scheduling needs.

Annual Tuition Plan

Our annual tuition plan is paid prior to the beginning of the school year and provides the most significant savings.

Days per Week	1	2	3	4	5*
Annual Cost	\$1,436	\$2,825	\$4,168	\$5,511	\$6,251

Monthly Tuition Plan

Our monthly tuition plan is paid the last Wednesday of the preceding month and while still providing a discount over drop in days allows for flexibility from month to month.

Days per Week	1	2	3	4	5*
Monthly Cost	\$155	\$285	\$460	\$575	\$675

*August will be prorated at 35% of the monthly fee and June will be prorated at 50%

Annual & Monthly Tuition Schedule:

Annual	Full payment due by July 30, 2025
Monthly	-
August*	July 30, 2025
September	August 27, 2025
October	September 24, 2025

November	October 29, 2025
December	November 26, 2025
January	December 24, 2025
February	January 28, 2026
March	February 25, 2026
April	March 25, 2026
May	April 29, 2026
June*	May 27, 2026

Drop-In & Camp Days

All camp days are included at no additional cost for children enrolled full-time/5 days per week. For students with a part-time schedule:

- If a camp day falls on your child's regularly scheduled day, it is billed at the Scheduled rate.
- If it falls on a non-scheduled day, it will be billed at the Unscheduled rate.
- Schedules are selected at enrollment and will remain in place unless a [Schedule Change Form](#) is submitted by the 15th of the month prior. Assuming space is available, changes will take effect on the first of the following month and will be billed accordingly.

To make a reservation for an upcoming day, please head to our website and submit the [Drop-In Form](#) on our website by 3pm of the previous business day (e.g. 3pm on Friday for a Monday drop-in day). Please see the rates below.

Additional Rates for Drop-In and Camp Days

Type of Day	Unscheduled	Scheduled
Regular Drop-In Day	\$45	-
Half Camp Day	\$70	\$35
Full Camp Day	\$100	\$65

Wait List

Once the Whole Kids After School program is full, a wait list will be started through our online registration system. When registering for a wait list, please complete

all of the requested information. We will not apply any charges until after a space is offered to your child.

Should a space become available, Whole Kids After School will directly contact families on the wait list in the order in which the wait list request was received. Families will then have 24 hours to accept the available space before it is released to the next name on the list.

Discounts

Sibling Discount – Enroll two or more children in our Whole Kids After School program and receive a 5% discount on your second child's camp fees!

Military Discount – Military families receive a 5% discount on monthly tuition fees! Note: Discounts cannot be bundled with any other offer and only one discount per child will be honored. If you qualify for multiple discounts, the discount that provides your family with the largest amount of savings will be applied.

Change Requests

Please note that annual and monthly tuition payments are non-refundable under any circumstances, including absence, illness, relocation, or school closures. Selected days of the week can only be changed by completing the [Schedule Change form](#) on our website by the 15th of the preceding month.

Late Fees

Please ensure your child is picked up by 6:00 p.m. each day. To honor our staff's time and dedication to your child's care, a late fee of \$3.50 per minute will be charged for pickups after this time, allowing our team to meet their own family and personal commitments.

Program Policies

Code of Conduct

Whole Kids After School is a child-centered community. At our after school program, children thrive in a community where they feel significant and belong. We believe that children are incredibly capable when provided with opportunities to grow. During program hours, they learn to operate within a group,





compromising and practicing good sportsmanship while respecting the feelings of others. A key part of our program involves developing positive behaviors and learning how to navigate challenges effectively.

Challenges are a natural part of life and it is not the challenge itself but how we work through the challenge that is the true learning opportunity for children. Any time a challenge may arise throughout the day, it is easy to jump right in and fix the problem for the child... but what are they learning from this experience?

Our role is not to fix every problem, but to support the problem-solving process and allow children the opportunity to hold the reins. Parents, guardians, and counselors actively:

- Observe the problem
- Support the child's social emotional needs
- Encourage the child to brainstorm aloud solutions to the problem
- Model what this process, and even what some of the solutions may look like if they were played out all the way through
- Interact and engage in discussions and conversations with the children, sharing your knowledge and experience with the children, but not telling them

Our team continually receives training to coach and support our students through these challenges. We strongly believe that our director, counselors, and parents must work together in order to have a strong community of students all year long. To ensure that our children and families are clear on our expectations, we ask that you kindly review the below guidelines with your child prior to their first day:

- Children must stay with their group at all times.
- Communication with children and counselors must be clear and kind – we do not allow name-calling or derogatory remarks about other children or counselors within our program.
- Children must care for classroom materials and property.

If a child breaks any of the above program expectations, a member of the Whole Kids After School team may contact their parents and a conference could be necessary.

A child may be suspended from the program for a period of time if, in the sole opinion of the program administration, the child's behavior is such that he or she seriously interferes with the enjoyment of the program for other children. If the child continues to ignore the expectations set forth by Whole Kids After School, he or she may be permanently withdrawn from the program.



The Whole Kids After School administration reserves the right to dismiss a child from the program after the first violation of any of the above rules. Please note that there will be no refunds in the case of dismissal.

Injuries

If your child suffers a minor injury while in our program, they will be provided first aid care and you will be provided with an incident report. Should a major injury or incident occur, you will be notified immediately and your child will be transported via ambulance with a Whole Kids team member to the nearest hospital for medical care.

Illness

To safeguard the health of all children and staff, we follow the illness guidelines established by the Montgomery County Public School system. Please refrain from sending your child to our program if they exhibit any of the following symptoms: a temperature of more than 100 degrees, nausea or vomiting, diarrhea, thick discharge from the nose, rash or skin infection, red or pink eyes (conjunctivitis), head lice, or any symptoms related to COVID. If your child becomes unwell in our care, we will notify you and request that you pick them up promptly.



Medication

We are dedicated to providing a safe and supportive environment for children with various medical needs, including asthma, allergies, diabetes, and other conditions. Our policy strictly prohibits our staff from administering any medication to a child without prior written permission from the child's physician.

To ensure your child's health and safety, we require parents to complete a Medication Administration form(s) for any necessary medications. This form is completed during the registration process in Playground and must be signed by your child's physician. All medications must be kept in their original containers, and we will follow the prescribed instructions carefully.

Nut-Free Policy

Whole Kids Academy is committed to providing a safe and inclusive learning environment for all students, including those with food allergies. To protect our students who have nut allergies, we maintain a strict nut-free policy. This policy prohibits the bringing of nuts and any products containing nuts into the school premises at all times.

We ask all parents to thoroughly check the ingredients of any food items sent to school to ensure compliance with this policy. Violations of the nut-free policy can put students at risk and may result in disciplinary action to reinforce the importance of this rule.

We appreciate your full cooperation and understanding, ensuring a safe environment for every member of our community.

Weather-Related Closures

During inclement weather conditions, we prioritize the safety of our children and staff. In the event of weather-related closures or changes to our program schedule, we will communicate these updates via email and the Playground app. Your child's safety remains our primary concern.

Emergency Preparedness

An emergency plan, which addresses emergencies and our response to them, is displayed in our Whole Kids After School classroom. All team members are familiar with the plan and a drill will be practiced with the children to familiarize them with our procedures. The goal for this plan is to maximize our ability to keep children and our team safe and secure in the event of an emergency. If our program closes because of safety concerns, illness, inclement weather, power loss, or other emergencies, a notification will be made via email and Playground.

Prohibited Items

At Whole Kids After School, the safety and well-being of our children are our top priorities. To maintain a secure and focused atmosphere conducive to learning and play,

we kindly request that parents and children refrain from bringing the following items into the classroom:

- iPods, MP3 Players, and other personal audio devices
- Smart Watches (must be set to School Mode)
- Electronic games, toys, and trading cards (e.g., Pokemon, Sports)
- Cell phones (to be kept in backpacks at all times)
- Items of personal value
- Potentially dangerous or sharp objects
- Medication (to be managed by an adult with a valid Medication Administration Form)

By adhering to these guidelines, we create a safe, distraction-free environment where children can fully engage with and benefit from our after school enrichment program. We appreciate your cooperation in helping us maintain this environment for the well-being of all participants. Please note that Whole Kids After School is not responsible for lost items, so it is advisable to leave such items at home.

Communication

Staying connected with our families is a top priority. We have established efficient communication procedures to ensure you are well-informed about your child's experiences and our program's happenings.

Email

Email serves as our primary mode of communication for important updates from our program Director to families. We believe that clear and timely information is crucial for your child's well-being and your peace of mind. Therefore, please keep an eye on your email inbox for essential announcements, event details, and any friendly reminders.

Playground

We understand the importance of real-time updates about your child's day. That's why we have adopted the Playground app, a user-friendly platform designed to keep you connected with your child's activities. You will receive an invitation to set up your child's Playground account, allowing you to sign your child in and out, view updates and photos of their daily adventures, and communicate with our team. To stay in the loop, please add Playground to your phone and sync with us.

Weekly Newsletter

Every Friday, you'll receive our weekly newsletter in your email inbox. These newsletters are a valuable resource where we share highlights of the week, important announcements, and upcoming events. We encourage you to read through this information carefully to stay up-to-date with all that's happening!

Contact Information

Main Office

Our administrative office is the central hub for information and assistance. If you have any questions, concerns, or need support, please feel free to call our friendly team at 240.242.4957 or email us at afterschool@wholekidsacademy.com.

Social Media

Stay connected with the latest updates, photos, and highlights from Whole Kids After School by following us on social media. Join our online community and share the excitement with other friends and family!

-  WholeKidsAcademy
-  wholekidsacad
-  www.wholekidsacademy.com
-  Whole Kids Academy





HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received and reviewed the [Whole Kids After School Parent Handbook](#). I understand that the handbook contains important information about school policies, procedures, and expectations.

By signing this acknowledgment, I agree to the following:

- I am responsible for reading and understanding the policies and procedures outlined in the handbook.
- I will comply with the policies and guidelines to ensure a safe, fun, and productive camp experience for all participants.
- I understand that Whole Kids After School reserves the right to update or modify the handbook at any time, and it is my responsibility to stay informed of any changes communicated to me.
- If I have any questions or need clarification about the handbook, I will contact the school administration directly.

By signing below, I confirm that I have read and understand the information in the handbook.

Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____ Date: _____





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