



Parent Information Packet

Welcome to our after school program!

Our after school program is designed for elementary school students. We provide a variety of activities for students during out of school times that will enrich both their academic and personal lives. Overall, we desire for our program to be a safe space for students to learn, grow, and be confident in themselves!

Hours of Operation

Monday - Friday

After School Hours: school dismissal - 6:00pm

Location

Walmsley United Methodist Church, youth building

2950 Walmsley Blvd., Richmond, Va 23234

Weekly Pricing

Before School Care: \$45/week

After School Care: \$55/week

Before & After School Care: \$100/week

Program Goals

- To improve students' academic performance and grades
- To enhance students' thought processes and create a mindset of positive thinking and good decision-making
- To create a safe and creative learning environment so that students may thrive both academically and personally



- To motivate parents and guardians to get involved in the educational success of their students

Transportation

Parents are responsible for their child's transportation both to and from our facility each day. Dynamic Works provides transportation from our facility to school in the morning. In the afternoon, we pick up students from school and transport them to our facility. Students will be transported to and from school in our company vehicles only.

Schools have varying start times. For before school care, parents will be notified about departure time for their student's school. Our program opens at 6:30am. Parents should drop the students off between 6:30am and their child's departure time. If students are not present before departure time, parents will be responsible for transporting their child(ren) to school.

Dynamic Works will provide transportation for the following schools: Bensley Elementary and Falling Creek Elementary schools. While these are the schools for which we currently provide transportation, if we get enough requests and participation, we will add schools. Contact our office to see if we can accommodate you.

Pick up & Drop Off Procedures

Students must be signed both in and out everyday via our sign in station. Only people who have been listed as "authorized" on the registration form will be allowed to pick up students. Program activities end at 6:00pm. All children should be picked up by that time. Late pickups will incur a late pick up fee.

Pickup/Drop off Procedure - Prior to the start of the program, parents will receive a pin that should be used to sign their children in and out.

Late Pickup - The after school program ends at 6:00pm. Please make sure plans are made to pick up students on time. If a parent/guardian is aware that they will be late, they should call to inform our staff and let them know they will be late and what time they expect to arrive. Keep in mind that additional fees apply when a student is picked up late.



Activities

Your students will engage in a variety of activities during program hours. Some of the activities your child will have access to include homework assistance, recreational games, physical activities, and enrichment activities where we focus on subjects like anti-bullying, confidence, healthy self-esteem, teamwork and creativity.

Food

We provide breakfast in the morning and a healthy snack in the afternoon. Though we provide snacks, parents are welcome to pack their own for their children. If you do pack your own food, please do not include nuts or other major allergens.

Payments

Payments are made weekly through our ProCare software. All payments are due the Friday before the upcoming week. The deadline is at 6:00pm each Friday evening.

Parents will be able to make payments through the ProCare app or online. We do not accept cash payments.

Does DWCA accept payment assistance from an outside agency?

Yes. Parents should provide written authorization to our administrative office prior to the start of attendance.

Health Precautions

We understand that we are still currently navigating our way through a pandemic. Because of this, we are going the extra mile to ensure the health and safety of the children, parents, and our staff. Here are a few precautions and measures that our organization is taking:

Masks - Everyone is required to wear a mask in our facilities, including students, staff, and parents.



Cleaning & Sanitizing - We will be wiping down tables, chairs, supplies, bathrooms, etc. regularly. Children and staff will wash their hands before and after activities. High touch points throughout the center will be sanitized regularly.

Personal Health - If your child(ren) is feeling sick for any reason, you must keep them home. If your child falls ill during program hours, we will call and ask that the child be picked up immediately.

Staff Information

All staff members are required to pass a background check and drug screening to work with the children. Additionally, there is always at least one CPR certified personnel available to the children at all times.

Cancellations

Dynamic Works reserves the right to cancel program sessions for any reason we deem necessary to maintain the safety of its staff and all campers. If we needed to cancel, parents would be notified with as much advance notice as possible.

Parent Communication

Our primary form of communication is via email. Please be sure to check emails frequently. Parents may also download the ProCare App. This app includes a variety of features including the ability to make payments and communicate with teachers during the day if needed. To download the app, search "Procare: Childcare App" in either the Apple App store or Google Play store.

Registration

Parents can register their students online. Students can be registered for either before school care, after school care, or both. Be sure to select which type of care you are registering for.

**We need at least 10 participants before we can begin program activities. To express participation, parents should join the waitlist.



Contact Information

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