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**Bronx Dance Academy**

**After School Program**

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**3617 Bainbridge Avenue, Room 308, Bronx, NY 10467**

 **Telephone 718.653.8716 Fax 718.653.8717**

September 5, 2017

AFTER SCHOOL FAQs

(Frequently Asked Questions)

**How do I get in contact with the After School Program?**

You can call the After School Program directly at 718.653.8716 between 2:00-6:00PM. You can leave a message on the voicemail 24 hours a day. Be sure to speak clearly and slowly especially when leaving your callback number. It’s a good idea to state your number twice. Please state your child’s full name, grade and class when leaving a message

**I recently moved and/or changed my telephone number. Do I need to let the After School Program know?**

Absolutely! It is very important that we have current contact information for you and the emergency contacts on file at all times. Please give us a call, send us a note or stop by to give us any new information.

**What should I do when my child won’t be able to attend After School or if he/she needs to leave early?**

For the safety of all students, students will not be dismissed early without a letter or a phone call from his/her parent/guardian. Please give the After School Program a call directly at 718.653.8716 by 2:30PM. If no one answers, you can leave a message on the voicemail.

**I need my child to come home but I am at work and can’t call at the moment. Can someone else call for me?**

The After School Office will only speak with parents and/or guardians. We will not accept nor share information with siblings, grandparents, babysitters, etc. unless we have written authorization from the parent or guardian.

**Can my child use his/her cell phone during program hours?**

Bronx Dance Academy has a strict no cell phone policy. This policy is also upheld during the After School Program. Students caught using their cell phones for **any** reason to call or text anyone without permission from a staff member during program time will have their phones confiscated until the end of the day. If it becomes a repeated problem, you will be notified.

**Can I pick my child up early?**

Sure you can. However, preparing for dismissal is a very hectic time. Therefore, parents who arrive after 5:00PM, will have to wait until regular dismissal which begins at 5:30PM.

**I need to speak to my child, should I call their cell phone?**

No! You need to call the After School office at 718.653.8716 and a staff member will locate your child and bring them to the office to speak to you. Please remember, students are not allowed to use their cell phones during program time for any reason without permission from a staff member.

**My child is having trouble in some of his/her classes. Does the After School Program offer academic help?**

Yes, yes, yes!!!! We offer a Math Lab and ELA Lab for students that need help in these areas. We also have a teacher from Bronx Dance Academy available every day to assist students in other areas and with homework. This service is open to all grades. Simply give us a call at 718.653.8716.

**Can I have a copy of my child’s schedule?**

Sure you can! Simply give us a call at 718.653.8716 and request a copy. A copy can be sent to you via mail, email or fax.

**My child doesn’t like one of his/her programs. Can he/she make changes?**

Students have one opportunity to change their schedule each season. This date is usually one or two weeks into each season and is listed on their program schedules. It is the only day changes will be made. Students that are absent on that day, will not be able to change their schedules until the following season.

**How often must my child attend the After School Program?**

Students are required to have 75% attendance in each of their programs. Students are also required to take at least one leadership program a week. This is a requirement of every member and it is very important that this be upheld by students and parents.

**My child texted me from his/her cell phone to come get them or to tell me they want to come home. What should I do?**

You should call the After School Program at 718.653.8716. Students are not allowed to use their cell phones during the After School Program without permission. This is a direct violation of the After School Program’s no cell phone policy. It is important that parents enforce and support this rule with us. Unfortunately, students tend to sneak text messages to their parents when they do not want to participate in a program. The pattern tends to happen during academic programs such as Math and ELA or the leadership programs such as Take Charge and BDA Girls Rock. Students found repeatedly doing this, may be suspended.

**Since my child cannot use his/her cell phone, what should they do if they need to call me?**

Your child must ask their group leader for permission to go to the After School Program’s office in Room 308 and ask if they can use the office phone to call their parent. Students are fully aware of this policy. However, students must give a valid reason for placing the phone call such as sickness, personal accident, lost keys, picking up of another sibling, other obligations, etc.

**Although my child is allowed to go home alone, once he/she is dismissed can he/she come back in the school to wait for me?**

No. Once a student is released, he/she is not allowed back in the building, nor are they allowed to wait in front of the school. This is for the safety of our students. The only students allowed to remain in the building are those not authorized go home alone.

**For more information about my child’s involvement in the program, what should I do?**

Just give us a call at 718.653.8716 and make an appointment to see or speak to Ms. Shonte.