



2022-2023 PARENT/GUARDIAN HANDBOOK

for

Aces In Motion After School Program

www.acesinmotion.org

(352)758-2435

info@acesinmotion.org

Coaching For Life Beyond The Court

Welcome Letter

Dear Parents & Caregivers,

It's school time again and that means a new AIM school year! We are very happy and excited to have your student enrolled in Aces In Motion.

Our staff is committed to providing a fun, safe and secure environment for your student(s) here at Aces In Motion After School. One goal is that you and your student feel seen, heard, and respected. We value all the diversity of cultures, talents, history, and uniqueness that makes you special. You will often hear us refer to our program as The AIM Family. This name goes beyond the title, it is the true definition of what you and your student have signed up for and that is being a part of the AIM Family. We are thankful that our AIM Family is over 300 members strong and has only been possible through the dedication, commitment, and support from everyone who makes up the AIM Family.

At Aces In Motion, we offer participants homework help, one on one tutoring, character development workshops, tennis instruction and opportunities, physical fitness through recreation time, field trips, enrichment activities including music and esports, and college tours all while promoting a healthy lifestyle and a community citizen. Each program, Middle School and High School, has its own check-in, snack time, and homework time which you will find under each program description page.

Providing a safe atmosphere for your student(s) to have fun, grow, learn and embrace new opportunities is our number one goal. We have hired an exceptional group of staff and volunteers to work with your student(s) this school year.

All staff have been trained about safety protocols, being healing centered and trauma-informed, staying up to date with the latest training in positive youth development and sports-based youth development. We take pride in our staff and ensure that they are properly trained, in order to best serve your children. Due to the COVID-19 pandemic, we have updated our policies and procedures for enhanced safety measures for the after school program. These updates will assure the safety and wellbeing of our participants and staff. The recommendations have been determined from the Center of Disease Control, the Department of Public Health and local healthcare officials. Thank you for understanding and working with us to keep our community healthy.

Thank you again for enrolling your student(s) in Aces In Motion After School Program. Please do not hesitate to contact us if we can be of any assistance to you. We are looking forward to this school year, and what is in store for our students.

Sincerely, AIM Team

Aces In Motion Leadership Team

| | |
|---|---|
| <p>Addison Staples Executive Director & Tennis Director addison@acesinmotion.org Phone: 352-758-2435</p> | <p>The Executive Director oversees all aspects of the program including but not limited to organizational vision, mission, values budgets, staffing, fundraising and strategic planning.</p> <p>The Tennis Director oversees all aspects of tennis programming at AIM including weekly tennis lesson plans, competitive and recreational tennis opportunities, and high level performance.</p> |
| <p>Shelley Rogers Program Director program@acesinmotion.org Phone: 352-758-2436</p> | <p>The AIM Program Director oversees the coordination and administration of all aspects of an ongoing programming including planning, organizing, staffing, coaching, leading, managing program activities, and ensuring programming meets state, funder and youth development compliance and standards. This position provides significant contributions to program partnership development, strategic planning and executive level decision making. Program Director oversees the afterschool sites and, when applicable, summer programming.</p> <p>The Program Director provides support to all staff and students and manages the operations, scheduling of staff, policies and procedures of the program.</p> |
| <p>Brooklynn Carney High School Director Email: hsdirector@acesinmotion.org Phone: 352-758-2625</p> | <p>The High School Director is responsible for the planning, organizing, and leading of the high school component of Aces In Motion. This position involves carrying out the short and long term strategic objectives of Aces In Motion by allocating necessary resources, activities, and duties among staff members while setting daily program expectations. Along with leading after-school coaches in daily program operations, the AIM High School Director collaborates with the Program and Executive Director in communicating with outside community partners to implement enrichment, life skills,</p> |

| | |
|--|--|
| | <p>and academic activities for all youth. Most importantly, this position must demonstrate leadership qualities, maturity, and serve as a positive role model to all AIM students and the community at large.</p> |
| <p>Aizalyn Garcia Middle School Director Email: msdirector@acesinmotion.org Phone: 352-758-2437</p> | <p>The Middle School Director is responsible for the planning, organizing, and leading of the middle school component of Aces In Motion. This position involves carrying out the short and long term strategic objectives of Aces In Motion by allocating necessary resources, activities, and duties among staff members while setting daily program expectations. Along with leading after-school coaches in daily program operations, the AIM High School Director collaborates with the Program and Executive Director in communicating with outside community partners to implement enrichment, life skills, and academic activities for all youth. Most importantly, this position must demonstrate leadership qualities, maturity, and serve as a positive role model to all AIM students and the community at large.</p> |
| <p>Terea Ward After School Director Email: hscoordinator@acesinmotion.org Phone: 352-758-2434</p> | <p>The After-School Director is responsible for managing the daily schedule of our after school program and all the responsibilities associated with check in and out of students, staff, parents, partners, and volunteers. This position involves necessary resources, activities, and duties among staff members while setting program expectations throughout the day. Along with leading after-school coaches in daily program operations, the AIM After School Director collaborates with the Program Director in communicating with outside partners to implement enrichment, life skills, and academic activities for all youth. The After School Director is also responsible for leading, implementing, and scheduling all volunteer activities including recruitment, onboarding, training, and recognition procedures.</p> |
| <p>Nasseeka Denis Post-Secondary Coordinator nasseeka@acesinmotion.org 407-781-7946</p> | <p>The AIM Post Secondary Coordinator focuses on strengthening positive outcomes for AIM alumni. This position is responsible for leading, implementing, and scheduling all post-secondary activities including participant</p> |

| | |
|--|--|
| | communication and relationships, goal setting, information tracking, opportunity development and recognition procedures. |
|--|--|

AIM Values

Mission:

GACTA promotes health, academic achievement and character development tennis

Vision:

We use tennis and the principles of sport to build a community of children, youth and adults that work, learn and play hard together.

Education:

AIM emphasizes academic achievement by providing 1:1 tutoring, homework assistance, college readiness, and school support services to boost student performance and confidence.

Health:

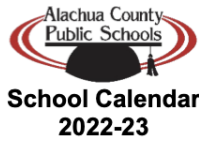
As a sports-based program, physical health is a priority for student development. Nutrition and physical activities help keep students strong and healthy.

As a strength based, healing centered, and trauma informed program, mental health is a priority for our student development. AIM is committed to embedding best practices in these areas and also employs an in-house mental health counselor available to students and families.

Character Development:

AIM believes in supporting the whole child, including social-emotional health. Through mentoring, enrichment activities and peer to peer discussions, students become better equipped to navigate life's challenges.

Alachua County Public School Calendar



| | |
|--|--|
| **Tuesday, August 2 | Teacher PD Day |
| Wednesday, August 3 – Tuesday, August 9 | Pre-Planning (5 weekdays) |
| Wednesday, August 10 | First Day for Students |
| Monday, September 5 | Holiday – Labor Day |
| Thursday, September 15 | Interim Reports Available in Family Access |
| Friday, October 7 | Holiday UF Homecoming |
| Thursday, October 13 | End of First Nine Weeks |
| Monday, October 17 | Student Holiday – Teacher Workday |
| Tuesday, October 25 | Report Cards Available in Family Access |
| Friday, November 11 | Holiday - Veterans Day |
| Monday, November 21-Tuesday, November 22 | Student/Teacher Holidays |
| Wednesday November 23 – Friday November 25 | Holiday – Thanksgiving |
| Tuesday, November 29 | Interim Reports Available in Family Access |
| Monday, December 19 – Friday, December 30 | Winter Holidays (10 weekdays) |
| **Monday, January 2 | Student Holiday/Teacher PD Day |
| Tuesday, January 3 | Teacher/Student Holiday FLEX DAY # 2 |
| Wednesday, January 4 | Classes Resume |
| Tuesday, January 10 | End of First Semester |
| Wednesday, January 11 | Begin Second Semester |
| Friday, January 13 | Student Holiday – Teacher Workday |
| Monday, January 16 | Holiday – Martin Luther King Jr. Day |
| Tuesday, January 24 | Report Cards Available in Family Access |
| Thursday, February 16 | Interim Reports Available in Family Access |
| Monday, February 20 | Holiday - President's Day - FLEX DAY #1 |
| Monday, March 13 – Friday, March 17 | Spring Holidays (5 weekdays) |
| Friday, March 24 | End of Third Nine Weeks |
| Monday, March 27 | Student Holiday/Teacher Workday |
| Tuesday, April 4 | Report Cards Available in Family Access |
| Friday, April 28 | Interim Reports Available in Family Access |
| Monday, May 29 | Holiday – Memorial Day |
| Wednesday, May 31 | Last Day for Students |
| Thursday, June 1 – Friday, June 2 | Post-Planning |

* Notes on the calendar:

1. The district will utilize Flex Days if we have to cancel school for a hurricane or other emergency. The Flex Days will be utilized in the following order: #1 February 20, 2022, #2 January 3, 2022.
2. If more than three days of school are missed, the district may have to add minutes to the school day *after* utilizing the scheduled flex days.

** New PD Days to be negotiated with ACEA

Policies and Procedures

HOURS OF OPERATION

Monday - Friday

Administration Office Hours: 10AM-2PM

*After School Program Hours: 3PM-6PM

ATTENDANCE & WAITING LIST POLICY

In order to keep this program free, our funding requirements expect participants to attend the program regularly to benefit from all the services provided. Participants are **REQUIRED** to attend a minimum of **3 days a week**. Excused and unexcused absences, similar to the school system, are part of our attendance policy. If your student has an excused absence, the minimum attendance policy is waved. Unexcused absences will enact our attendance policy procedure, please see below. Parents and caregivers are required to contact their student's director or coordinator to let them know if their student will not be attending that day.

Unexcused absences: if a student is absent and no communication was given, the student's absence will be unexcused. Unexcused absence examples are:

- Didn't feel like going (there are 2 days per week where this can be an excuse not to come)
- Wanted to hang out with friends
- Tired

Excused absences: Students will received an excused absences if:

- Parent/caregivers calls appropriate director or coordinator
- Doctors note
- Extracurricular activities
- Employment
- Extra curricular activities
- Sports practice
- Academic assistance from the school

Attendance will be reviewed every two weeks. If your student does not attend the required days, a Director will reach out to see if everything is ok and check in. If there is no answer or if the above is not met, they will be put on a waiting list. A parent or caregiver will be contacted before removing or adding your student to the waiting list for not meeting the attendance requirements.

DRESS CODE:

Participants are expected to maintain appropriate standards of personal cleanliness and dress at all times. It is the policy of Aces In Motion that a participant's dress and grooming should be, in the AIM's opinion, appropriate dress for activities and also appropriate for safe programming. The following types of clothing are prohibited:

- Tank tops, tube tops or tight fitting or revealing clothing.
- Any clothing that exposes the midriff.
- See through or mesh clothing unless worn over other appropriate material.
- Shoes with cleats, flip flops, or any open back shoes.
- Bare feet.
- Short-shorts.
- Garments or accessories which display emblems relating to abusive substances, sexual in nature, and/or obscenities

PERSONAL PROPERTY:

AIM participant's personal property (such as coats, clothing, bags, lunchboxes, etc.) must be cleared from the Aces In Motion after school site at the end of each day. Any items left behind by the participant are not the responsibility of Aces In Motion.

ONE ON ONE CONTACT:

Aces In Motion is committed to providing a safe environment for its participants, staff, and volunteers. To further ensure their safety, Aces In Motion prohibits all one-on-one interactions between youth and staff and volunteers, including board members.

STAFF SHALL NOT:

- Initiate one-on-one contact with a student.
- Have a private meeting or communication with a student. This includes in-person meetings and virtual communications such as texting, video chat, and social media.
- Transport one student at a time. This includes personal and private vehicles.

STAFF SHALL:

- Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff if an emergency arises. Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist, or similar professional or in an emergency. All exceptions shall be documented and provided to leadership.

Staff shall immediately inform Aces In Motion leadership if a staff member, volunteer, or board member violates this policy. Should any staff, volunteer, or board member violate this policy, Aces In Motion will take appropriate disciplinary action, up to and including termination.

INVESTIGATION & SEARCHES:

To ensure the safety of our participants and to protect our participants, staff and volunteers, Aces In Motion may conduct internal investigations including inspections and searches while a participant is in AIM.

FIELD TRIPS:

Field trips may occur on school holidays or on days during programming. Field trips vary, however, some field trips that are yearly include; University of Florida football games, basketball games, 4 college tours for high school students, and community service projects.

- Trips are optional for students to attend.
- A schedule of events is provided so families can prepare
- Parent and caregivers may not drop off their child or pick them up from a field trip unless approved by a Director.
- Any families arriving after the child's group has departed for a field trip CANNOT stay at AIM; please be on time
- Parents and caregivers will be notified on field trip drop and pick up time
- A donation may be asked to help offset the cost of the field trip but we do not want this to limit participation in most cases.

EXPECTATIONS FOR PARENTS:

- Parents and caregivers are asked to support Aces In Motion staff and the rules/expectations that are in place to protect AIM participants
- An effort is made to involve the parents in every aspect of a student's experience while at Aces In Motion.
- Please be sure to know your child's director and coordinator who are responsible for your student and consult them as necessary
- Aces In Motion takes a holistic approach to all things we do, including discipline. We work to prevent behavior challenges by getting to know the students as individuals, working with the students and their families on an as needed basis

SUSPENSION & EXPULSION:

Given the diversity of the families and communities that we serve, it is upon us to recognize and appreciate the characteristics and behaviors that each child and family brings to our program. Unfortunately, there are sometimes reasons we have to remove a child from our programs either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the youth in order to prevent this policy from

being enforced. As part of our internal policy, there will be many attempts and meetings before a youth is ever considered for expulsion.

Parent/guardian actions for expulsion:

- Failure to complete required forms or comply with Aces In Motion policies and procedures
- Habitual tardiness when picking up your child
- Verbal abuse or intimidation towards staff
- Failure to support staff as we develop and navigate Success Plan actions for expulsion
 - Failure to comply to Aces In Motion student expectations in a reasonable amount of time
 - The child is at risk of causing injury to themselves or others
 - Physical, verbal, and emotional abuse to staff or other participantsIf after the remedial actions identified in the Behavioral Policy have not worked and the Aces In Motion administration finds that they can no longer accommodate the youth, the parent/guardian will be asked to remove the youth. The youth's parent/caregiver will be advised verbally and in writing about the youth's or parent's behavior warranting expulsion. Expulsion is meant to be a period of time so that the parent/guardian may work on the child's behavior and/or to come to an agreement with our organization. The parent/caregiver will be informed regarding the length of the expulsion and the expected behavioral changes required in order for the student to return to Aces In Motion.

TRANSPORTATION TO THE PROGRAM:

Transportation is provided from school to the after school program and field trips only, either through bus or van (Directors will let you know which one). Participants may be transported by Aces In Motion vans; the staff is unable to transport participants in their personal vehicles.

- The van is equipped with a driver and if possible, additional staff member to supervise the students
- Students must be seated at all times
- Everyone must wear their seatbelts while the vehicle is in motion
- Voices should remain at conversational level
- Students are asked to have their bags or backpacks on the floor between their feet or on their laps rather than on the seat

Aces In Motion has the right to suspend students who do not comply with the transportation policy as listed above.

In order to preserve the safety and welfare of our participant(s), it is important that participants follow the rules of the van driver and AIM staff, for a minimum of one day to an indefinite maximum. Some offenses on the van may also result in suspension from AIM.

In order to keep AIM participants safe, it is important that participants follow the rules of the van driver and AIM staff. The van is considered an extension of AIM. Parents and participants must understand that the AIM van transportation is a privilege of the participants and NOT a right.

The following behaviors will be considered violations of this policy. These violations will result in immediate discipline and will need to be correct immediately:

- Unnecessary loud noise and Unacceptable language
- Safety Violations
- Eating, drinking, littering
- Failure to remain seated
- Vandalism
- Hitting/Kicking the seat of others
- Disorderly when loading and unloading; Fighting or provoking a fight
- Not keeping hand(s) to self
- Refusing to follow driver's instructions
- Purposely diverting driver's attention
- Throwing object(s) around or out of the van
- Refusing to wear a seat belt

Aces In Motion procedure for violations of the AIM Van Policy is as follows:

1st Offense: Discussion with participant

2nd Offense: Parent Conference

3rd Offense: Suspension from van privileges

4th Offense: Loss of van privileges

The safety of our participants is our primary concern. We are asking for the cooperation and assistance of parents/caregivers and participants to prevent violations and ensure member safety.

TRANSPORTATION HOME FROM PROGRAM:

Transportation home from the program is available upon request and approval. There are a number of factors that go into our decision on approving transportation home requests. Please know, ***filling out our request form, does not guarantee that your student will receive a ride home.*** It must be approved by a Director. Once approved, a Director will reach out to confirm.

TRANSPORTATION

Any participant(s) that is picked up after AIM closing hours will be considered a late pick up. Parents/caregivers are responsible for any late pick-ups by any other approved individual picking up participant(s).

1st Late Pick Up

Parent/caregiver notification of late pick up: Please contact your child's director (Middle School or High School Director) if you are running late and your estimated time of pick up.

2nd Late Pick Up

Warning: Your student's director will call to see if everything is ok and if there is anything that we can help support this policy being achieved. The Director will then advise caregiver about the 3rd late pick up policy and fee.

3rd Late Pick Up

A \$15 Late Pick up fee will be assessed and the student is not able to return to the program until the fee is paid.

Consistent Late Pick Up

A Director will request a parent meeting and discuss options for student to remain in the program.