



# Student Handbook

2141-B Porter St. Wyoming MI 49519  
616.677.2921

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Dear Student/Parent/Guardian:

Welcome! This handbook is designed to introduce you to Attic After School policies and procedures, and answer questions you may have about our program. This will be the 14th year Attic After School has been serving students in Wyoming and surrounding areas.

Your son/daughter has attended Attic After School in the 2022-2023 school year. Attic After School is a safe and fun place for teens to hang out after school, have a snack, and relax. Our doors open at 2:45 and close at 5pm. All students must sign in and turn in their electronics (or place them in their backpacks). They then enjoy the snack shack for a quick drink and treat and unwind from their day by doing homework, playing games, or meeting with local business owners who share information about their trade and life skills. At 4pm we transition to a 10 minute "Talk Time". This is a time where we share how to make positive life choices, share the gospel through Bible stories, or hear a personal testimony from a leader/student. After our Talk Time, we have an organized group game. Each of these blocks of time are planned and intentional. The students enjoy each one of them.

## **Who is Attic After School for?**

Students in 7th–12th grade. Most of our kids are from the Wyoming school district, but we also have students from other school districts such as Kelloggville, Kentwood, Grand Rapids Public, Godwin, Lee, Jenison, and Grandville.

## **Mission Statement:**

Attic After School seeks to provide a safe, positive, and fun place for students to experience the love of Christ.

## **Registration Form:**

A Parent/Guardian must complete the attached registration/medical liability release form and return it the next time the student visits. Without it, your student will not be allowed to attend. Students must have a current application on file each new school year.

## **Donation Opportunity:**

Attic After School is a 501c3 and is funded entirely through the donations of individuals who desire to make an investment in your child's life. To donate go to [www.atticafterschool.org](http://www.atticafterschool.org).



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## **Opportunities to Serve:**

Attic After School is here to serve your student and the Wyoming community. To ensure the safest environment for both students and staff, all our staff/volunteers are thoroughly screened and background checked.

Parents and guardians are welcome to observe the Attic After School program at any time. Please check-in with Darwin Buist upon your arrival. However, as with our volunteer staff, parents and guardians will not be allowed to participate in activities with the students unless the required screenings have been completed.

**Parents/guardians and students are encouraged to “Like” the Attic After School web page on Facebook ([www.atticafterschool.org](http://www.atticafterschool.org)).** This page will be continuously updated with our schedule, pictures, and other information.

## **Release from Care Statement:**

Students sign in and sign out from Attic After School every day they attend. If a student signs out for any reason they are not allowed to sign back in and must leave the property.

Parents/guardians are responsible for the safety and well-being of their student once they have been picked up from the program by them or a friend's parent, or signed out from AAS to walk home.

Parents/guardians are encouraged to find a safe route and discuss what to do in the event of an emergency or when confronted by a stranger. For safety reasons, it is crucial that parents/guardians know when to expect their child to arrive at home if they are not picking him/her up from Attic After School.

## **Discipline/Dismissal:**

AAS is a privilege. Since we want to create a safe environment, AAS reserves the right to remove students from the program for poor choices and decisions that compromise their safety and well-being or that of other students or staff in the program.



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## Attic After School Rules!

**Avoid crude language** - that means do not swear

**Keep all electronics out of the Attic** - all cell phones, iPods, tablets, etc.

**Participate in all activities** - don't be lame, play the game

**Always keep your shoes on** - no one wants to smell your stinky feet

**Be respectful of others and the Attic** - don't be mean to others or to the sweet stuff in the Attic

**Keep Attic clean** – Clean up after yourself unless you are going to bring your mom with you

**No purpling** - Guys are blue, Girls are red, don't make purple. Hands to yourself.

**Always have fun!** School is out, it's time to relax and have fun

If for some reason you forget and break a rule, you will receive one warning (unless a safety issue). If it happens again, you will be asked to leave Attic After School for the rest of the day/week and that is very sad, please don't do it.

### Health Care Plan:

It is critical that AAS staff have access to current home and work phone numbers for parents/guardians and current, reliable emergency contacts. Please be sure to notify AAS of any changes in phone numbers, addresses or emergency contacts as they happen throughout the year. Also, please notify the individuals you are listing as emergency contacts to ensure they are aware of this and willing to accept responsibility for your child, if necessary. Should the AAS staff need to contact a parent/guardian or emergency contact due to a student injury, it is expected that this individual will come and pick the student up from the program. AAS staff also expects to be informed if a student is absent because of a communicable disease. If your child is ill, he or she must be fully recovered before returning to AAS. When students are injured at AAS and first aid is required, AAS staff may provide basic care-giving measures, including bandages, ice packs, etc.

### Student Apparel & Belongings:

Students attending AAS should be dressed appropriately, we follow Wyoming Public School dress code guidelines. It is especially important that students are dressed properly for the weather. AAS cannot be held responsible for lost, broken, or damaged personal items or clothing.



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## **Medication:**

AAS staff **is not** permitted to administer medication of any kind to students. If your child has any food allergies, please make sure this information is clearly documented on your student's application form. The use of tobacco, drugs, alcohol and foul or inappropriate language are not permitted on Attic After School property. Use of these items or this language can result in suspension from AAS.

## **CONTACT INFORMATION**

Darwin Buist

Executive Director

Phone: (616) 677-2921

Email: [darwin@atticafterschool.org](mailto:darwin@atticafterschool.org)



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PLEASE COMPLETE IN PEN

Step 1:	Parent/Guardian 1	Parent/Guardian 2 (or other emergency contact)
First name:		First Name:
Last Name:		Last Name:
Relationship to Student:		Relationship to Student:
Email:		Email:
Cell Phone:		Cell Phone:

**Step 2: Family Information**

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Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**Step 3: Student Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Gender: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

**Allergies/Specific Needs:** \_\_\_\_\_

**Step 4: Medical and Liability Release**

In the event of sickness or medical emergency where I am not present and cannot be reached, I request that my child receive any medical attention or treatment deemed necessary by the staff and/or ministry leadership of Attic After School. Therefore, I give permission to any hospital, doctor, and/or health care provider to treat, transport/admit my child. I grant permission for the release of medical records in the case of accident during the activity. I understand that I am responsible for all expenses and charges for the treatment and care of my child if need be. The above-named child has my permission to travel in an Attic After School or a privately-owned vehicle. I give permission for pictures and video of my child to be used on the Attic After School website and other in-house publicity. If I am opposed to this, I will request a denial form from the Director of Attic After School in writing.

\_\_\_\_\_  
(Parent/guardian signature)

\_\_\_\_\_  
(Date)