

**TELEGRAPH HILL  
NEIGHBORHOOD CENTER**

# 2018-19 AFTER SCHOOL ACADEMY

2:00PM-6:00PM



**01**

Academic Support  
(Tutoring, STEM  
based activities-  
robotics, coding)

**03**

Enrichment Activities  
(Cooking, Arts &  
Crafts, Gardening,  
Nutrition)

**02**

Sports & Recreation  
(Basketball Program,  
Swimming)

**04**

Healthy snack  
provided

**Now accepting applications for the 2018-2019 school year!**

For enrollment, please contact **Samson Lin**  
([SLin@telhi.org](mailto:SLin@telhi.org)) or **Vicki Huang**  
([VHuang@telhi.org](mailto:VHuang@telhi.org)) or call 415-421-6443x28

INFANTS &  
TODDLERS

PRESCHOOL

KIDS

YOUTH &  
TEENS

ADULTS

SENIORS

EVERYONE

**telhi**  
Telegraph Hill  
Neighborhood Center

## Welcome to TEL HI's After School Academy 2018-2019!

We are so pleased that you chose to join us at TEL HI this school year. For new families, we would like to extend a warm welcome, and for returning families, welcome back!

We are committed to provide your child a memorable and enjoyable experience, but of course, here at TEL HI, safety is our number one priority. Our staff is also committed to the success of your child, whether that means academically, socially, or emotionally.

Our aim is to find opportunities for your child to learn and engage outside a typical classroom setting. Our programs seeks to provide a mix of enrichment activities along with academic supports. Our team is excited to work with you for this school year.

Please take the time to familiarize yourself with the information and policies in this packet. We encourage you to voice your comments and ideas. Our program staff are always available to you so feel free to call and visit us any time.



## **Pick Up**

The following schedule is based on the respective school that your child attends:

|                              |  |
|------------------------------|--|
| <b>Garfield Elementary</b>   | Students are picked up by ASA staff at dismissal and escorted to TEL HI<br>Estimated arrival time: 2:30 PM   |
| <b>Sherman Elementary</b>    | Dropped off by school bus<br>Estimated arrival time: 2:05 PM   |
| <b>Yick Wo Elementary</b>    | Students are picked up by ASA staff at dismissal and escorted to TEL HI<br>Estimated arrival time: 3:45 PM<br>(Kindergarteners has an earlier dismissal time and will be picked up by staff) |
| <b>Saints Peter and Paul</b> | TBD  |

On early dismissal weeks, we will coordinate with schools for an earlier pick up.



## **Sign In and Out Procedures**

As we pick up your child, our TEL HI staff will sign in your child. However, parents are required to sign their kids out upon pickup.

## **Snack**

Our program receives snack on the daily through the DCYF's Nutrition Program through Revolution Foods. The menu will be posted on the board near our sign in sheets.

Children are allowed to bring their own additional snacks, but we do not allow candy, soda, nor food that contains nuts on our facility. We recommend labeling all your items (clothing, water bottles, lunch bags, etc.) with your child's name.

## **Important Information**

### **Photos and Videos**

To help share the fun and learning during our after school program, TEL HI staff will use photography and videos that feature children from our program for promotional materials.

### **Late Pick Up**

Late pick up will consequent in an additional charge of \$25.00 for the first 15 minutes, and \$2 per minute for every additional minute. At 6:01pm, we will begin to charge. A call to inform our staff of a late pick up does not waive the late fee. When you pick up your child, you will be asked to sign a late pick up slip. If you do not pick up your child by 6:30pm, your child will be dropped off at Central Police Station (766 Vallejo Street.)

### **Financial Assistance**

Financial Assistance is available for qualifying families. Please see Josh Feierstein, Program Director, for additional information.

### **Payment**

Payment is due on the 1<sup>st</sup> of every month. There is a 5 business day grace period and after the grace period, there is a \$25 late payment fee charge (\$15 for sliding scale), strictly enforced.



## **Enrollment**

Please see Vicki Huang (vhuang@telhi.org) to enroll your child in our program if you have any questions regarding our program. A deposit and the first month's tuition is due upon enrollment.

## **Refunds & Withdrawal**

Cancellation for our After School program requires a 30 day cancellation notice in order to receive a refund. We do not refund the cost of program for illness, vacation, or other absence. Please complete a withdrawal form from one of our TEL HI staff member.

## **Behavior Management and Discipline**

TEL HI's behavioral management philosophy involves setting limits and offering guidance and positive reinforcement. Unacceptable behavior is explained based on the child's age and level of comprehension. If repeated problematic behavior occurs, the ASA staff will contact the parent in an effort to resolve the issue. Problems that cannot be resolved may result in suspension from our program without reimbursement.

## **Suspension from ASA**

**TEL HI reserves the right to suspend your child from ASA. Some of the circumstances warranting suspension includes, but not limited to:**

- TEL HI has a zero tolerance policy for the following actions: fighting, possession of weapons, possession of drugs or alcohol, inappropriate sexual behavior or other instances deemed grossly inappropriate. Not adhering to the zero tolerance policies will result in immediate exclusion from camp.
- Non-payment of fees.
- A child's repeated disruptive behavior which potentially jeopardizes the health and/or safety of your child, other children or staff; and after the child, parent, and TEL HI staff are unsuccessful in resolving the unacceptable behavior(s).

**Please leave personal toys and electronics at home.**



### **Full Day Program**

TEL HI is open on **SOME** SFUSD holidays for the full day from 7:30am-6:00pm at  
NO ADDITIONAL COST for enrolled families.

(\$50 per day for children who are not signed up for our program.)

#### **Dates for full day program:**

|   |                    |
|---|--------------------|
| November 12, 2018                         | Veterans Day       |
| November 19-21, 2018                      | Thanksgiving Break |
| December 26-28, 2018<br>January 2-4, 2019 | Winter Break       |
| February 5, 2019                          | Lunar New Year     |
| March 25-29, 2019                         | Spring Break       |

Snack will be provided, but please bring a healthy lunch and a water bottle.

Full day program includes fun field trips and activities planned by our TEL HI staff. Sign up sheets will be available at least 1 week before the holiday. Please speak with Samson or Vicki regarding enrollment.

### **TEL HI Holidays**

**TEL HI will be closed for the following dates:**

|   |   |
|---|---|
| <b>September 3, 2018 (Monday)</b>                                     | <b>Labor Day</b>                            |
| <b>October 8, 2018 (Monday)</b>                                       | <b>Indigenous People's Day/Columbus Day</b> |
| <b>November 22-23, 2018 (Thurs/Fri)</b>                               | <b>Thanksgiving Day</b>                     |
| <b>December 24-25, 2018 (Mon/Tues)</b>                                | <b>Christmas Day</b>                        |
| <b>December 31, 2018 (Monday) &amp;<br/>January 1, 2019 (Tuesday)</b> | <b>New Year's Day</b>                       |
| <b>January 21, 2019 (Monday)</b>                                      | <b>Martin Luther King Jr. Day</b>           |
| <b>February 18, 2019 (Monday)</b>                                     | <b>Presidents Day</b>                       |
| <b>May 27, 2019 (Monday)</b>  | <b>Memorial Day</b>                         |





## Program Components

### Structured Academics

#### **Academic Tutoring**

- Our goal is to help your child to be on track for academic success! There are designated hours for our staff to guide and support your child for academic help. All students have an hour set aside for homework support but if students require more time, there are extended homework hours. To ensure that our students are on track:
  - Staff will communicate with parents regarding student progress
  - Staff will communicate with school day staff
  - Utilize North Beach Library
  - Provide extended homework support

#### **STEAM - Science, Technology, Engineering, Arts, and Mathematics:**

- Our goal is to motivate and inspire our students to be the next generation of innovators! Our students will learn a range of technical skills such as problem solving, critical thinking, and communication.
- STEAM activities and projects will be led by our ESA staff but we may also schedule outside resources to lead workshops.
- Activities that our staff will lead in workshops can range from:
  - Science experiments
  - Typing games
  - Math games
  - Engineering projects
  - Robotics
- We may be implementing coding and robotics courses for yourh in the second half of the school year or sooner.

#### **Language Program**

- TEL HI partners with Homeroom to provide Spanish classes for TEL HI participants at an additional cost (\$25 per class.) Classes are taught by qualified teachers hired through Homeroom, and are fingerprinted and TB tested. To inquire about our language program, please contact Christina Walker at [CWalker@joinhomeroom.com](mailto:CWalker@joinhomeroom.com) (starting the week of September 11, 2017.)



## Enrichment Activities

### Sports and Recreation

- **Swimming**
  - If weather permits and not too cold by discretion of our TEL HI staff, swimming is scheduled for every Friday at North Beach Swimming Pool.
- **Basketball**
- **Group Games**

### Arts & Crafts

### Garden & Nutrition

### Hip Hop

### Cooking

### Other workshops

## Basketball Program

Our program is designed to allow our students to build a good foundation for basketball. Our TEL HI gym was newly renovated by the Warriors foundation!

### Our Goals:

- Dribble a ball with their dominant and nondominant hand with correct form.
- Shoot the ball on target utilizing proper form and technique.
- Cooperate with teammates effectively in a modified game setting.
- Demonstrate leadership skills in a group setting by leading warm-up exercise.

|                  |                          |
|------------------|--------------------------|
| <b>September</b> | Team building            |
| <b>October</b>   | Ball handling            |
| <b>November</b>  | Passing                  |
| <b>December</b>  | Shooting                 |
| <b>January</b>   | Teamwork in game setting |

|                 |                              |
|-----------------|------------------------------|
| <b>February</b> | Footwork & conditioning      |
| <b>March</b>    | Advanced ball handling       |
| <b>April</b>    | Advanced passing & shooting  |
| <b>May</b>      | Modified games & tournaments |
| <b>June</b>     | Tournaments                  |





## Cooking & Nutrition

TEL HI is proud to have our own gardening program on site where students are able to learn about the foods that they eat on a daily basis! In our cooking and nutrition workshops, students will:

- Learn cooking skills that can be applied in aspects of daily lives
- Be introduced to food safety, handling, portion control, and measurements
- Gain exposure to sensory experiences and healthy foods
- Understand the importance of the food pyramid and benefits of different food groups

|                  |                           |
|------------------|---------------------------|
| <b>September</b> | Food safety & handling    |
| <b>October</b>   | Food pyramid              |
| <b>November</b>  | Measurements              |
| <b>December</b>  | Portion control           |
| <b>January</b>   | Healthy food alternatives |

|                 |                                |
|-----------------|--------------------------------|
| <b>February</b> | Kitchen management             |
| <b>March</b>    | Kitchen tools                  |
| <b>April</b>    | Understanding nutrition labels |
| <b>May</b>      | Rethink your drink             |
| <b>June</b>     | Knife safety skills            |

## Gardening

TEL HI is fortunate enough to have our own garden located at 660 Lombard St. Students will gain first hand experience on how to grow and care for plants and vegetables! Some of our student goals are to:

- Learn the necessary skills to care for plants and grow their own food.
- Learn how to garden sustainably and how human impact makes a difference to the environment.
- Learn about basic plant botany.
- Develop a sense of environmental responsibility and stewardship towards the natural world.



# Garfield/Sherman Calendar

|                      | Monday  | Tuesday  | Wednesday  | Thursday   | Friday   |
|----------------------|---|--|--|--|--|
| <b>2:15pm-2:45pm</b> | Free Play   | Free Play  | Free Play  | Free Play  | Free Play  |
| <b>2:45pm-3:00pm</b> | Snack   | Snack  | Snack  | Snack  | Free Play  |
| <b>3:00pm-3:45pm</b> | Homework  | Homework   | Homework   | Homework   | Cooking<br>----- OR -----<br>Recreation<br>----- OR -----<br>Swimming<br>(3:30 - 4:30)                                 |
| <b>3:45pm-4:00pm</b> | Recreation  | Recreation   | Recreation   | Recreation   | ^ continued  |
| <b>4:00pm-5:00pm</b> | Homework<br><br>- OR -<br><br>Arts & Crafts<br><br>-OR-<br><br>Recreation | Homework<br><br>- OR -<br><br>STEM (K-2)<br><br>- OR -<br><br>Gardening & Nutrition<br>(3rd-5th) | Homework<br><br>- OR -<br><br>Recreation   | Homework<br><br>- OR -<br><br>Gardening & Nutrition<br>(K-2nd)<br><br>- OR -<br><br>STEM (3rd-5th) | Snack<br>(4:00 - 4:15)<br>-----<br>Communal<br>Time<br>(4:15 - 4:30)<br>-----<br>1: Free Play<br>2: Other<br>workshops |
| <b>5:00pm-6:00pm</b> | Homework,<br>Reading<br><br>- OR -<br><br>Free Play                       | Homework,<br>Reading<br><br>- OR -<br><br>Free Play<br><br>- OR -<br><br>Basketball              | Homework,<br>Reading<br><br>- OR -<br><br>Free Play<br><br>- OR -<br><br>Hip-hop | Homework,<br>Reading<br><br>- OR -<br><br>Free Play<br><br>- OR -<br><br>Basketball                | Free Play<br><br>- OR -<br><br>Other<br>Workshops  |

Spanish Classes (Homeroom) are from 4:30pm-5:30pm either MW or TuTh.





# Yick Wo/JYC Calendar


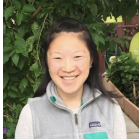



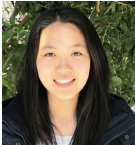
|                      | Monday   | Tuesday  | Wednesday   | Thursday   | Friday  |
|----------------------|--|--|---|--|---|
| <b>4:00pm-4:15pm</b> | Snack  | Snack  | Snack   | Snack  | Snack<br>- OR -<br>Swimming (4:00 - 4:30)   |
| <b>4:15pm-5:00pm</b> | Homework, Reading<br>- OR -<br>Arts & Crafts<br>- OR -<br>Recreation | Homework, Reading<br>- OR -<br>STEM (K-2nd)<br>- OR -<br>Gardening & Nutrition (3rd-5th) | Homework, Reading<br>- OR -<br>Recreation                 | Homework, Reading<br>- OR -<br>Gardening & Nutrition (K-2nd)<br>- OR -<br>STEM (3rd-5th) | Communal Time (4:15 - 4:30)<br>-----<br>Cooking<br>- OR -<br>Free Play<br>- OR -<br>Other workshops (4:30 - 6:00) |
| <b>5:00pm-6:00pm</b> | Homework, Reading<br>- OR -<br>Free Play                             | Homework, Reading<br>- OR -<br>1: Free Play<br>2: Basketball                             | Homework, Reading<br>- OR -<br>1: Free Play<br>2: Hip hop | Homework, Reading<br>- OR -<br>1: Free Play<br>2: Basketball                             | Hip Hop<br>- OR -<br>Free play<br>- OR -<br>Other workshops   |

Spanish Classes (Homeroom) are from 4:30pm-5:30pm either MW or TuTh.



Meet our staff team!

|                               |   |  |
|-------------------------------|---|--|
| <p><b>Josh Feierstein</b></p> |  | <p><b>Program Director</b><br/> <a href="mailto:jfeierstein@telhi.org">jfeierstein@telhi.org</a><br/>                 (415) 421-6443 X18</p> |
| <p><b>Samson Lin</b></p>      |  | <p><b>Site Coordinator</b><br/> <a href="mailto:SLin@telhi.org">SLin@telhi.org</a><br/>                 (415) 421-6443 x28</p>               |

|   |   |
|---|---|
|  <p><b>Vivian Wong</b><br/>                 Enrichment and Academic Specialist<br/> <a href="mailto:VWong@telhi.org">VWong@telhi.org</a></p> |  <p><b>Vicki Huang</b><br/>                 Enrollment Specialist<br/> <a href="mailto:VHuang@telhi.org">VHuang@telhi.org</a></p>    |
| <p><b>Nina Garde</b><br/>                 Garden and Nutrition Coordinator<br/> <a href="mailto:Ngarde@telhi.org">Ngarde@telhi.org</a></p>  |  <p><b>Sean Singer</b><br/>                 Recreation Specialist<br/> <a href="mailto:SSinger@telhi.org">SSinger@telhi.org</a></p> |
|  <p><b>Michael Lee</b><br/>                 Program Leader<br/> <a href="mailto:MLee@telhi.org">MLee@telhi.org</a></p>                     |  <p><b>Cliff Hom</b><br/>                 Program Leader<br/> <a href="mailto:CHom@telhi.org">CHom@telhi.org</a></p>               |
|  <p><b>Diana Mei</b><br/>                 Program Leader<br/> <a href="mailto:DMei@telhi.org">DMei@telhi.org</a></p>                       |   |



## Optional Enrichment Activities Priority Form

At TEL HI's After School Academy, we hope to provide opportunities for our youth to be exposed to enrichment activities along with gaining support for homework. With the limited 2-4 hours that we have with your children, we understand that sometimes it is impossible to do all. We believe that there are many fun ways to learn other than just through homework.

**We care about the success of your child. For parents who are interested in having our staff prioritize enrichment time for your child over homework and tutoring time, we would like to respect your wishes. Just let us know!**

If you do not fill out this form, we will be providing your child with our typical framework of homework help, and then enrichment. However, if you do fill this form out, your child will have the option to choose to participate in enrichment activities (such as basketball, arts & craft, cooking, coding, robotics, gardening, nutrition, etc.) during their after school hours, and it may mean- in place of homework time. Please keep in mind, we do not have homework time on Fridays, and we have enrichment on Fridays.

**By completing this form, I am choosing that during 4:00pm-5:00pm, I wish for TEL HI staff to give my child the choice of choosing the activity of his/her choice- enrichment or homework.**

|                       |       |
|-----------------------|-------|
| Child's Name:         |       |
| Parent/Guardian Name: |       |
| Signature:            | Date: |

|                      |
|----------------------|
| Notes or exceptions: |
|----------------------|

