

Before / After School Program Parent Handbook 2020 - 2021



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DEAR PARENTS,

Dear Parents,

Welcome to our Fee- Based Before & After School Program

The philosophy of the Before & After School Program is to provide safe, educational and affordable learning opportunities for all children. The program is specifically designed to meet the age-appropriate needs and interests of school age children and their families delivered in a positive environment of safety, support, and care.

Weekly and daily curriculum activities are designed and chosen to reinforce what your child is already learning in school. Our staff will help your children with their studies and homework while giving kids time to be kids. We will always work to provide a balance of staff-led and kid-led growth opportunities for your child.

We look forward to meeting you and extend a personal invitation to your child for a school-year full of fun and friendships! Thank you for choosing us!

Sincerely

The Director and Staff of the Before & After School Program

PROGRAM OVERVIEW

Program Overview

Our Before & After School Program is offered from August to June for 180 days of care. School days and calendars vary by school district. For specific information regarding your child's school, please check the school website and calendar. The calendar is also provided with registration packets.

WE HELP CHILDREN LEARN, GROW & THRIVE

The Before & After School program provides on-site care for your child beginning at 6:30 AM until school starts and when school is dismissed until 6:30 PM.

Participating children learn valuable social and scholastic skills in a safe, fun, and supervised environment.

The program offers a constructive balance of counselor led activities and free time for child explorations, including daily enrichment activities, presentation activities (music, theater, etc.) and literacy. In addition, children participate in outdoor physical activities and playground time. lastly, there is also supervised homework assistance and a nutritious afternoon snack.

Each afterschool day will include Centers, Board games, Legos, Crafts, and Reading.

Children are divided into age-appropriate groups for the daily activities. Day Camps are available for most teacher planning days at an additional fee.

A \$35.00 non-refundable registration fee per student is due at registration. All attending children must have a completed registration form including Emergency Contacts & Authorized Pick-up information. Parents/Guardians can register online via the school website. Families with previous unpaid balances will not be able to register until paid in full.

SAMPLE AFTERNOON SCHEDULE

3:00-3:30 PM	Attendance/Snacks/Announcements
3:30-4:00 PM	Homework/Story time
4:00-4:45 PM	Group Enrichment Activities: Computers, Arts & Crafts, Cooking, Dance, Music
4:45-5:15 PM	Outdoor Activity
5:15-5:45PM	Group Enrichment Activities
5:45-6:00 PM	Centers
6:00-6:30 PM	Clean-up/Dismissal

**Please Note: this is a sample of a typical day, not an 'every day' schedule. Events/Activities vary and are subject to change.*

PROGRAM OVERVIEW

Snacks

We provide a healthy afternoon snack and juice. Our snacks are low-fat, low-sugar, and low-salt. Parents may pack a drink or alternative snack. A snack menu is posted on the parent board. If your child has any food allergies, please inform the Before and After School Director at the school site. In this case, the parent/guardian will be responsible for providing a nutritious snack that suits the needs of your child.

Homework

The Program stresses the importance of homework time is set aside every day for the children to begin or complete homework assignments. Supplies such as pencils, erasers, glue sticks, lined paper, scissors are available for use. Staff members are available to supervise to assist the children with their work. Because of the number of children who require assistance during homework time, the staff members are unable to confirm accuracy of each child's homework or provide the type of one-on-one homework help that is available from a private tutor.

Although we encourage the children to do their homework when it is assigned, using the time set aside to complete homework is the responsibility of the child. Please let us know if you prefer to have a child complete his or her homework at home. Children who do not wish to use homework time to complete their homework may use the time to read a book.

Centers

Children will be able to choose from a variety of board/card games, drawing/ writing materials, books, manipulative (Legos), and other supplies. Computer time, music, dance are among the rotating activities available for each group.

Special Activities

For an additional fee, the Before and After Care program will offer school enrichment classes for children of all ages, with all interests. Enrichments are a great and convenient way for children to get involved in extra activities during After Care. Registrations will be processed through the Director of After Care. A student will be enrolled in a class once a completed registration form and payment in full is made. We look forward to the start of Session I in September and are very confident the children will enjoy their after – school enrichment experience. This program will take the place of the after-school enrichments that are supervised by the school.

HOURS OF OPERATION

Hours of Operation

Calendar

Please refer to the school's calendar for specific dates

Before Care Full Time: monthly fee.

- Monday- Friday starting at 6:30 AM until school starts
- Students are sent to their classroom/homeroom directly
- Deductions or refunds will not be given for days, weeks or months that a student may be absent from school. School holidays, vacations or sick days will not be deducted from the tuition cost.

After Care Full Time: monthly fee.

- Monday- Friday starts as soon as school is dismissed until 6:30 PM.
- Deductions or refunds will not be given for days, weeks or months that a student may be absent from school. School holidays, vacations or sick days will not be deducted from the tuition cost.

Teacher Planning Day Camps

- 7:30 AM-6 PM (Subject to change)
- Additional fee will apply
- One Snack provided. Lunch and additional drinks and snacks must be sent for your child.
- A minimum number of students enrolled (varies from site to site).
- No registration fees

Fall, Winter and Summer camps

- 7:30 AM- 6 PM (subject to change)
- Additional fee will apply
- Afternoon snack provided. Lunch and additional drinks and snacks must be sent for your child.
- A minimum number of students enrolled (varies from site to site).
- Includes field trips, special activities, supplies and special guest/speakers
- Summer Camp requires separate registration form and registration fee of \$35.00 per student.
- Weekly camp fee is pre-paid. Unpaid weekly balance will be subject to discontinuation of camp services.

STAFF, PARENT INVOLVEMENT AND COMMUNICATION

Late-pickup

A late fee of \$1.00 per minute per child will be charged beginning after close of service. Late fees will be added to the child's tuition bill. Continual late pickup may result in a child's removal from the program.

Staff is unable to remain on site after camp closure for activity updates or consultations about children. The Before and Aftercare Director can schedule meetings during the hours of (1:00 pm - 6:00 PM). Phone calls and emails are also welcomed.

Staff, Parent Involvement and Communication

Staff

All staff members have been screened according to the school's guidelines. All counselors are at least 18 years old. The Before and After School Directors are required to be at least 21 years of age, graduates of high school, associate degree or higher and have previous experience working in childcare. When hiring, we look for staff members who are responsible, driven, organized, creative, hardworking and reliable.

Parent involvement

Parent feedback is encouraged. We encourage parents to schedule time with the Director to discuss your child's progress and address any other concerns.

In addition to asking for certain behaviors from our students, we expect that each parent conduct him or herself appropriately at all times. This includes communications and interactions with the Director. Inappropriate language, conduct, or action toward any, staff, child, or other parent will not be tolerated. Failure to abide by this policy will result in termination of services.

Communication

The Before and Aftercare program maintains an open-door policy. Please feel free to direct questions or concerns related to any facet of the program to discuss with the Director at any time.

Any questions regarding tuition, policies, staffing, activities, or a child's participation in the Program may be directed to the Program Director. Voicemail is in place 24 hours a day and will record a message if no one is available to answer your call.

It is the responsibility of parents to inform the Director in writing regarding any changes to your child's record. This information includes phone number, home/ mailing address, and emergency and authorized pick-ups, billing information, and changes to other pertinent information.

SIGN IN AND SIGN OUT PROCEDURES

Please note: Enrolling parent or designee are the only ones to make changes. The Primary parent may check a box on the enrollment form to authorize the secondary parent to make changes on the account and enrollment. Any change in family custody status that impacts authorized parties for pick-up will require court documentation.

Children may not use the telephone except in case of an emergency. Please be sure your child understands your instructions about pick up and change of plans. Many times, the children are participating in activities outdoors. We request your cooperation in not asking us to deliver a message except in an emergency situation. Children may not engage in personal cell phone use during before and after care hours. Please email Director with any changes for pick up.

Sign In and Sign Out Procedures

Sign in

- **Before Care:** Registered before care students will be allowed to walk into the program building and clock into time clock without the assistance of a parent. Beginning at 6:30 am.
- **After School:** After dismissal bell, all program participants will be signed in by their counselor. All children will be accounted for daily. If absent from the Program, parents will be contacted.

Sign Out

- **Before School Care:** Children will be signed out by their counselor and dismissed to their classroom prior to the first bell.
- **After School:** Parents or authorized pick-ups are required to sign their child out daily. Parents must walk into the school building and sign the child out at the computerized checkout point. IDs will be checked if the staff is not familiar with the adult. Children will only be released to authorized people who are listed on the child's registration forms. Authorized persons must present a photo ID in order for a child to be released from the program. A child will not be released to anyone who is not listed on the enrollment form or emergency card unless the Director is notified in writing by the parent or guardian that an additional person is picking up the child. A copy of the parent driver license will be required attached to the email notification regarding the new adult for pick up. All authorized pick-ups must be an adult and present a valid ID to sign out a child. Children will not be allowed to leave the school to walk or ride their bike home. A charge will be incurred for late pick up of \$1.00 per minute after school closing.

SIGN IN AND SIGN OUT PROCEDURES

Absent students:

- Deductions or refunds will not be given for days or weeks that a student may be absent from school. There is no charge for Before and After Care for school holidays.

Authorized pickup and emergency contact

- Only the people listed on a child's registration form are considered authorized. Family members, if not listed, are not considered authorized to pick up a child. Verification by the Director or designee will be made before any child is released to a person not listed on the registration form.

Changes in dismissal

- If there are any changes in the dismissal procedures for a child, the parent must notify the Before and After School Director in writing immediately. This will ensure the safety of the child.
- A child will not be released to anyone who is not listed on the enrollment form unless the Director is notified in writing by the parent or guardian that an additional person is picking up the child. A copy of the parent driver license will be required attached to the email notification regarding the new adult for pick up.

Health & Safety

Illness & Injury

- Small cuts and scrapes will be treated using standard first aid procedures. In cases of serious illness or injury, the Director will contact parents immediately. If the parent cannot be reached, the designated 'emergency contact' will be called. The school will contact EMT's at any time necessary for the safety of a child, which may involve transportation to an emergency medical facility.
- Please keep sick children at home. Children with a fever of 100.4+, or those experiencing vomiting or diarrhea are not allowed to attend the Before and After School program.

Medication

- Counselors are not allowed to administer any type of medication to any student. All medication will be administered by the authorized, trained personnel. In order to administer any medication, a Medication Permission Form, signed by the doctor and parent, must be submitted with the medication to the school's Main Office.
- The Before and Aftercare Program follow the same procedures stated in the Student Handbook found on the school website.

Bad weather

- In the event that school should be closed or dismissed at an unscheduled time, we will follow district guidelines for all emergencies and/or closings published to the general public. If school is dismissed at an earlier time, parents MUST pick up their children.
- No reimbursement of tuition if early dismissal or school closure.

Sun exposure

- During the summertime, we try our best to schedule outdoor activities for only short periods of time as well as provide plenty of water breaks and time in the shade. It is the responsibility of the parent to provide sunscreen that the child will be required to apply the sunscreen without assistance. After Care staff will not assist in applying the sunscreen.

Winter weather

- During the cooler winter months, children will be playing outside, please make sure you send your child to school with a warm coat or jacket.

Personal Belongings

- Jackets, backpacks, lunchboxes, and other items left at the end of the afternoon will be placed in the school Lost & Found. Parents are encouraged to check lost and found frequently. Children are asked not to bring personal items to the Before & After School Program. The Before & After School Staff is not responsible for items lost, broken, or stolen during program hours. These belongings include video games, cellphones, iPods, iPads, toys, money, jewelry or any other item of high value.

DISCIPLINE POLICY

Discipline Policy

Students are expected to behave in a respectful manner while under the responsibility of the After Care staff (this includes during after school activities, or any activity in which school staff members are responsible for the students). Parents and students are provided a Student Handbook explaining student expectations and consequences for misbehavior. The handbook is revised each year and shared with families at the start of each school year for review and acknowledgement.

Disrespect to leaders, destruction of property or equipment, vandalism, use of profanity, or any other undesirable act will result in disciplinary action. We expect all of our students to be polite, courteous, and respectful. Serious or continued misbehavior may result in the student's removal from the program. For further information please refer to the Student Handbook on the school's website.

FEES & PAYMENT POLICIES

Fees & Payment Policies

Fees

Full-time services are offered only. No part-time services are offered. No discounts for days not attended.

- Fees must be paid in advance on a monthly basis. Invoices will be sent the first week of each month via email. **Payment is due by the 5th of each month. Before and After Care fees are based on a full-time monthly rate.** Fees must be paid via EZ Care through Click-to-Pay or through the EZ-EFT Automatic Bank/Credit Draft Program. There is no partial payment for partial use of services. If unable to use either option, please contact the Before and After School Director for In-Person payment. Service will be discontinued if weekly fees are not paid.

Registration fee

- A \$35.00 per student registration is due for all program participants before starting. Registration fees accompany the registration packet. Checks, Credit and/or Debit Cards can be used as forms of payments. A "Payment Method Authorization Form" can be completed to authorize automatic payment for registration and future payments.
- Registration will be considered complete **ONLY** when the online Registration Form is completed including two **EMERGENCY CONTACTS** and receipt of the registration fee that has been paid 24 hours prior to the starting date. No paper registration forms are available. Registration via EZ Care only. Families with previous unpaid balances will not be able to register and participate in the Before and Aftercare program.

Late Payment Fee

- Payments not received by the fifth school day of the **PAYMENT** month will accrue a \$10 Late Fee. If payment is not received by the fifth school day of the month, the child (ren) will be withdrawn from the program. In the event of continuous late payments, your child will be withdrawn from the program. In the case payment cannot be made, please contact the Before and After School Director ahead of time.

Cancellation Policy

- To withdraw a participant, a written cancellation form must be provided. The cancellation form can be found on the school website under "Before and After School Program Information". The cancellation form must be sent to the Director two (2) weeks in advance of the effective date. If child is not in attendance for one month they will be automatically withdrawn until notification is received from parent.

FEES & PAYMENT POLICIES

Non-sufficient payments & refunds

- A \$25.00 fee is charged for all non-sufficient funds and declined transactions. Child(ren) will not be allowed to attend the Before and After School Program unless payment has been received and corrected.

Late Pick-up

- A late fee of \$1.00 per child per minute will be charged 1 minute of program closure. Consistent late pick-up will result in the removal of your child from the program.

Sibling Discount

- There is a sibling discount of 10% off the tuition for the first sibling (2nd child) and 15% off for the (3rd child) and subsequent children from the same family. First child pays full tuition and siblings will pay the discounted price.