



**Before / After School  
Program  
Parent Handbook**

**2018 - 2019**

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# WELCOME!

## Welcome!

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, cooking, etc.) and literacy. In addition, children participate in outdoor physical activities and playground time. Lastly, there is homework assistance and a nutritious afternoon snack.

The end of each afterschool day will include Centers: Board games, Legos, Crafts, and Reading.

Children are divided into age-appropriate groups for many of 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 or download a paper copy and submit it to the Before and After School Director

### A TYPICAL AFTERNOON

<b>3:00-3:30 PM</b>	<b>Attendance/Snacks/Announcements</b>
<b>3:30-4:00 PM</b>	<b>Homework/Story time</b>
<b>4:00-4:45 PM</b>	<b>Group Enrichment Activities: Computers, Arts &amp; Crafts, Cooking, Dance, Music</b>
<b>4:45-5:15 PM</b>	<b>Outdoor Activity</b>
<b>5:15-5:45PM</b>	<b>Group Enrichment Activities</b>
<b>5:45-6:00 PM</b>	<b>Centers (Inside Cafeteria)</b>
<b>6:00-6:30 PM</b>	<b>Clean-up/Dismissal</b>

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

# ACTIVITIES

## Activities

### 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 and sets time aside every day for the children to complete their assignments. Supplies such as pencils, erasers, glue sticks, lined paper, scissors are available for use. Staff members are available to supervise the homework and to assist the children with their work; however, a child who needs individual help with his or her homework must ask. Because of the number of children who require assistance during homework time, the staff members are unable to check each child's homework for accuracy 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, and/or cooking are among the rotating activities available for each group.

### Special Activities

If your child belongs to a student club or tutorial program that meets on school grounds during after-school hours, parents must notify the Before and After School Director of pick-up procedures. If the child needs supervision after special activity, the child must sign into the Before & Aftercare Program. Children must have prior parental approval to attend other after-school activities outside the Before and After School Program.

# HOURS OF OPERATION

## Hours of Operation

### Calendar

Please refer to the school's calendar for specific dates

### Before Care

- Monday- Friday starting at 6:30 AM until school starts
- Students are sent to their classroom/homeroom directly

### After Care

- Monday- Friday starts as soon as school is dismissed until 6:30 PM.

### Day Camps/Teacher Planning Day Camps

- 7:30 AM-6 PM (Subject to change)
- Additional fee (ranges between \$25-\$35 a day)
- Snacks provided. Lunch and additional drinks must be sent for your child.
- A minimum number students enrolled (varies from site to site).
- No registration fee

### Winter and Summer camps

- 7:30 AM- 6 PM (subject to change)
- Additional fee (ranges between \$95-\$150 per week)
- Snacks provided. Lunch and additional drinks must be sent for your child.
- A minimum number students enrolled (varies from site to site).
- Includes field trips, special activities, supplies and special guest/speakers
- Summer Camp requires separate registration form and fee

### Late-pickup

A late fee of \$10.00 per child will be charged after 6:30 PM. 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 6:30 PM for activity updates or consultations about children. The Before and Aftercare Director can schedule meetings during the hours of 10:30 AM-6:00 PM. Phone calls and emails are also welcomed.

# STAFF, PARENT INVOLVEMENT AND COMMUNICATION

## Staff, Parent Involvement and Communication

### Staff

All staff members have been screened according to the school's guidelines. All activity leaders 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 and have previous experience working in childcare. When hiring, we look for staff members who are smart, 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 youth participants, we expect that each parent conduct him or herself appropriately at all times. This includes communications and interactions with the Director and staff. Inappropriate language, conduct, or action toward any participant, 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 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.

Please note: The Primary Parent listed on the registration forms is the ONLY authorized person to make changes on the account and enrollment. The Primary parent may check a box on the enrollment form to authorize the secondary parent to make changes. Any change in family status that impacts authorized parties for pick-up will require court documentation.

Children may not use the telephone except in case of an emergency. The Before and After Care Program shares a telephone with school staff. This telephone is for school purposes and to handle emergencies. Please be sure your child understands your instructions about pick up and any change of plans. It is most difficult to call children to the telephone or to accept individual messages for the children. 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.

# SIGN IN AND SIGN OUT PROCEDURES

## Sign In and Sign Out Procedures

### Sign in

- Before Care: Parents are to sign in via our computerized childcare program when dropping them off in the morning. No students are to walk in alone without being signed in.
- 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. **Parents are not to pick up before 4:00 pm.** Children will not be released unless they have been signed out and will not be allowed to stay on the premises after being signed out. 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 unless the staff is notified by the parent or guardian that an additional person is picking up the child. All authorized pick-ups must be at least 16 years old 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.

### Absent students:

- Parents or guardians whose child or children are absent from the Before and After School program and are not listed on the absentee list for the school, will be contacted as quickly as possible. Parents must notify the after school care office if their child will be absent on any given day.
- Deductions or refunds will not be given for days, weeks or months that a student may be absent from school. Vacations or sick days will not be deducted from the tuition cost.

### 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.

# SIGN IN AND SIGN OUT PROCEDURES

## Authorized pick up and emergency contact

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## 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 and office personnel in person or in writing immediately. This will ensure the safety of the child.

# HEALTH & SAFETY

## 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 due to inclement weather, 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 due to weather.

### Sun exposure

- During the summer time, 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. Children will not participate in outside activities when the temperature exceeds 104 degrees. The use of SPF 30 or higher sunblock is highly encouraged during the summer time.

### Winter weather

- During the cooler winter months, children will not go to play outside when the temperature drops below 38 degrees. Please make sure you send your child to school with a winter coat.

### 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**

### **Discipline Policy**

The same Code of Conduct as the regular school program applies to the Before & After School Program. Rough conduct, disrespect to leaders, destruction of property or equipment, vandalism, use of profanity, or any other undesirable act will result in disciplinary action and, if necessary, the student's removal from the program. We expect all of our participants 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

- Fees must be paid in advance on a weekly basis. Invoices will be sent every week via email. **Payment is due on Fridays. Fee Schedules are available on the school's website.** 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.

### 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. Paper Registration forms are available at the school site from the Before and After School Director.

### Late Payment Fee

- Payments not received by the third school day of the **PAYMENT** week will accrue a \$25 Late Fee. If payment is not received by the fifth school day of the week, 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.

### 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. Refunds are issued upon student's withdrawal if excess payment has been made.

## FEES & PAYMENT POLICIES

### Late Pick-up

- A late fee of \$10.00 per child will be charged after 6:30 PM. 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 and 15% off for the third and subsequent children from the same family. First child pays full tuition and siblings will pay the discounted price.