# BOARDMAN LOCAL SCHOOLS K-6 BEFORE & AFTER SCHOOL PROGRAM

Center Intermediate School (330) 726-3400
Robinwood Lane School (330) 782-3164
West Boulevard (330) 726-3427
Stadium Drive (330) 726-3428

Elementary Before School 6:30 am - 8:00 am
Elementary After School 2:10 pm - 6:00 pm
Center Intermediate Before Care 6:30 am - 8:30 am
Center Intermediate After School 3:30 pm - 6:00 pm

## ALL PAPERWORK MUST BE COMPLETED BEFORE YOUR CHILD CAN BE ADMITTED INTO THE BEFORE OR AFTER CARE PROGRAM

## THERE WILL BE NO BEFORE CARE IN THE EVENT OF A 2- HOUR DELAY

# FEES \*\*\*\*PAYMENT IS DUE WEEKLY\*\*\*\*

## SCHEDULES & FEES ARE SUBJECT TO CHANGE BEFORE CARE SESSION

\$5.00 /hour first child in family
\$2.00 / hour second child in family
\$1.50 / hour third child in family

## **AFTER CARE SESSION**

\$5.00 /hour first child in family
\$4.50 / hour second child in family
\$4.00 / hour third child in family

## **SNACKS**

PLEASE SEND A SNACK FOR YOUR CHILD DAILY
THE AFTER SCHOOL PROGRAM NO LONGER PROVIDES SNACKS.

## **ENROLLMENT**

- Submit and complete and sign all registration forms
- Please complete contact sheet information before coming to program
- Your child may not attend the After School Program until the necessary paperwork is completed and on file.

## **FEES & PAYMENTS**

Please Make Checks Payable to **Boardman Local Schools**Payments are due weekly. If payment is not received after two weeks, your child may be unable to attend the program until accounts are paid in full.

## **SCHEDULES**

Payments are due on the Monday of each week your child will be attending the program along with his or her schedule for the week. Parents will receive a new schedule sheet weekly along with their receipt of payment. You can find these schedule sheets online, as well. Please fill out this sheet and return on the Monday of each week that your child will be attending the program.

## **REMIND/ Contacting Before Care & After Care**

A REMIND has been set up for each Elementary School in order for there to be communication between parents and staff. The supervisor for your school will invite you to join REMIND via phone. Once you accept, you and your supervisor will be able to communicate directly regarding any correspondence for your child.

### **CENTER INTERMEDIATE SCHOOL**

Center Intermediate School has a phone where you can contact the supervisor or child if need be during before and after school. That number is (330) 254-3323.

## **MEDICATIONS**

The only medication that can be administered during aftercare is an EpiPen and rescue inhaler **ONLY IN AN EMERGENCY.** The appropriate doctor order, and prescription original packaging for the Epipen and inhaler, must be provided to us before the child can participate in the program. **NO OTHER MEDICATION CAN BE ADMINISTERED IN AFTER CARE.** 

## DAILY RELEASE OF CHILDREN

Students will be released to their parents or guardians. Any exceptions to this policy require <u>written Instructions</u> from the parent or guardian to the teacher. Please call the school your child attends to report any change in their pick-up schedule or persons picking up the child. Parents and or guardians will be required to sign out the child each day listing the name of the person picking up and time of day the child was released. <u>A valid license will be required for everyone on the contact sheet picking up any child at the before and after care programs. If a person's name is NOT on the contact list, the child will not be released to them.</u>

## BEHAVIORAL EXPECTATIONS PLEASE READ CAREFULLY.

- Boardman Local Schools Code Of Conduct applies to all students enrolled in the before and after school program. <u>NO PHONES OR</u> <u>OTHER ELECTRONIC DEVICES WILL BE PERMITTED</u>.
- If a child poses a threat, whether verbal or physical, or is disrespectful to fellow students or staff, and receives two documented incidents signed by staff and their parent/guardian, he or she will be suspended from the program for a total of 7 school days.
- IF A CHILD REPEATEDLY DEMONSTRATES INAPPROPRIATE BEHAVIOR INCLUDING PHYSICAL OR VERBAL ABUSE OR IS IMPOSING A SERIOUS OR RECURRING DISCIPLINE PROBLEM DURING THE BOARDMAN CHILD CARE PROGRAM, THE CHILD WILL BE REMOVED FROM THE PROGRAM IN ADDITION TO RECEIVING THE APPROPRIATE DISCIPLINARY REPERCUSSION.

#### **Dear Parents:**

Please list three names of family or friends below that we may contact in the event that your child becomes ill or hurt during Before School or Afterschool programs, and we are unable to contact you.

Also, I would appreciate two additional names other than parents that are authorized to pick up your child. Please note that anyone picking up your child, other than the parents, must show proper identification and must be listed on the contact sheet in order for your child to be released from the program.

Sincerely, Jeanne Silvestri After School Coordinator Child's Name Parent / Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_ Parent/Guardian\_\_\_\_\_ Cell Phone Address\_\_\_\_\_ KNOWN ALLERGIES/ MEDICAL CONDITIONS\_\_\_\_\_ Homeroom Teacher\_ Homeroom #\_\_\_\_\_\_Bus #\_\_\_\_\_ I authorize the people listed below to pick up my child from the Before School/After School Program Name\_\_\_\_\_Cell Number\_\_\_\_\_ Name Cell Number Name Cell Number

#### **BOARDMAN AFTER SCHOOL PROGRAM**

IN ORDER TO PROVIDE A SAFE AND SECURE ENVIRONMENT FOR EVERYONE, THE FOLLOWING GENERAL RULES HAVE BEEN DEVELOPED WHICH WILL BE IN EFFECT AT ALL TIMES.

1 SHOW RESPECT TO PEOPLE & PROPERTY.

NO INAPPROPRIATE LANGUAGE OR ACTIONS

KEEP HANDS TO YOURSELF. (No hitting, pinching, punching)

NO PUT-DOWNS; NO TEASING.

CLEAN UP AFTER YOURSELF.

USE EQUIPMENT APPROPRIATELY.

2. FOLLOW GOOD SAFETY PRACTICES.

SIT AT TABLES APPROPRIATELY.

PLAY GAMES ACCORDING TO THE RULES.

INFORM THE TEACHER ANYTIME YOU ENTER OR LEAVE THE AREA.

3. THE BOARDMAN SCHOOLS <u>CODE OF CONDUCT</u> APPLIES TO ALL STUDENTS ENROLLED IN THE AFTERSCHOOL PROGRAM.

WE WILL DISCUSS THESE RULES WITH YOUR CHILD, BUT WOULD APPRECIATE IT IF YOU WOULD REVIEW THEM WITH YOUR CHILD BEFORE YOU ENROLL THEM IN THE PROGRAM.

#### PARENT LETTER OF AGREEMENT PLEASE READ CAREFULLY.

I ACKNOWLEDGE RECEIPT OF THE AFTER SCHOOL PROCEDURES. I HAVE READ AND UNDERSTAND THE POLICIES AS STATED, AND I AGREE TO ABIDE BY THE REQUIREMENTS LISTED BELOW AS WELL AS ALL OF THE RULES SET FORTH IN THE AFTER SCHOOL GUIDELINES. IN RETURN, THE AFTER SCHOOL PROGRAM AGREES TO PROVIDE CARE FOR MY CHILD WHICH MEETS THE STANDARDS & GUIDELINES OF THE PARENT"S PROCEDURE SHEET.

- 1. My child may not attend the Afterschool Program until the necessary forms are completed & on file.
- Weekly tuition is due in advance unless other arrangements have been made. <u>IF PAYMENT IS MORE THAN 2 WEEKS OVERDUE</u>, <u>MY CHILD MAY BE DROPPED FROM THE PROGRAM UNTIL ACCOUNTS ARE PAID TO DATE</u>.
- 3. The After School Program ends at 6:00 P.M. I will make every effort to see that my child is picked up by 6:00 PM. I will be charged a late fee of \$2.00 per every 5 minutes beginning at 6:00PM.
- 4. I MUST INFORM THE SCHOOL OR A STAFF MEMBER IF MY CHILD IS NOT ATTENDING ON HIS SCHEDULED ATTENDANCE DAYS.
- 5. <u>If my child is posing a serious or recurrent discipline problem which cannot be resolved, he/she will be suspended or removed from the After School program.</u>
- 6. A valid license and name on the contact sheet is required for a child to be released at the before and after care program.

#### PLEASE SIGN AND RETURN BOTTOM PORTION

I HAVE READ AND UNDERSTAND THE POLICIES OF THE BOARDMAN CHILD CARE PROGRAM

DATE	PARENT/GUARDIANSIGNATURE	
Names of enr	rolled	
Children		
Parent Respo	onsible for payment (Print Name)	
Parent Respo	onsible for payment (Print Name)	

## **Boardman Local School District**

## **Before School** Weekly Schedule

Child's Name:				
Home Room		Bus # Grade Level		_
Monday	Before School Hour	plete the weekly schedurs: Circle the days your chil	ld will be attending.	===
Monday	Tuesday	Wednesday	Thursday	Friday
	D per hour for 1st child per hour for 2nd child	X		
\$1.50 per	hour for 3rd child	** <u>Minimum cha</u>	<u>urge per day is \$5.00 p</u>	er day
Parent Si	ignature			
			al School District	
	After S	School Weekly Sche	edule	
Child's Name:				
Home	e Room	Bus # Grade Level		_
After School Monday		plete the weekly schedu your child will be attending Wednesday		ck up time. <b>Friday</b>
•	PLEASE our for 1st child our for 2nd child		FOR YOUR CHII  X Hourly rate X = \$	L <b>D</b> Total
\$4.00 per hour f	for 3rd child	** <u>Minimum</u>	<u>charge per day is \$5.</u>	00 per day
Parent Si <sub>z</sub>	gnature:			

# BOARDMAN LOCAL SCHOOLS K-6 BEFORE & AFTER CARE SCHOOL PROGRAM

#### **CENTER INTERMEDIATE BEFORE CARE**

\*JEANNE SILVESTRI SHARI YUHAS IOANNE GARDNER

#### **CENTER INTERMEDIATE AFTER CARE**

\*CRYSTAL MOORE

\*MOLLY LLOYD

BEFORE & AFTER SCHOOL # (330)-254-3323

#### WEST BOULEVARD BEFORE CARE

\*COLLEEN HARDIE

#### WEST BOULEVARD AFTER CARE

\*JEANNE SILVESTRI \*COLLEEN HARDIE SHARI YUHAS

#### STADIUM DRIVE BEFORE CARE

LISA FARR

#### STADIUM DRIVE AFTER CARE

\*BECKY CANTANZRITI \*LISA FARR

#### **ROBINWOOD LANE ELEMENTARY**

\*JOANNE GARDNER JANIE TOREK THERESE ISABELLA

When you are using Remind please contact the people with the \* and if two are marked, please choose both and send your message.

When choosing 2 recipients for your message, please hit the blue pen in the bottom right corner of the screen, choose conversation, hit the search icon at top of screen and choose recipients. Hit next and type a message and send. Once you choose the two people to talk to it will be in there to choose as a group again. Thank you

## **BOARDMAN ELEMENTARY SCHOOLS AFTER CARE FEE SHEET**

TIME	1 CHILD	2 CHILDREN	3 CHILDREN
2:15 - 3:15	\$5.00	\$9.50	\$13.50
2:15 - 3:30	\$6.25	\$12.00	\$17.00
2:15 - 3:45	\$7.50	\$14.25	\$20.25
2:15 - 4:00	\$8.75	\$16.75	\$23.75
2:15 - 4:15	\$10.00	\$19.00	\$27.00
2:15 - 4:30	\$11.25	\$21.50	\$30.50
2:15 - 4:45	\$12.50	\$23.75	\$34.00
2:15 - 5:00	\$13.75	\$26.25	\$37.25
2:15 - 5:15	\$15.00	\$28.50	\$40.50
2:15 - 5:30	\$16.25	\$31.00	\$44.00
2:15 - 5:45	\$17.50	\$33.50	\$47.50
2:15 - 6:00	\$18.75	\$35.75	\$51.00
2:15 - 6:15	\$20.00	\$38.00	\$54.00
2:15 - 6:30	\$21.25	\$40.50	\$57.50

## **CENTER AFTER CARE FEES**

_	1 CHILD		2 CHILDREN	J	3 CHILDREN
3:30-4:30	\$5.00	\$4.50	\$9.50	\$4.00	\$13.50
3:30-4:45	\$6.25	\$5.75	\$12.00	\$5.00	\$17.00
3:30-5:00	\$7.50	\$6.75	\$14.25	\$6.00	\$20.25
3:30-5:15	\$8.75	\$8.00	\$16.75	\$7.00	\$23.75
3:30-5:30	\$10.00	\$9.00	\$19.00	\$8.00	\$27.00
3:30-5:45	\$11.25	\$10.25	\$21.50	\$9.00	\$30.50
3:30-6:00	\$12.50	\$11.25	\$23.75	\$10.25	\$34.00
3:30-6:15	\$13.75	\$12.50	\$26.25	\$11.00	\$37.25
3:30-6:30	\$15.00	\$13.50	\$28.50	\$12.00	\$40.50

BCIS BEFORE CARE PRICES						
TIME	1 CHILD	2 CHILDREN	3 CHILDREN			
6:30 -8:30	\$10.00	\$14.00	\$17.00			
6:45 - 8:30	\$8.75	\$12.25	\$14.50			
7:00 - 8:30	\$7.50	\$8.00	\$12.50			
7:15 - 8:30	\$6.25	\$8.75	\$10.50			
7:30 - 8:30	\$5.00	\$7.00	\$8.50			

ELEMENTARY BEFORE CARE PRICES						
TIME 1 CHILD 2 CHILDREN 3 CHILDREN						
6:30 -8:00	\$6.25	\$8.25	\$9.75			
6:45 - 8:00	<b>:45 - 8:00</b> \$5.00		\$8.50			