

Parent Guide

Rambler Reach After School Program

2023-2024



Welcome to the North LaFayette Elementary Rambler Reach After School Program. The school operates the program on the same schedule as the Walker County School System's District Calendar. Our team is dedicated to working with you and your child to make your experience with us enjoyable, safe, and reliable.

Parents and/or guardians are responsible for reviewing the various policies and procedures outlined in this Parent Guide. If you have additional questions, please contact the After School Program Director, Shelly Queen, between 2:30-6:00 p.m. (Monday-Friday) at 706-638-1869 or a direct email to shellyqueen@walkerschools.org. In the event the director cannot be reached you can call Jennifer Martin, Principal or Sheila Ash, Assistant Principal at 706-638-1869.

For the safety of and security of every student and employee placed under our supervision and care each day Rambler Reach will follow the Walker County School's Covid Protocol approved by the Department of Health.

Mission Statement:

To provide a safe and enriched environment that promotes development of children's academic, physical, and social skills beyond the school day.

Features and Benefits:

- We will provide supervised homework time, a nutritious snack, and opportunities for physical activities in the gym and/or on the playground.
- The program is funded through the weekly fees you provide for childcare services.
- The staff is made up primarily of school personnel.
- The program operates on all scheduled school days as indicated by the District calendar unless the school is closed as determined by the Central Office (for bad weather days).
- Rambler Reach will operate from 2:30-6:00 or as soon as school dismissal is completed.
- The program is open until 6:00 p.m. A late fee will be charged for students who are picked up after 6:00 p.m. at a rate of \$5.00 for the first 10 minutes and \$1.00 per minute for anything after 6:10 p.m.

Parents are expected to pay on Friday the week before care begins the next week or on Monday for the week of childcare. There will be a \$5.00 per day late charge for anyone who does not pay by Monday afternoon each week.

Additional Information:

- **Lost and Found**

All personal property should be labeled with the child's name. Rambler Reach will not be responsible for lost, misplaced, or damaged items. Children should refrain from bringing toys or other valuable personal possessions to the Program.

- **Behavioral Policy**

In order that all children participating in the After School Program have a rewarding and safe experience, certain conduct and behavior will be prohibited. Students who engage in prohibited conduct will be subject to discipline up to and including suspension from the program. Please refer to the Behavioral Expectations and Discipline Policy sheet included with the registration packet for prohibited conduct and consequences.

- **Injury Reports**

If there is an incident in which a child is hurt or injured that requires more than just a Band-Aid or a few minutes of sitting out, an injury report will be filled out by the staff person on duty and the parent will be notified. If an injury is serious, a staff person will notify 911 and the parent will be notified.

- **Medications/Allergies**

Medications will not be given to any child by the Program staff. If your child requires medication for a temporary situation, the parent or the school personnel must dispense it during school hours. However, the Program must be informed of any medication currently being taken or if there are special concerns such as allergic conditions or asthma **or** a need for Epi Pens, inhalers, etc.

Special arrangements may be made for Program staff to supervise self-administration of these items with the proper school medical form signed by the prescribing physician.

In case of a medical emergency and a parent or guardian cannot be reached, the Program staff has permission to assume responsibility for proper treatment of a child. This includes obtaining an ambulance, physician, hospital, etc. that will best serve the child's medical needs. Any changes to a child's medical information should be made on the Emergency Medical Authorization sheet and submitted to the School Office.

Note: The program reserves the right to review all placement of children. If it is determined that we cannot adequately provide your child with the proper care and supervision unique to their needs, we will discuss dismissal from the program.

Questions?

If you have questions or concerns, please contact Shelly Queen or the school office at 706-638-1869.

North LaFayette Elementary Rambler Reach After School Program

Parent Guide Agreement

I have read the Parent Guide and understand and agree to all listed policies, procedures, and information.

Child's Name: _____

Child's Name: _____

Child's Name: _____

Parent or Guardian Name (please print) _____

Parent or Guardian Signature _____

Date: _____