CASTLE

Squires Elementary After School Program Handbook

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After School Hours 2:35pm-6:00pm

What is CASTLE?

C.A.S.T.L.E after-school childcare program is provided by Squires Elementary school. The Squires Elementary School community is committed to ALL students becoming lifelong learners through academic success and responsible citizenship. The C.A.S.T.L.E program is a quality after school program for Squires students. Students enrolled in the C.A.S.T.L.E will be placed in groups according to grade level or age and each group has an adult leader. It is our goal to provide engaging and enriching opportunities for our students after school in the areas of academics and recreation. Fayette County Public Schools and Squires Elementary do not discriminate based on gender, race, and/or handicap in the educational programs or activities which it operates.

PARTICIPATION:

C.A.S.T.L.E is open to all Squires Elementary students five years of age or older. Since our program is licensed as after-school childcare and not a preschool, we cannot accept students that are still four years old. Kindergarten students that have not yet turned five may request to have an available spot held for them until the child's fifth birthday.

ACTIVITIES:

Students will be engaged in academics, art, technology, and physical activity with their group and counselor. All students will receive an afternoon snack. Students in grades 2nd-5th will have dedicated homework time each day. Students are placed in groups with students based on their age and grade level. All students are expected to

remain with their group and rotate every 30 minutes to games, art, gym and outdoor playtime.

OPERATION:

• C.A.S.T.L.E after-school program is open from 2:35 pm-6:00 pm on each open school day.

• If school is dismissed early by the district, C.A.S.T.L.E will NOT be open. • C.A.S.T.L.E is not open on days we are closed for inclement weather. See Charge Requirements for specifics regarding payment.

ATTENDANCE:

• Students may not leave Squires Elementary and then be brought back to the program after the dismissal of school. (i.e., after 2:35 students cannot be checked into the program if they have signed out of school the last part of the day.) They also cannot leave during the time the program is open (2:35 pm -6:00 pm) and then be brought back to finish up the day.

• Students will be able to participate in all activities that are run within the building immediately after school. This includes, but is not limited to, ESL, Squires Singers, Academic Teams, and numerous sports provided by the Health and Fitness Coach. The adult in charge of the activity will bring students to C.A.S.T.L.E when the group has finished.

• For activities that are in the evening, all students must be signed out of C.A.S.T.L.E. before going to the event. Ex. Grade level music productions

• C.A.S.T.L.E follows the same guidelines for attendance as is expected during the

regular school day regarding illness. Students must be fever free without having taken any medication (ex. acetaminophen) and have not vomited for 24 hours before returning to the program. This is in the best interest of everyone.

STUDENT PICK-UP POLICY:

• Please enter the building through the double doors closest to the glass windows in the cafeteria. The Director will be in the cafeteria at the checkout table. The staff member in charge will radio for your child to be dismissed. All students must be checked out through the check-out table before they are released. All parents and guardians will need to wait in the cafeteria for their child.

• Be prepared to show a photo ID. Your child's safety is our number one priority. • Your child will only be released to an adult or sibling listed on their release form. No exceptions can be made to this rule.

• If you need to add someone to your child's pick-up list, you may add them via the SmartCare app (under profile), in person at the desk, send in a written note, or send an e-mail from an address listed on your child's application. We cannot add someone to the pick-up list with just a phone call.

• For events that begin later in the afternoon or evening, students must be signed out to an authorized adult before they can go to the activity. (Example: Fall Festival) C.A.S.T.L.E staff cannot sign students out to go and participate or prepare for an activity.

• All students must be picked up no later than 6:00 pm. Any parent/guardian picking up a child later than 6:00 pm will be charged an additional $2.00 per minute, per child. This will be charged to you SmartCare account.

• The Squires After-School Program is not in session during days that school is closed. • If school is dismissed early by the district, C.A.S.T.L.E will NOT be open. • If you are late picking up your child more than three times during a semester, your student may lose their spot in the after-school program. Removal from the program is at the discretion of the director and/or principal.

BEHAVIOR MANAGEMENT:

The Squires After School C.A.S.T.L.E will use a positive and proactive approach to behavior management. Students will know what is expected of them and team leaders will guide students in making appropriate decisions. This is the same behavior that is expected during the regular school day. In order to provide a safe and comfortable after-school environment, all students will be expected to follow the Squires Guidelines for success. SUCCESS: Cooperate with others. Always show respect. Take responsibility. Stay determined.

AFTER SCHOOL BEHAVIOR: A behavior referral will be issued for serious infractions. Behavior referrals are reserved for aggressive behavior (physical or verbal), destruction of property, disrespectful behavior, dangerous behavior, and repeated disruptions to the afterschool environment. The Director will review the behavior referral with you at the time of pick up. A signed copy will be kept on file. If a behavior referral has been filled out, the Director may deem it necessary to contact you to pick up your child from the after-school program immediately. Three behavior referrals will result in a one day suspension from the program. Dangerous behavior or multiple behavior referrals may result in multiple day suspension or removal from the program and is at the discretion of the director and/or principal. Failure to adhere to the Squires Elementary School

behavior policy, acts of physical aggression, violence, or threats towards students or staff, may result in immediate dismissal from the after-school program. This decision will be made at the discretion of the director and/or principal.

ACCIDENTS: Accident reports will be filled out and parents will be informed of any type of injury that occurs while your child is in the C.A.S.T.L.E program. The forms will list the treatment that was given after the accident occurred. If you decide that an injury will require medical treatment, please let the Director know within 24 hours.

EMERGENCIES: Effective emergency and crisis management is recognized as an essential element of safe school planning. Our staff has received training to be prepared for emergencies should they occur. The students and staff will follow the same emergency protocols set forth during the school day. Emergency plans are posted in each room in the building.

EMERGENCY EVACUATION PLAN:

o Fire Drill

- Cafeteria, or gym you will go out the closest backdoor and head to the bike path and walk towards Seaton school.
- Computer lab or STEM lab, or library, you will exit the building through the front hallway and lead the students to the grassy area down the front driveway. ▪ Students should stand in line with their team.
- Teachers should use their roster to account for all students.
- Radio to Director any missing students.

o Tornado Drill

▪ Playground – inside immediately and head to bathrooms. Students sit on their knees with their hands over their head.

▪ Cafeteria or gym – head into the bathrooms. Students sit on their knees with their hands over their head.

▪ Computer Lab/STEM Lab/ Library Students sit or on their knees with their hands over the head.

▪ Teachers should use their roster to account for all students. ▪ Radio to Director any missing students.

o Lockdown

▪ Playground – head to the farthest corner of the property away from the school. If possible, go to Bike Path.

▪ Cafeteria or gym – go into the storage room in the gym

▪ Computer Lab/STEM Lab/ Library– back corner under last two rows of desks

• STEM Lab – closet

• Library – AV Room

▪ Teachers should use their roster to account for all students.

▪ Radio to Director any missing students.

o Earthquake

▪ Playground – bike path.

▪ Cafeteria – get under tables

▪ Gym - heads down and covered away from bleachers

▪ Computer Lab/ STEM Lab/ Library – get under tables

▪ Teachers should use their roster to account for all students.

▪ Radio to Director any missing students. If students and staff need to evacuate the school the first designated location is St. Elizabeth Ann Seaton.

HOMEWORK:

The Squires After School Program will provide an environment for children in grades 2nd through 5th to complete their homework and daily reading assignments, but this does not replace parent involvement in the homework process. We ask that you please continue to check their homework for completion and to stay up to date on topics being covered in the classroom. Second grade will also have homework time after students have been given homework by their classroom teachers.

MEDICATIONS: Prescription medication will only be dispensed if a doctor's note is presented to the director and the medication is in the original labeled container. Parents will need to fill out a Medication Request, as well. Medication Requests need to be filled out daily. No over the counter medicines will be given at C.A.S.T.L.E. Please Note: We may not have access to inhalers, etc. that you have given to the school to be used during the school day because they are locked up after school, so if your child needs an inhaler, Epi-pen, or anything similar, the after-school program needs to have a separate prescription kept in their LOCKED MEDICINE BOX during the entire year. Please make sure that all medicine of this nature is given to the Director at the beginning of the year.

FEES (2024-2025):

A $30.00 individual or $40 family registration fee will be required to enroll your child in the Squires After School Program. **If you are a returning parent all tuition payments

MUST be paid in full for the previous school year (i.e., 2023-2024). A FAMILY MAY NOT BEGIN THE SCHOOL YEAR WITH AN OUTSTANDING BALANCE FROM THE PREVIOUS YEAR. Full time attendance is $70 ($14 per day) per week, 4/5 days per week. Part time attendance is 2 to 3 days a week. The program is not a drop-in center. A schedule of fees is included with the registration packet. Should your child not come to the C.A.S.T.L.E. on any given day during the month, the payment amount will NOT be adjusted.

• All charges are automatically withdrawn from your bank account via the SmartCare software on the 1st of each month. A monthly fee schedule will be available at the beginning of the school year.

• If you become behind on payments this can result in your child being withdrawn from the program. That is at the discretion of the Director, Bookkeeper, and Principal. • Charges are not refunded due to sickness, vacations, family emergencies, availability of another childcare provider, other school activities, or withdrawal during mid-month.

• Severe weather/NTI/ early dismissal days - if school is canceled and C.A.S.T.L.E is not open, a credit will be applied to your account for the days your child(ren) would have

attended. If those days are made up later, there will be a charge added in the appropriate month.

• If your child is suspended from the program funds will not be refunded. If suspension is over a week some funds may be refunded. This is at the discretion of the director and/or principal.

• The Squires After School Program is not in session during days that school is closed.

• Late charges of $2.00 per minute will be charged for anyone picking up a child after

6:00 pm. Late charges are due at the time of pick-up.

WITHDRAWL:

• You have the option of withdrawing from the Squires After School Program any time during the school year. Notice must be given by the 30th of the prior month in order to stop the ACH auto-debit. If you withdraw from Squires Elementary School After School Program that will not automatically withdraw you from the after-school program. Please notify the director if you child will no longer be attending the program. • Re-admission to the program is not guaranteed once you have withdrawn. The registration fee will be charged each time a family enrolls in the after-school program. • It is the responsibility of the parent and guardian to inform the classroom teacher about new transportation arrangements by sending in a note with a parent signature. • No refunds will be given for early withdrawal during any given month. All monthly charges come out of your bank account on the first day of each month. No refunds will be provided after that time.
• Parents who wish to re-enroll their child in the Squires After School Program within the same school year will be required to pay the registration fee at the time of re-enrollment, providing there is space for the child to return to the program. If no space is available in the program, your child will be put on a waiting list.

QUESTIONS: A director will always be on duty during the Squires After School and will be glad to address any questions or concerns you may have. It is asked that you contact the director with questions or concerns and not the school principal. The director will contact the school principal if the necessity arises. Any questions or concerns directed to the principal will be rerouted back to the director.

CONTACT: We can be contacted between 2:35-6:00 pm on the C.A.S.T.L.E. phone at (859) 422-0022. There isn't always someone to answer the phone in the afternoons. If you need to contact someone during school hours, please call the Squires Front Office at 859-422-0022 or you can e-mail Ms. Garner at kaylan.garner@fayette.kyschools.us. If it is urgent, please call the school.

CHILD AND PARENT RIGHTS: (1) All children receiving childcare services in a day-care licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights: a. The right to be free from physical or mental abuse: b. The right not to be subjected to abusive language or abusive punishment: and c. The right to be in the care of adults who shall meet their health, safety, and developmental needs. (2) Parents, custodians, or guardians of these children specified in subsection (1) of this section shall have the following rights: a. The right to always have access to their children. The child is in the care of and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider. b. The right to be provided with information about child-care regulatory standards; and how to file a complaint. c. The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child; and d. The right to information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child-care provider. Identifying information regarding children and their families shall remain confidential. e. The right to obtain information from the cabinet regarding the inspections and plans of

correction of the day-care. center, the family childcare home, or the provider or program receiving public funds within the past year; and f. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports. (3) The child-care provider who is licensed pursuant to KRS 199.3896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child’s enrollment in the program. Effective 7/15/1998 Division of Regulated Child Care, 275 E. Main Street, 6E-B Frankfort, KY 40601 (502)-564-7962