



After School Care Program Handbook

Program

The after school care program provides homework assistance and enrichment activities to students. The components of the program are designed to:

- Provide a helpful environment for homework completion.
- Provide students with high quality recreational, social, cultural, and enrichment activities facilitated by positive role models.

Hours

The program is open Monday-Friday immediately after dismissal until 6:00pm. It is not open when the school is closed. This includes holidays and emergency closings.

Daily schedule (please refer to After Care Daily Schedule document)

- Snack: Students receive one healthy and nutritious snack every day immediately after dismissal.
- Restroom: Time to wash hands and use restroom after snack time.
- Homework Club: Staff members will supervise students while they do their homework and complete as much as possible during their homework time. Students are responsible for bringing homework to after care every day, along with their supplies. Parents and students are responsible for homework completion. *This is a support service and it does not absolve parents of their responsibility to supervise student homework completion and progress.*
- Art, Reading, Math, and Science Activities: During these activities, students will be part of games that will enhance their skills in the areas of math, reading and science, as well as develop their imagination.
- Tablets: Tablets will be used for games in the areas of reading, math, science, and higher order thinking games.
- Outside Play: Children will be provided with outdoor activities to foster their gross motor skills.

Attendance policy and procedures

It is required that each child be signed out of the after school care program each day. Proper identification is required for sign-out. If someone other than the child's custodial parent(s) or legal guardian(s) is picking up the child from the after school program, prior written authorization must be given. The custodial parent(s) or legal guardian(s) are the only persons who can authorize the site to release the child to another individual. The parent(s) or legal guardian(s) must complete the change on the emergency contact form prior to the child being dismissed to new individuals.

It is imperative that all children be picked up ON TIME. Emergency contacts will be called for any child who is not picked up by the end of the after school program at 6:00pm. A late fee penalty will be assessed and in some cases a child may be dropped from the after school program if parents or guardians are habitually tardy.

Discipline policy

Students are expected to follow the discipline policy established by the school and/or program director. In order to maintain a safe and fun environment, staff will work closely with you and your child to ensure proper behavior.

Assessment

Your comments and suggestions are important to us. As participants, you and your child may be asked to fill out surveys and/or assessments. Information gained from these surveys is strictly confidential. The information is used to help improve the program.

Health information

Illness Policy: If a participant becomes ill, a parent or authorized person will be contacted to come and pick up the child.

Health rules are designed to protect the well being of all children. It would be greatly appreciated if you would keep your child at home if experiencing:

- A fever
- A cold with heavy nasal discharge
- A persistent cough
- Symptoms such as: sore throat or vomiting.
- A contagious disease

If a child becomes ill while at the program and cannot participate in the normal daily routine, the program may contact and notify parent on the emergency contact.

Accident or injury

Any and all accidents or injuries that occur during the after school care program will be reported to a parent or guardian by way of an incident report and/or phone call. An incident report will be completed for any incidents in which your child is involved.

Movie release

As a special activity, students will view movies during the program. All movies are age appropriate and approved before showing.

Hours of operation

School Hours of Operation:

8:00am until 4:30pm

After School Care Program Hours of Operation:

2:30pm until 6:00pm