

Policies and Guidelines

General Information

Hours – The After School Program begins at 2:30 pm and operates until 6:00 pm for students in grade PreK-6. The program is available whenever school is in session, as well as on early release days.



Late pick up will result in a \$1.00 per minute late fee, payable upon pick up. Students cannot return to the program if this fee is not paid. **NO EXCEPTIONS!**

All transactions regarding attendance, absenteeism, enrollment, or payment should be made through the school office. Any child may join the program on any given day, provided the **Registration Form** and a written note for the day's enrollment, as well as the name of the person picking up the child, are sent to the office in the morning. All information will be given to the After School Program Director from the office.

The After School Program will be billed monthly. Payment is expected upon receipt of the invoice.

Snack - All students should come to school with an extra snack for the After School Program since students are often hungry by the end of the school day.

Play clothes - your child may bring a change of clothes for the After School Program. Appropriate shoes and clothes for play, and in the colder season, boots are recommended as well as warmer clothing for outdoor activities. Please **LABEL** all clothing and personal items.



Behavior and Discipline Procedures

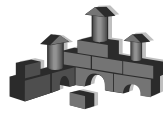
The same policies and discipline procedures that apply to students during the regular school day also apply during after school hours. Parents should review these rules with their children. The policies can be found in the **PARENT/STUDENT HANDBOOK which can be obtained in the school office or on-line.**

The two major rules of the program are **HONESTY AND RESPECT**. Children are expected to be respectful to all staff members as well as one another at all times. Good behavior is expected at all times. Inappropriate behavior will not be tolerated. If children misbehave during the After School Program they will be asked to sit with one of the staff members to reflect on their actions. Parents will be notified at the time of pickup. If the behavior does not improve, this matter will be brought to the attention of the principal and may result in dismissal from the program.

Rules

All students must gather for attendance. At that time children will have an opportunity to change their clothing, use the restrooms and have their snack. Students are responsible for taking **ALL** their belongings, including homework assignments and books with them to the After School Program at dismissal time. Students will not be allowed to return to their classrooms after dismissal for "forgotten items".

Children are expected to be respectful of all school property including games and toys used in the After School Program.



There will be:

- No** rough housing or physically aggressive play – ever!
- No** tackle football – touch ONLY!
- No** climbing on the fence!
- No** throwing snowballs, ice, sticks or stones!
- No** electronic games, mp3 players or cell phones

Students are to remain in the designated play area in the school yard. At no time are children allowed to leave the premises or run into the street after a ball or toy. It is the responsibility of the After School Staff members to retrieve balls or toys that go into the street.



Homework- Approximately forty five minutes will be set aside for homework. It is the student's responsibility to make good use of that time. When possible, a staff member will be available to help with homework. Students without homework assignments will use the time as a study period – reading, writing or working independently on a project. The study period is spent in silence allowing for an atmosphere conducive to homework and study. It is recommended that all students bring either a book to read or a coloring/activity book.

Illness - in the event that your child becomes ill while attending the After School Program, the parent/guardian will be notified to pick up the child as soon as possible.

Dismissal - No child will be dismissed to anyone other than his/her parent, guardian or authorized person, without prior written notice from the parent or guardian. Identification will be required in the event that someone else is picking up a child. Without identification, the child will not be dismissed. All parents and guardians are required to sign the Dismissal Form and to log the time the child/ren are picked up from the After School Program.



After School Program Fees

\$12.00 for 1 child per day

\$17.00 for 2 children per day

\$20.00 for 3 children per day

Fees billed Monthly

Late fees are due upon pick up

Child pick up and parking

Parents are not allowed to park in the school yard between 7:00 am - 6:00 pm.

Please use the Ferry Street doors to pick up children, unless otherwise indicated.



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