

Victoria Elementary School

2017-2018



Children's After-school Recreation and Education Policy



GOALS

The program is designed to provide a safe, supportive and pleasant after school environment for students of working parents. The program offers afternoons filled with a variety of activities including games and recreation, arts and crafts, music, supervised homework, snack and free time. This program is designed for students K-6.

PERSONNEL

Staff is under the supervision of the Victoria Elementary School Principal. The Program Directors is responsible for the daily operation of the program including activities, educational programs and scheduling. Staff includes care givers who have previous experience working with children. All staff and volunteers are carefully screened to ensure quality care.

HEALTH

The after school program will obtain a copy of your child's school medical form to be used in case of an emergency. Parents will be notified to pick up their child immediately if the student displays any of these symptoms: a fever over 100° F, vomiting or diarrhea, a contagious disease, or accident requiring medical attention.

INJURY/EMERGENCY PROCEDURES

All children enrolled in the program must have a complete medical release form on file. The form will give the program personnel permission to seek medical attention for the child in the case of an emergency.

Accident Procedures are:

- For minor accidents the staff will administer first aid.
- If a serious accident occurs, staff will contact parents.
- In the event a parent cannot be reached, staff has the authority to call the family physician or the emergency unit for treatment.
- An incident report will be completed and remain on file at the school for one year.

VISITING THE PROGRAM

Parents and guardians are always welcome to visit the program. They are permitted unlimited access during operating hours for the purpose of contacting their children or evaluating the care provided. Please notify the director when entering the facilities and you will be directed to the area where your child is participating in activities.

IDEAS/SUGGESTIONS/CONCERNS

Your ideas and suggestions are always welcome. Parents needing assistance may contact the Program Director during the hours of 3:00 to 5:30 pm. CARE cell phone #735-4517.

CALENDAR

HOURS OF OPERATION: 3:20 - 5:30 p.m. each school day. On days when school is dismissed early for PLC or track meets Care will be offered at the close of school. Parent's will only be charged from 3:20 until the time their child is picked up.

If school is called off or dismissed early due to inclement weather, the program will not be held.

DATES OF THE PROGRAM: First day of school through the last day of classes. No Care will be provided on the last day of school which is the Play Day.

FEES

This program is completely self-supporting. There is an initial \$10.00 Family Registration Fee. CARE will be provided at the rate of \$2.00 per hour for each child plus a 75¢ snack fee. (All children will have a snack daily.)

Supervision begins at 3:20. Child care is charged in hourly increments beginning at 3:30.

Sample fees based on a 4 week period per child:

1 hour x 5 days =	\$10.00	2 hour x 5 days =	\$20.00
1 snack x 5 days =	<u>\$3.75</u>	1 snack x 5 days =	<u>\$3.75</u>
per week	\$13.75	per week	\$23.75
times 4 weeks	<u>x4</u>	times 4 weeks	<u>x4</u>
Total Due	\$55.00	Total Due	\$95.00

PAYMENT POLICY

You will receive a bill at the beginning of each month for your child's CARE services for the prior month. Payment is expected in a timely fashion. "Drop-Ins" are allowed and encouraged. If your child is a "drop-in" more than one time throughout any given school year, you will then be asked to pay the initial family registration fee of \$10.00. Please make sure to notify either the office or the director in advance. Checks should be made payable to: Victoria USD #432.

SNACK

A nutritious snack will be provided each afternoon to every child in the program. The cost of the snack will be 75¢ each. We will have a designated helper to help with the daily snack.

TAX INFORMATION

The federal identification number for the after school program is 48-0722258. This number is needed if you claim the cost of child care for a tax deduction. **Please retain your monthly receipts for this purpose.**

DISCIPLINE PLAN

The after school program has adopted a philosophy of positive discipline that nurtures children's self-esteem and increases the self-discipline of the children. The program will have organized activities and opportunities for choice making. Reasonable limits and guidelines will be set based on the activity. Rules will be consistent with those used throughout the school day; therefore, students will be familiar with expectations. Constructive methods of discipline will be used to promote good behavior. Staff will work closely with the child and parents to resolve any problem that may arise.

When a child behaves inappropriately, staff will use the following measures to help the child build self discipline and positive self esteem.

Steps for Positive Discipline

Staff will **redirect behavior** by requesting that the child change his/her behavior or by refocusing his/her attention.

Staff will **discuss** with the child the **causes of the problem** and help the child find **ways to resolve the matter**.

Staff will **assign** the child a **special task or responsibility** to promote positive self-esteem.

Staff will use the following steps if the above strategies have not resolved the matter, or at any time a child's behavior may lead to the physical or emotional harm of others.

Staff will **separate the child from the group** allowing him/her to return when the child feels able to cooperate.

Staff will issue **time out** from the activity or group.

If a child is moved to time out more than once in a single day a behavior form must be filled out by the staff personnel and the child. This report will be given to the parent to read, sign and return to the director where it will remain on file. If a child's behavior consistently disrupts the program, harms others physically or emotionally, or disregards the program rules and guidelines; a conference with the parents will be scheduled. In the event the problem persists after all reasonable attempts have been made, the child may be dismissed from the program with one days notice.

The purpose of this program is to provide a pleasant, safe, enjoyable and supervised environment for children who need care during the after school hours.

PERSONAL BELONGINGS

Each child will be provided with space for their coat and school bag. All belongings should be labeled with the child's name. Any items left at the end of the day will be turned into the lost and found box in the office. Parents, please be advised that children should not bring valuables to the program. Any item brought to after school care is brought at the students own risk. We cannot be responsible for lost or damaged personal property.

PROCEDURES FOR PICKING UP STUDENTS

No child will be released to any person other than the child's parent, guardian, or person designated by the parent. The individual picking up the child must sign-out the students. If someone other than an authorized person is to pick up your child, notify the staff in writing or by phone. All children must be picked up by 5:30 p.m. A late fee of \$1.00 every 5 minutes will be assessed if staff must remain past closing time, payable immediately to the staff member. Repeated failure to pick up your child by the 5:30 p.m. deadline may lead to loss of CARE privileges.