Wedgewood Elementary

After School Program

Handbook



2018-2019

The After School Program is a child care program for school age children (Pre-K thru 5) attending Wedgewood Elementary. After school child care is provided from 3:25 p.m. to 5:40 p.m. Monday through Friday.

The program is administered by Wedgewood Elementary. It is totally self-supporting with 100% of the program funded by parent fees.

The primary goal of the program is to provide a safe, healthy, and well supervised after school child care setting for children of working parents.

The following pages should provide most of the information you need to know about the After School Program. If you have any questions or concerns, please feel free to call me at the school (225) 753-7301

Sincerely,

Mrs. Williams

Principal

**STUDENT /STAFF INTERACTION**

We keep our staff to student ratio numbers low so that we can provide quality interaction and build relationships. Our staff is dedicated to working directly with the children, teaching them social skills, and teaching them how to play games, helping with homework, and just having conversations. We will provide quality supervision and a positive atmosphere.

You will be greeted with a smile and know we are thankful for the opportunity to serve you.

Sincerely,

After School Program Staff

**DAILY SCHEDULE**

3:25 - 3:55 Snack & Restroom Break in the Cafeteria

3:55 - 5:40 Supervised free play/homework assistance in designated classroom.

5:40 Dismissal

**OUTDOOR PLAY**

Weather permitting, all children will be required to go outdoors as part of their free play. Parents should send a written note if their child should not go outdoors due to illness. Staff will carry a walkie talkie with them on playground while supervising children.

**SNACKS**

A snack will be provided each day. This cost is built into your child’s attendance fee.

**ILLNESS AND ACCIDENTS**

Any child that shows signs of illness will be isolated but under supervision until he/she leaves the After School Program. Parents will be telephoned of signs of illness. The school nurse is not contracted to stay for the After School Program.

Minor injuries (scratches, scrapes, insect bites) will receive immediate first aid treatment. If a major injury occurs, the staff will call the parent and seek professional help if needed.

A copy of the required signed emergency medical form will be provided to the After School Program Lead Teacher.

**DISCIPLINE**

Children are expected to behave at all times. All children and parents will be informed of all rules and regulations. If the rules are broken, a staff member will:

1. Identify the behavior to child.
2. If misbehavior continues, the staff member will take the child aside and discuss the problem.
3. If necessary, the child will be removed from the group for a period of time with the understanding that when he/she is ready to rejoin the group and cooperate, he/she may do so.
4. If necessary, privileges may be taken away (time from free play or group activities) and a referral will be made to the After School Program Lead Teacher. Lead Teacher will investigate incident and submit finds/recommendations to Administrator the next business day.

First Offense: Program Lead Teacher/Student conference, Program Lead Teacher/Parent conference, loss of privileges, and/or suspension from After School Program.

Second Offense: Administrator/Student conference, Administrator/Parent conference, loss of privileges, suspension from After School Program.

1. After School Program is not a right, but a privilege. Should bad behavior be a persistent habit, the child will not be allowed to attend After School Program.

**AFTER SCHOOL DAY CARE WILL NOT BE PROVIDED WHEN SCHOOL IS DISMISSED DUE TO INCLEMENT WEATHER.**

**CHILD CARE CHANGES**

Parents need to write notes or call the school if their child’s normal child care arrangements change.

**FEE INFORMATION**

Payment is required by the **close of business on the Friday** before each week or a Late Payment fee per child, may be added to child’s tuition. Fee payments should be made by cash or money order. Payments may be brought into the office or given to After School Lead Teacher. If you pay in cash, make sure you get a receipt from the After School Lead Teacher. If a question in billing arises and your method of payment has been with cash, you must be able to prove payment by producing a receipt.

If an account becomes **two weeks** or more in arrears, the child may be withdrawn from the program until the account is paid in full. Also, if there is an outstanding balance due from a previous school year, your child(ren) may not be enrolled in the After School Program until payment is made in full.

**WEEKLY TUITION IS $60 PER WEEK PER CHILD**

* No deductions for absences. (Regardless if child is absent for one or more days during the calendar week.)
* However for each full week child is absent due to Long Term Illness the Weekly Tuition fee will be discounted 50%.
* **Late payment will result in an additional charge of $25 per child.**
* No fees identified are refundable.
* One week written notice is required in case of withdrawal from the program.
* **Additional fees will be charged for students who are not picked up on time. A pattern of late pick-ups will result in the child being terminated from program:**

**LATE PICK-UP**

The After School Program hours are 3:25 p.m. to 5:40 p.m. Failure to pick up your child(ren) by 5:40 p.m. will result in your account being charged $10 for the first 5 minutes and $1 for each additional minute after 5:40.

For example, if you pick your child(ren) at 5:41 you will be charged $1 per child. If you pick up your child(ren) at 5:57 you will be charged $17 per child.

The fine will be assessed on the next billing period. The clock at the After School Program site will be used to identify the time of pick up.

To resolve any matters concerning fees not addressed in this booklet, you may contact the School Principal.