



SFCS BEFORE/AFTER SCHOOL PROGRAM

Handbook for 2016-2017

What is the Before/After School Program?

The Before/After School Program is designed to stretch and expand the school day for children in grades PreK-6. The goal of this program is to create a dynamic, safe, and stimulating environment that gives children a variety of organized academic and fine and gross motor activities. Each child will be provided with a snack after school. Daily snacks will be listed on a monthly calendar. Parents, please note on the Emergency form if a child has any allergies or special dietary needs for the snack. Children may choose to bring their own healthy snack. All transportation is the responsibility of the parents.

When is the Before/After School Program in session?

The Before/After School Program will run from 3:00pm until 6:00pm on all regular school days, August through May. The Before/After School Program at Holy Spirit and St. Katharine Drexel will run from 2:45pm until 6:00pm. Christ the King, St. Lambert, St. Mary, and St. Michael offer before school care programs during the school year. SFCS will provide care for children on some non-school days. When SFCS Board approves the school calendar, parents who registered for the Before/After School Program will receive a complete list of dates for the “extra” days. Parents will have an opportunity to pre-register and prepay for the “extra” dates they want to have their children attend the Before/After School Program. **The forms for early dismissal/no school days should be returned to the Before/After School Program Coordinator by the deadline dates on the form.** This will reflect on the billing statement. Participants are required to bring their own lunch and drink in an insulated lunch box. The lunches will be stored in the Before/After School Program room, or on a shelf or in the refrigerator if needed. Please do not send items with peanut products in your student’s sack lunch, no fast foods, including Subway will be allowed.

Where is the Before/After School Program Held?

The Before/After School Program will meet in the assigned rooms at each location. The Before/After School Program may utilize the gym, library, classrooms, music rooms, computer lab, art room, preschool room and/or the playground.

Before/After School Program Staff

The Before/After School Program is staffed by one Site Coordinator and additional Before/After School Program Staff to maintain the legal supervision ratio of adults to children. Staff members are trained in First Aid and CPR and receive specialized orientation. Staff development and training will continue throughout the year. Staff members will be required to meet all of the SFCS background check and employment requirements. No staff member’s name will be located on the Sex Offender Registry. Any person who plans and implements the Before/After School Program must have an appropriate degree and experience. A staff member must be 18 years of age or older. Secondary child care workers must be 16 years of age. The secondary staff member must work under direct & constant supervision of an adult. No staff member will have a substantiated report of child abuse or neglect. No staff member or volunteer will have a felony conviction on record within the past five years. The Before/After School Program will report any changes or circumstances, which may affect the ability to comply with

licensing rules. All staff members will follow safety guidelines, attend training sessions and understand how to detect and report child abuse. Any volunteer used to fill staff member positions will meet the requirements for the position.

Before/After School Program Curriculum

The Before/After School Program staff follows a daily curriculum. A monthly calendar of events will be posted. In an upbeat, lively atmosphere, the curriculum provides fun and educationally enhancing crafts, activities, games, computer applications, and a homework center.

Emergency Drills

Each location will practice four (4) fire drills and one (1) tornado drill per year. An emergency map will be available for each room used.

Homework

Students have the opportunity to work on their homework each day Monday-Friday. Staff will be available for some guidance with homework; however, they cannot be responsible for correcting homework assignments. It is a student's responsibility to use the homework center time constructively. Students not following the study center rules may be asked to leave.

Discipline

We want to give each student the best possible experience in the Before/After School Program. The Before/After School Program staff will hold all participants to the same behavior standards and expectations as those enforced by the school. There is a set of Before/After School Program rules by which every child must abide. We use positive guidance and age appropriate expectations.

Discipline, when necessary, may include:

1. Redirection, timeout, limited participation in activities.
2. Removal from activity – one on one discussion with teacher.
3. Parent/Staff Conference
4. Parent/Administration

Any act of violence or behavior issues will result in a phone call to parents and/or principal. The Before/After School Program staff has the right to request that a child be removed from the Program if behavior problems persist.

Illness and Medication

All injuries and illnesses will be reported to parents. If a child becomes ill they will be separated from the rest of the children and a parent will be notified immediately. Any major contagious disease will be reported to the Department of Health. Minor injuries will be handled onsite; parents will be called if staff feels it is necessary. Parents must complete a Request and Authorization for Student Medication form before dispensing medication to any student.

Inclement Weather

If school is canceled there will be no Before/After School Program. If school begins late, the Before/After School Program will run accordingly: ex. 1 hour late start = 1 hour late Before/After School Program. If school dismisses early there is no Before/After School Program after school. A decision will be made by 2:15pm if the Before/After School Program will be closing early. Parents will be notified by local media and/or phone calls.

Please Note

- The Before/After School Program staff has the right to request that a child be removed from the Program if behavior problem persist.
- A fee will be charged for late pickups: \$10.00 per child for every rounded 15 minute time frame (i.e. 6:01-6:15 pm = \$10/child; 6:16-6:30 pm = additional \$10.00, etc).
- The Before/After School Program staff may be instructed to contact SD Department of Social Services Child Protection Division in the event that a child has been left on site after closing time.
- The Before/After School Program staff members are mandatory reporters and must call 911 and the Department of Social Services if a staff member suspects child abuse or alcohol and or drug use by a parent or guardian.
- The staff will read and sign C A/N statement as required by DSS.
- A suspected in-house C A/N incident can not re-occur while awaiting investigating and evaluate continued employability of any staff member involved in a C A/N allegation or incident.
- The policies for behavioral expectations, birthdays, and cell phones in the parent/student handbook are followed in the Before/After School Program.

How are Students Selected

Applications are welcomed from all students attending a SFCS elementary school. Registration will commence in the spring for the upcoming school year. There is a \$10.00 non-refundable registration fee per student. By the first day of attendance, a current record of immunization must be on file in the school office.

Daily Sign-in and Out

Students will be required to report immediately to the Before/After School Program upon school dismissal. **Parents must inform the school office or call the Before/After School Program cell phone when their child will not be in attendance.** Parents or other authorized persons **must** sign students out.

Before/After School Program Billing

- The Before/After School Program will be billed along with tuition and fees per your Tuition Agreement.
- Fees include daily program and daily snacks.
- There is no reduction in fees for days students are absent.
- A Tuition Agreement Addendum form must be completed to **add/drop/increase/decrease** program enrollment. Forms are available in the school office.
- Drop in cost is \$15.00. If the student is not registered with the Before/After School Program in addition there is a \$10.00 non-refundable registration fee per student.
- “Extra” Days – students must register in advance, there is a \$25.00 additional charge per student and they must bring a sack lunch and a drink in an insulated lunch box. Refunds for “Extra” days are available only if notification is made in writing to the Before/After School Program Coordinator prior to the deadline date. If the student is not registered with the Before/After School Program there is a \$10.00 non-refundable registration fee per student in addition to the \$25.00 charge. There must be a minimum of six students registered to offer the “Extra” care. Sites may work together to accommodate families.
- Early Dismissal Days – students must register in advance, there is a \$15.00 additional charge per student and they must bring their own sack lunch and drink. If the student is not registered with the Before/After School Program there is a \$10.00 non-refundable registration fee per student in addition to the \$15.00.
- All billing, credits, refunds, change in programs are handled by the SFCS business office.