

After School Parent Handbook

Cary Woods Elementary School

2017-2018

Program Coordinator:

Cyndi Czerkowski

After School Phone: 887-4949

Office Hours: 1:00 – 6:00

Program Hours: 2:35 – 5:30

cczerkowski@auburnschools.org

Our Mission

The Cary Woods After School Program is committed to providing a safe, nurturing environment for children in after school care. In addition to this, the after school program strives to provide an environment where students are happy and enriched academically, socially, and culturally.

Our Goal

Our goal is to offer engaging activities for all participants in an environment which encourages a positive self concept and promotes excellence.

Enrollment

Before a child begins The After School Program, a registration form must be completed. In addition, a registration fee of \$25 must be paid. Please make sure your child's classroom teacher is aware that your child attends after school.

In order to keep your student's spot in after school, you must pay the first month's payment in full within the first week of school. Failure to do so will result in your child's spot being opened up to our waiting list. Please remember, until lunch status verification is received, you are expected to pay the full \$250 monthly fee.

Fees

It is our goal to provide a quality after school program with the best possible rate. Our fees are calculated per year and then divided into 10 equal payments due at the beginning of each month.

Fee Schedule/Month

Meal Status	One Child	Two Children	Additional Child
Full Pay	\$250	\$370	\$65 each
Reduced	\$145	\$210	\$55 each
Free	\$100	\$120	\$55
Employee	\$145	\$235	\$100

1. This payment is due on the first school day of each month.
2. All students will begin the program as "full pay" until you can verify lunch status.
3. A late fee of \$15.00 will be assessed if payment is not received by the 10th of the month. Students may be dismissed by the 15th of the month if a full payment plus late fee is not received.

4. Fees are charged for 10 months and are made payable by check or Money Order. **Checks should be made payable to ACS After School Program-CWES.**

Returned Checks

Auburn City Schools uses a check recovery service to collect returned checks. By making a payment to the school, a person authorizes Auburn City Schools to recover the face amount of a check returned unpaid for any reason. A returned check fee of \$30.00 will be charged by the school. **All checks will require name, address, and home phone number.**

Absences

To ensure the safety of your child, roll is taken each day at the beginning of After School. The After School Office must be notified if a student is not attending the program. You are responsible for this notification. Parents are asked to notify the Coordinator of your child's absence from the program. This can be done through email, a note, or calling the Coordinator directly.

Dates and Times of Operation

The After School Program begins on the first day of school, and will be in session each school day throughout the year. After School will follow the Auburn City Schools' calendar, and will not be open on school holidays or teacher workdays. The program begins immediately after school and is open until 5:30 P.M.

Children must be picked up by 5:30 P.M. A \$1.00 per minute late fee will be charged for late pick-ups beginning at 5:31 P.M.

In the event of severe weather or other emergencies, the After School Program will be closed on the day that schools are closed. When unforeseen closings occur, parents will be notified as quickly as possible for student pick-up. Communication systems will be used to provide this information to parents as well as attempts being made by employees of the After School Program.

Sign Out and Dismissal

All students are to be signed out at the end of the day. Children will be released only to parents or legal guardians, or other persons authorized by the parents on the student's registration card. **Children will not be allowed to leave with any person not authorized on the registration card.** It is essential that information be kept current, especially work numbers and cell phone numbers. I.D. will be required for any person checking out a student that we do not recognize.

After school students occupy many sections of the CWES campus. It may take time for the students to walk to the checkout table. Please allow time for this at sign-out. After signing out, you are welcome to pick-up your child from an activity and must leave the school premises. Students are not allowed to remain once the parent has signed them out.

Parents are requested to read information posted at the sign out table during pick-up time.

Cell phones must be used outside the building. Please do not receive or make phone calls during sign-out.

Daily Schedule

Students have academic time, recess, and activity time daily. Activities vary, but may include: art, computers, games, sports, or other specially planned activities. At 5:00 students begin cleaning up and enjoy free time until parent arrival.

Activities vary throughout the year, and some special programs will be planned. The schedule is subject to change due to unforeseen circumstances (i.e. weather).

Student Behavior

All students are expected to abide by all school and classroom rules as set forth in the CWES Handbook, and used throughout the school day and after school hours.

After School Instructors try to handle discipline issues as they occur. Any significant behavior issues will be discussed daily with the student's parent. In order to maximize learning and fun, it is our primary goal to ensure safety. The After School Program expects all students to comply with the rules and procedures during all after school activities. If there are serious or repetitive offenses, especially those involving violence or bullying, the student will be sent to the After School Coordinator for a referral. The After School Coordinator will notify the parents by discipline form, phone call, and conference when deemed necessary.

1st Notification: Time out from after school activities. A copy of the referral will be given to the parent. The After School Coordinator will request a parent conference.

2nd Notification: Student may be suspended from After School for 3 days immediately following the referral. Student may return to after school after a conference with the After School Coordinator, the parent, and the student.

3rd Notification: Student may be dismissed from the program for the remainder of the year.

Discipline discussions will take place in the Coordinator's office. Parents are encouraged to address problems and concerns with the After School Coordinator rather than individual after school instructors.

Academic Assistance

It is our goal to make every effort to support your child/children in completing assignments. Please notify the After School Coordinator if there are specific concerns relating to your child's academic needs. If the after school staff is aware of assignments every effort will be made to help your child complete his/her assignments.

Make sure your child is recording assignments in the student planner, and coming to homework with the necessary material (i.e. pencils, paper, books, etc.)

Also, each student should have a book to read if his/her homework is complete. It is important that our homework groups remain quiet and productive.

Health and Medical Concerns

If your child is sick, the After School Coordinator will make every effort to contact you for early pick-up. If you cannot be reached, your contact person will be notified. Please keep all medical information up to date and current phone numbers with our After School Coordinator.

Please alert the Coordinator to any food allergies or other allergies concerning your child.

Students with communicable diseases may not return to the program without a written release from their physician.

If your child requires any daily or special medication (i.e. inhaler or EPI pen) it is the responsibility of the parent to provide this to the After School Coordinator with a doctor's note. This will allow us to administer medication more efficiently especially if an emergency should arise.

Snack

A snack will be provided daily. Notify the After School Coordinator if there are any dietary restrictions, or food allergies. Arrangements can be made for parents to send food from home if necessary.

Emergency Contact

Please notify the After School office of any change in work numbers, cell phone numbers, authorized contacts, etc. We will not allow students to leave with any persons not on the approved pick-up sheet. Keep this information up to date, and notify the After School Coordinator if there are any changes.

Personal Belongings

Students are expected to keep up with their own personal items. Backpacks, lunch boxes, etc are lined up in various areas of the school. CWES and Auburn City Schools are not responsible for personal items that are lost, stolen, or damaged.

Prior to Student Participation

Registration cards must be completed and returned to the After School Office. Please print all information clearly. Remember to update this information when necessary so that you may be reached in the event of a sickness or accident. Make sure that phone numbers are legible and correct.

The CWES After School Handbook is to be signed by the parents or guardians and the student. This signature page is to be returned to the After School Office during the first week of school.

Return this page after reading the handbook and discussing the rules
with your child.

I have read and agree to abide by the rules as written in the CWES After School Handbook 2016-2017.

Parent Signature: _____

Student Signature: _____

Student Signature: _____

Date: _____