

BROWN COUNTY SCHOOLS

Before and After School Care Program Manual

2016-2017



Welcome to Brown County Schools Before and After School Program!

Before School Care is offered Monday through Friday from 6:45 a.m. until the start of school at each Brown County elementary school.

After School Care is offered Monday through Friday from the time school is dismissed until 6:00 p.m. on regular school days. (This does not include school vacation days, school delay days, early dismissals and school closing days.) This program is designed for children in grades Preschool - Grade 8.

Students in Grades 5-6 only may ride a bus to an outlying elementary school to participate in an After School Care.

Program Enrollment Procedures:

Step 1: Parents complete one set of the program enrollments forms in this Handbook for each child they wish to enroll in Before School Care or After School Care.

Step 2: Parents must return all enrollment forms to the school secretary or a program supervisor prior to attending either Before School Care or After School Care.

Payment of Fees for Before School Care:

Before School Care		After School Care	
Flat Rate (no Reduced Rates)	\$2.00 per child	Full price meal families	\$5.00 per child
		Reduced price meal families	\$4.00 per child
		Free meal families	\$3.00 per child

Payments are to be made based on **daily** participation.

Daily or weekly payments are accepted.

Participation will be terminated at the discretion of the school for non-payment of fees.

Accepted Methods of Payment:

- Cash Payments:** Make all cash payments to school office staff or a Program Supervisor. Please do not send cash in the mail.
- Check Payments:** Make all checks payable to ***Brown County Schools***. Checks may be given to school office staff, the Program Supervisor or mailed directly to the school.

- **Credit or Debit Card** payments are not accepted at this time.
- **Late Pick-up Fees of \$1.00 per one minute for each child** picked up after our scheduled closing of 6:00 p.m. will be charged to your account and must be paid in full at time of pick up.

IMPORTANT!

If an ACCOUNT IS OVERDUE by more than two weeks, the child may no longer attend Before/After School Care until the account is rectified. The family will be made aware of past due accounts on a weekly basis.

If an account is NOT rectified by the end of the school year, the student may not be enrolled in the Before/After School Care for the following school year until the account has been paid in full.

Financial Assistance:

Assistance in the form of reduction of fees is available. Persons applying are subject to qualification of personal need, enrollment limitations, and financial resources. Please contact your building Principal to apply. In order for financial assistance to be granted, a free and reduced form must be on file and approved.

Program Description:

Before School Care operates from 6:45a.m., until school starts.

After School Care operates from after school until 6:00 p.m.

Late Pick Up Policy for After School Care: If your child is picked up late three times he/she will be removed from the program. If your child has not been picked up by 6:30 p.m. and no authorized person has been reached, the local police will be notified and the child will be turned over to the authority.

All children must be signed IN to Before School Care and OUT of After School Care on a daily basis by an adult (18 years or older). No child will be released to an adult whose name does not appear on his/her registration form. Please have your driver's license or other picture ID ready at pick-up time for the first few weeks until your Program Supervisor becomes familiar with your face.

The staff will not release any child to an adult who appears to be intoxicated or under the influence of drugs. The local authorities will be contacted if such a situation should arise. Please label anything your child brings to the Before School/After School site with his/her FULL name in permanent ink.

All children are expected to be in the Before/After School room immediately following drop off and/or the dismissal of school. It is extremely important that parents instruct their children to go immediately to the Before/After School location to check in, even if they are involved in another activity (e.g. Scouts, etc.) and will come to the Before/After School Program once this activity ends. Please inform your child's teacher (in writing) that your child is attending the Before School/After School Care, and they will assist in getting them to the proper location on time.

Breakfast will be offered during Before School Care for purchase. In addition, students can read, rest or play board games during Before School Care.

Students will spend time outdoors during After School Care for at least a portion of the day. We follow the school guidelines regarding outdoor recess. Please prepare your child to be outdoors during winter by sending them in warm clothing, hat, gloves/mittens, and boots as weather indicates.

The Before School/After School Care will not operate when schools are closed due to inclement weather. If school is dismissed early due to worsening weather conditions, we WILL NOT provide the After School Program. We will follow parent instructions on the emergency closing form at the school. The same rules apply for Before School Care. If school is delayed or canceled for any reason Before School Care will not be provided.

Homework time is offered. Our staff will remind your child about homework time/reading time but please keep in mind we can only encourage your child to get his/her work done. We encourage parents to share their expectation of reading independently and completing homework with their child.

Discipline Policy:

Children learn self-control for behaving appropriately and responsibly when adults treat them with dignity. Program rules will align with the basic school/playground rules.

“Time Out” is used as a method of behavior management. If this does not solve the inappropriate behavior, a behavior report will also be written and discussed with the parents.

If a child receives three written behavior reports in any school year, the child will be suspended at the end of the day the third report is given. The suspension will be for a period of one week (five school days), during which time the child, the parent, the Program Supervisor, and the Principal will meet in a conference setting to determine conditions for reinstatement. Parents are responsible for setting up this conference, and the child will not be reinstated into the program until the conference is held. If an agreement cannot be reached, reinstatement into the program may be denied. If the severity of a problem is great enough, removal from the programs will be effective at any time.

Medical Emergencies:

In the event of a medical emergency or accident requiring a doctor’s treatment, we will make contact with the parent immediately. If we cannot make contact with the parent immediately, the child will be taken to the emergency room by emergency medical personnel via an ambulance.

Medication Policy:

Consistent with the school policy and state regulations, any medication given to a child in the program must be in its original container with the child’s name on it. **A medical release** form in the school office must be completed and signed by the parent with the following information:

1. Child’s Name
2. Type of Medication
3. Number of days to be administered
4. Amount to be given
5. Time to be given
6. Physician’s name
7. Side effects

Snacks:

The After School Program will provide a wholesome snack for the children. Please inform the school’s front office staff and the Program Supervisor of any known food allergies.

Parent/Guardian Agreement

- **I have read the information** in the Brown County Before School/After School Care Manual and agree to follow the guidelines therein.
- **I understand that** I must complete the required paperwork in full and on time and make my payments as scheduled.
- **I understand that** I must notify the elementary school that my child plans to attend.
- **I understand that** my child will not be able to attend the Before School/After School Care if his/her behavior is inappropriate.
- **I understand that** it is my responsibility to pay for my student's attendance at the Before School/After School Care and if the payments are not made, my children may no longer attend.

Parent/Guardian Signature

Date

Brown County Elementary Before School/After School Care

I give my permission for my child to use all of the play equipment and participate in all activities of the program.

I give my permission for my child to view movies with the rating "G" in the After School Program or "PG" with written parental consent.

I give my permission for the Program Supervisor or Acting Program Supervisor to take whatever steps may be necessary to obtain emergency medical care, if warranted, as stated on Brown County School Emergency Medical Card.

Parent/Guardian Signature

Date

Child(ren)'s Name(s)

School

BEFORE SCHOOL/AFTER SCHOOL REGISTRATION

Please read the following agreement and initial **each condition before signing**. The conditions of this agreement provide protection for you.

_____ I will complete all necessary paperwork for enrollment in the program.

_____ I will pay the weekly or daily fee by the date and time designated by the Brown County Before School/ After School Care. I agree to pay the designated late fee for any payments made after this time.

_____ When I drop off and/or pick up my child, I will make sure that a staff person is aware of my arrival and/or departure **and I will sign my child out**.

_____ I understand that I will be **charged a fee of \$1.00 per minute starting at 6:05 p.m.** This fee is per child. I understand that in the event my child is not picked up by 6:30 p.m., and all emergency contact attempts have been exhausted, the local police will be notified and my child will be immediately terminated from the program.

_____ I understand that it is my responsibility to read the parent manual and be familiar with the policies and procedures of the Before School/After School Care.

_____ For any returned check, I will immediately pay a **\$20.00 fee**, and I will be required to pay all future fees in cash or money order.

_____ I will allow my child to participate in all phases of the program, including, but not limited to the following: Use of all indoor and outdoor play equipment.

_____ Should my child's Program Supervisor and the Principal determine that my child is unable to adjust to the program, I will remove my child from the program, and this agreement will be terminated.

_____ I am choosing the following option for payment and will abide by requirement of this option:

_____ Daily

_____ Weekly

BEFORE SCHOOL/AFTER SCHOOL REGISTRATION FORM

Please list all persons authorized to pick up your child. For your child's safety, he/she will not be released to anyone else. **NO CHANGES WILL BE MADE BY PHONE!**

1. Name _____

Home Phone _____ Work Phone _____

2. Name _____

Home Phone _____ Work Phone _____

3. Name _____

Home Phone _____ Work Phone _____

4. Name _____

Home Phone _____ Work Phone _____

BEFORE SCHOOL REGISTRATION

My child will regularly attend the program: (Check all that apply)

MON _____ TUE _____ WED _____ THU _____ FRI _____

Child's Name _____
(Please Print)

Parent Signature _____ Date _____

Program Supervisor Name _____

AFTER SCHOOL REGISTRATION

My child will regularly attend the program: (Check all that apply)

MON _____ TUE _____ WED _____ THU _____ FRI _____

Child's Name (Please Print) _____

Parent Signature _____ Date _____

Program Supervisor Name _____

STUDENT INFORMATION

Child's Name: Last First Initial

Birthdate Sex Age

School Grade

Home Address City/State Zip

Home Phone # Work Phone # Cell #

Date Starting Program