

# **Sterling Elementary School**

## **After School Program**

### **Handbook**



The After School Program is a child care program for school age children (PK-6) attending Sterling Public School. After school child care is provided from 3:30-5:30pm Monday through Friday.

The program is administered by Sterling School District. 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 curriculum is child-centered thus benefiting each child socially, physically, and educationally. Activities appropriate for all age levels will be provided.

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 the school (402-866-4761).

Sincerely,

Adrian Allen  
Superintendent

#### **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 walking alongside the children, teaching them social skills, sitting beside them and teaching them how to play games, or just having conversations. We will provide quality supervision and a positive atmosphere.

Sincerely,

After School Program Staff

## **DAILY SCHEDULE**

3:30-4:00pm	Snack & restroom break in the <u>Cafeteria or room.</u>
4:00-5:30pm	Supervised free play/structured activities in the <u>Gym, Room, or Outside.</u>
5:30pm	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 be positioned at various posts while supervising children on the playground.

## **TOYS/GAMES FROM HOME**

The After School Program has a variety of games, toys, puzzles, and other activities for the students to use. We strongly discourage students bringing toys, etc. from home to school. This will prevent them being lost or accidentally picked up by another student.

## **SNACKS**

A snack will be provided each day. This cost is built into your child's attendance fee. Extra snacks may be purchased at the cost of \$0.25 per snack.

## **DAILY RELEASE OF CHILD**

Parents must sign the child out each day with date, time, and signature. A child will not be released to anyone other than his/her parents or authorized persons. Parents are asked to identify authorized persons in writing. Children will NOT be allowed to come and go freely from the After School Program site.

## **ILLNESS AND ACCIDENTS**

Any child that shows signs of illness will be isolated but under supervision until he/she leaves the After School Program. When possible, parents will be telephoned.

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

Parents will be required to sign an emergency medical form at the time of enrollment.

**The After School Program does not carry accident insurance on your child. Accident insurance is the responsibility of the child's parent(s).**

## **DISCIPLINE**

Children are expected to display safe and respectful behavior at all times. All children and parents will be informed of all expectations. If expectations are not met, a staff member will:

1. Identify the behavior to the child and model/re-teach the expectation. (First offense) A minor offense will be filled out by the staff member and turned in to the office the following day.
2. If misbehavior continues, the staff member will redirect the child to a designated area or remove them from the group to ensure the safety of the child and other children until the parent(s) arrive for pick up. The behavior concern(s) will be communicated to the parents by the staff member(s) and documented in the After School Program log. (Second offense) A minor or major offense will be filled out by the staff and turned in to the office the following day.
3. After 2 repetitive behaviors/safety concerns within the same day/week such as, name calling; physical contact; refusal to listen to the directions given by the adult; the privilege to attend the After School Program will be taken away. The child will be suspended from the After School Program for 5 school days.
4. After School Program is not a right, but a privilege. Should unsafe and/or disrespectful behavior be a persistent habit (happening daily or weekly), the child will not be allowed to attend the After School Program.

## **ALL EARLY DISMISSALS (PARENT/TEACHER CONFERENCES, HOLIDAY EARLY DISMISSALS, AND LAST DAY OF SCHOOL)**

After school daycare will NOT be provided when school is dismissed due to inclement weather. Also, the After School Program will NOT be in session during Parent/Teacher Conferences. There will be NO After School Program on the last day of school.

## **CHILD CARE CHANGES**

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

## **FEE INFORMATION**

Payment is preferred each Monday for the coming week. However, some pay for one month at a time, which is fine. Fee payments should be made by check and mailed to or brought into the office of Sterling Public Schools. If you pay in cash, make sure to get a receipt from Sterling Public Schools. 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. Whenever possible it is always best to pay by check. All checks should be made out to the **Sterling Public Schools After School Program.**

If an account becomes 2 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.

Children will be classified as full time members.

#### **FULL TIME MEMBERS**

- \$30 Per Week - Prorated if school is not in session. Not prorated if your child(ren) is absent and school is in session.
- **PRIOR NOTICE** - If your child is enrolled full time in the After School Program you will be charged for the days in which the program is in operation even if your child(ren) is not present. One exception is when your child cannot attend for a short period of time for extenuating circumstances and you have given the school prior notice. If prior notice is not given for a child not attending due to extenuating circumstances, then after school day care charges will be effective during that time of absence.
- **SNOW DAYS AND HOLIDAYS** - Please deduct for any holidays in the upcoming week. Example, the week of Thanksgiving pay is only (\$6.00 x 2 days) \$12.00 per child. Any adjustments due to illness (3 or more days in one week) or snow days may be made on the next check. A brief note of explanation would be appreciated. Please contact the office if you are uncertain what to pay.
- **FAMILY RATE** - If a family member has more than one child enrolled, a price break for the family will be available. A family with two children will be charged \$54.00 per week. A family with three children will be charged \$72.00 per week.

**The parent that signs the registration form is solely responsible for making sure the child care payments are made.**

#### **LATE PICK-UP**

The After School Program hours are from 3:30pm to 5:30pm. Failure to pick your child(ren) up by 5:35pm will result in your account being charged \$1.00 per child for every minute after 5:35pm.

For example, if you pick your child(ren) up at 5:36pm you will be charged \$1.00 per child. If you pick up your child(ren) at 5:47pm you will be charged \$12.00 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.

**AFTER SCHOOL PROGRAM (ASP) ENROLLMENT FORM**

The After School Program is a child care program for school age children (PK-6) attending Sterling Public School. After school child care is provided from 3:30pm to 5:30pm, Monday through Friday. The program is administered by the Sterling Public School District. 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 curriculum is child-centered thus benefiting each child socially, physically, and educationally. Activities appropriate for all age levels will be provided.

To enroll your student in the ASP, please complete this form and return it to the school office. If you have any questions, please feel free to contact the school (402)-866-4761 or review the ASP Handbook.

SCHOOL YEAR \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

\_\_\_ YES, I would like to enroll my student(s) in the After School Program.

Full time Fee: \$30 per week

Name(s) of all persons authorized to pick up student(s) from ASP:

_____	_____
_____	_____
_____	_____

In case of an emergency between 3:30 & 5:30pm:

Emergency contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Emergency contact Name \_\_\_\_\_ Phone \_\_\_\_\_