

MAGNOLIA TRACE

ELEMENTARY



BEFORE AND AFTER

SCHOOL CARE

PARENT HANDBOOK

(Please read carefully and in its entirety!)

INTRODUCTION:

Welcome to the Before and After School Care Program at Magnolia Trace Elementary. Our childcare program has been organized to provide supervision for children in Kindergarten, T-1 and 1st grades from Marigny Elementary and 2nd & 3rd grades from Magnolia Trace Elementary. The parent handbook is a valid part of the enrollment agreement between the Before and After School Program and the parents or guardians of children who are enrolled in the program.

GOALS:

The program will provide quality childcare which parents can rely upon throughout the school calendar year.

The program will offer a variety of activities which includes games, reading, time to work on homework, “free time” and movies for the children to pursue their own interests in a safe and friendly environment.

POLICIES:

ENROLLMENT IN THE BEFORE & AFTER SCHOOL CARE PROGRAM CONSTITUTES AN UNDERSTANDING THAT YOU WILL ABIDE BY THE POLICIES LISTED AS FOLLOWS:

Parent’s Expectations of the Program

Parent’s may expect that:

- ❖ Their children are cared for in a safe, supportive environment.
- ❖ They will be told about any misbehavior on the part of their child.
- ❖ They will be informed about any changes in the program.

Program’s Expectations of the Parents

The program expects that the parents will:

- ❖ Pay fees on time as explained in this handbook.
- ❖ Keep the child’s emergency records up-to-date.
- ❖ Pick up child on time.
- ❖ Follow health policy.
- ❖ Pay attention to any communications from the school regarding their child’s behavior and cooperate in an effort to bring about improvement to the situation.

Children's Expectations of the Program:

The children can expect:

- ❖ To have a safe, supportive and consistent environment.
- ❖ To use all of the program equipment, materials and facilities on an equal basis.
- ❖ To receive respectful treatment.
- ❖ To have discipline that is fair and consistent.
- ❖ To receive nurturing care from staff members.

Programs Expectations of the children:

- ❖ Be responsible for their actions.
- ❖ Respect the school rules that guide them during the day and while in attendance in the BC/AC programs
- ❖ Remain with the group and child care staff at all times.
- ❖ Take care of materials and equipment properly and return them to their place when done.
- ❖ Arrive at the program promptly according to the enrollment information.

ENROLLMENT:

The parent must complete a form and submit it to the MC/AC program's director via the school.

Eligibility: A child may be enrolled in the program at any time. Children must attend Kindergarten, T-1 or 1st grades at Marigny Elementary or grades 2 – 3 at Magnolia Trace Elementary to be eligible for enrollment. Forms can be obtained through the office at Magnolia Trace Elementary and Marigny Elementary. This form is kept separate from any other forms held by the school. A completed enrollment form is required for each child enrolled in the program. Enrollment forms are to be kept current by the parent.

HOURS OF OPERATION:

Magnolia Trace Elementary Before and After Care Program will follow the same school calendar as the St. Tammany Parish Schools. (If there is a school holiday, there are no childcare services.) After Care services will not be provided on ½ days of school. Our staff will be busy with record keeping duties and in-services scheduled for these days.

Morning Care: 7:00 – 8:20 a.m. in MTE’s gym. (Marigny students will be walked to an assigned bus each morning, to be transported to Marigny.)

- ✓ Parent/guardian or an adult **MUST** walk your child into the gym and sign him/her in with the morning care staff. This is for your child’s safety and there are **NO EXCEPTIONS**.
- ✓ **DO NOT PARK IN THE CIRCLE DRIVE WAY OR IN THE DESIGNATED SPOTS FOR PRINCIPAL OR ASSISTANT PRINCIPAL.**
- ✓ You may park in one of the handicapped spots or other spots not designated for administrative personnel.

After Care – 3:51 – 6:00 p.m. in MTE’s gym. (On occasion after care will be held in another designated area but signs will be posted.) Students attending Marigny Elementary will be transported via assigned bus from Marigny to MTE. An aftercare staff will be responsible for getting the students off of the bus and to the gym for aftercare.

- ✓ The aftercare program closes at 6:00 p.m. \$1.00 per minute for every minute past 6:00 p.m. will be charged for students picked up after this time.
- ✓ Late fee charges will be paid directly to the worker who stayed with your child. Please pay in cash or check made out to “cash”. **(Do not include this payment in your regular fee payments.)**
- ✓ Child care services may be withdrawn if three overtime charges occur.
- ✓ Children will occasionally be taken outside to play.
- ✓ A “homework time” is offered to after care children. The after care staff will not be responsible for “making” your child do his/her homework. This is voluntary on the part of your child. The staff will offer help if needed.

Release of Children

Children will arrive directly to the aftercare program from their classrooms. After care staff will check them in as they arrive. Children must be picked up by a parent/guardian or other designated adult. No older siblings may pick up a child. No child will be allowed to leave the program with someone other than the parent/guardian unless written permission is given to the aftercare staff. If an emergency arises during the day and someone other than a parent/guardian will pick up your child, please call the school and tell the secretary who will be picking your child up so the message can be forwarded to the aftercare staff. Identification will be required.

Absences (for regularly attending children):

If your child will not be attending the after care program because of scheduled appointments or other planned absences, please notify the school in advance. If you pick up your child because of illness please ask the secretaries to notify the aftercare staff that your child will not be attending the aftercare program. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent searching for the child may occur.

FEES AND PAYMENT POLICY

The program's salaries, supplies and administrative expenses are supported entirely by our fees. The fees are as follows:

Before Care:

Regular attendees: \$75.00 per month for each child

Drop-in (daily basis) \$6.00 per day for each child

DROP-IN FEE IS DUE ON DAY OF DROP-IN

After Care:

Regular attendees: \$125.00 per month for each child

Drop-in (daily basis) \$ 10.00 per day for each child

Any time after 3:51 p.m. is considered a drop-in.

DROP-IN FEE IS DUE ON DAY OF DROP-IN

- Fees are payable by check, cash, PaySchools (or other designated program by the STPSB) on line or money order. Before and after care fees can be paid in one check if your child attends both programs (this is for regular attendees as well as drop-ins).
- Please indicate on your check your child's first and last name and the month/days being paid. **PLEASE KEEP YOUR RECEIPT.**
- A regular attendee is a child who attends either or both programs for more than 10 days a month. If your child attends less than 10 days a month you will be charged the drop-in fee.
- Since all months of the school year have more than 10 days of school, there will be no fee adjustment for any month.
- Fee payment is due on the **first** school day of each month for regular attendees. Fees are paid to reserve an entire month of childcare, according to the option agreement, irrespective of the actual number of days and/or hours the child attends.
- Drop-in (not on a regular daily basis) fee is due on the day that your child attends. This can be paid in check, cash or money order.
- Fees that are not paid by the 10th of the month for regular attendees may result in your child reverting to a drop-in status and you will be charged according to drop-in fee payment.
- Monthly statements are not sent out except for delinquent fees. A \$5 statement fee will be added to your regular payment if a statement is sent. It is the responsibility of the parent/guardian to pay fees on time and to keep track of your child's attendance if he/she is on a drop-in schedule. **RULE:** If your child attends the program, you owe a fee.
- Non-sufficient fund checks are held until cash or a money order is received to cover the amount of the check plus a \$15.00 charge for the NSF check. Parents will be notified immediately upon receipt of the NSF notice by the school office and shall have 5 school days to pay the fee and the NSF charge. If not paid by the end of the 5th day after notice, childcare services may be suspended. The payment for an NSF check and the NSF charge must be paid in cash or money order to the office not the program. All future payments for childcare services must be made in cash or money order.
- Parents may choose to pay fees online using the PaySchools (or other designated program by the STPSB) option.

IRS STATEMENTS

The program does not provide an itemized statement for tax purposes. **PLEASE KEEP YOUR RECEIPTS** and cancelled checks for an accurate account of your childcare expenses.

HEALTH AND SAFETY POLICY

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc) please be sure the school and Before and After Care staff are informed as to the procedures you would expect in the event a situation would occur. Please make sure this information is on the registration form .

If a child has any of the following conditions, the parent/guardian will be notified to pick up the child immediately: contagious disease, fever over 100 F, vomiting or diarrhea.

In case of accident or illness, parents of the child will be called immediately. In serious cases 911 will be called and the child taken to a hospital as indicated on the registration form.

BREAKFAST AND SNACK

The school offers breakfast (at MTE and Marigny) for before care school children at a cost of \$.65 per day. This is a separate cost and is not included in the cost of before care. If a child eats breakfast at school it is automatically charged to his/her lunch card account. **No outside food or drink (McDonald's, etc) may be brought to before school care.**

An afternoon snack will be provided for children attending the aftercare program. This is included in the cost of the aftercare program.

CHILD'S PERSONAL PROPERTY

Children's personal property, (coats, clothing, school bags, etc.) must be marked clearly with the child's name. Any personal property, which remains after the session will be taken to the school's lost and found. Although attempts will be made to help children stay organized, the program cannot be responsible for lost personal property. Children should not bring money, toys, food or other items not necessary for school activities to the program. **NO MOVIES MAY BE BROUGHT FROM HOME FOR VIEWING AT SCHOOL.**

DISCIPLINE AND DISCHARGE

Children are entitled to a pleasant and harmonious environment at the before and after care programs. The before and after school program cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activities which may include, but is not limited to, such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and program time. If a child cannot adjust to the program setting and behave appropriately, the parent/guardian of the child will be notified, by the director, to withdraw the child from the program.

Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with through a warning, time-out or being sent to the principal's office. A behavior report will be written each time a child's behavior warrants being sent to the principal's office. After three (3) reports the parent/guardian of the child will be asked, by the director, to withdraw the child from the program.

If the severity of a problem is great enough that it could endanger the safety of the child, the other children or the staff workers of the program the director will notify the parent/guardian to terminate the enrollment immediately.