

## **After Care Procedures and Policy**

*To ensure that everyone is on the same page, we ask that you please read, sign, and return the After Care procedures and polices listed below.*

*We thank you for your cooperation.*

### **Attending After Care**

*It is very important that BOTH the classroom teacher and After Care supervisors know when to expect your child at the After Care Program. We ask that you provide BOTH the CLASSROOM TEACHER and AFTER CARE PROGRAM with a WEEKLY or MONTHLY SCHEDULE for your child. If your child is only attending on occasion we ask that you provide the classroom teacher and After Care with a note regarding your child's attendance for that day.*

### **Homework/Quiet Time**

*During homework/quiet time we are happy to assist the children if there is difficulty with homework, but we cannot spend a significant amount of time helping one child due to the amount of children in the program. Please note: the After Care Program is not meant to be a tutoring service. We will closely monitor K-2<sup>nd</sup> grade students as they complete their homework and we expect 3<sup>rd</sup> grade and higher students to complete their homework independently, unless assistance is needed. ALL children WILL Work on homework assignments, UNLESS you tell us otherwise.*

### **Behavior**

*At the After Care Program students are expected to behave as they would in school, as each child and parents have signed and returned the behavior/discipline guideline policy to the school office. The Olweus: My School Rules About Bullying, are also expected to be followed and the consequences will follow the guidelines set by the Olweus committee. If children are unable to follow the guidelines set by the school, children may be suspended from the services of the After Care Program.*

### **Sign Out**

*To assist in the billing procedures it is important that you properly sign your child out.*

### **Billing**

*The rates for the After Care program are \$5.00/child hourly and \$2.50/child half hour. Billing will ONLY be done in these increments. If you arrive anytime after the hour or half hour, you will be billed for the next half hour; there will be no exceptions. Billing is done monthly by the Business Office. We are unable to answer any billing questions at After Care. Please address all billing questions to Lisa Sears-Ricotta in the Business Office, 662-9330, ext. 111. After Care hours are 2:30-6:00P.M.*

**I have read the After Care Procedures and Polices.**

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Family Name

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Parent/Guardian Signature