

Cedars International Academy



Parent & Student Aftercare Handbook 2016-2017

**Director: Amber Ellis
512-419-1551 ext. 313
aellis@cedars-academy.org**

The mission of the Cedars International Academy Aftercare Program is to provide a positive, educational, and fun-filled environment where students can team up to succeed.

Belief Statements

We believe that learning does not end with the school day. We believe that students can learn through real life experiences, peer interaction and games. We believe that each child is unique and will offer a world of his/her own. We believe that children need to know their limits and rules. They will only benefit from understanding those rules and their consequences, should they be broken. We believe that a child's self-esteem is of the utmost importance before any kind of learning can be achieved. We believe that influences in a child's life come from home and school together.

Hours of Operation

Aftercare is available from 3:30 pm to 6:00 pm Monday through Thursday and 12:30-6:00 pm on Friday. There will be no charge for students picked up before 4:00 pm (1:00 pm on Friday). Students must be picked up no later than 6:00 pm.

Mandatory Parent Meeting

There will be a mandatory parent meeting held the first week of school. This will cover important information. It is required that all parents attend. You will have your choice of dates and times. The meeting will be held the following dates, and as needed throughout the school year. Each meeting will last approximately 30 minutes. The first meetings will be held on the following dates and times:

Wednesday, August 23, 2016 at 5:00 pm (English Only)

Wednesday, August 23, 2016 at 5:30 pm (English Only)

Thursday, August 24, 2015 at 5:00 pm (Spanish)

Thursday, August 24, 2015 at 5:30 pm (Spanish)

Cost to Parents-Payments must be cash or money order. No Checks!

There is no charge for students picked up by 4:00 pm (1:00 pm on Friday). The hourly rate will be charged for any child not picked up by 4:00 pm sharp (1:00 pm sharp on Friday).

- **Drop in rate (PER CHILD):**

Monday-Thursday: \$5 an hour or any part of an hour.

Friday: \$5 an hour, not to exceed \$10

- **Weekly fees (PER CHILD):**

2-days a week: \$15* 3-days a week: \$20* 4-days a week: \$25* 5-days a week: \$30*

All weekly fees are due no later than Friday of each week.

Sibling discounts only apply to students attending 5 days a week.

1st child: Full price of \$30 a week

2nd child: \$30 per week

3rd Child: No Charge

4th child: No Charge

***In order for parents to receive this rate, the fee must be paid weekly. If the fee is not paid by the Friday of each week that care is provided, the drop in rate will be charged, along with a \$5 weekly late fee.**

All fees must be paid for in a timely manner. Any and all late payments will be written up and sent to parents/guardians. Payments will only be accepted in the form of cash or money order. Payments may be made to the Director, Amber Ellis or Administrative Assistant, Donna Bowen.

Failure to Pay :

Failure to pay the drop in fee by Friday of each week will result in the following actions:

- **Your child will be prohibited from Aftercare beginning the following Monday until payment has been made and account is current.**
- **A \$5 per week late fee** will be charged (No Exceptions).

- If your child is prohibited from attending the program for non-payment, and has not been picked up from school by 4:00 pm and **ALL emergency contacts are not available**, the following procedures will be followed:
 1. Local police/sheriff will be contacted.
 2. Department of Human Services will be contacted

Enrollment

Students enrolled in the Aftercare Program must have the appropriate, completed forms, required, prior to the first day of attendance. An emergency contact and release form must be filled out periodically on a yearly basis. It is the parent's responsibility to update this form and keep it current.

Aftercare Schedule:

Monday- Thursday:	12:30-1:00 Attendance and Settle In
3:30-3:45: Attendance and Settle In	1:00-1:30 Outside free play- As weather
3:45-4:15: Homework Time	Permits
4:15-4:45 Snack	1:30-2:30 Activity
4:45-5:30 Teacher lead enrichment and Games	2:30-3:30 Activity
	3:30-4:00 Snack
5:30-6:00 Free play outside- As weather permits	4:30-5:00 Outside play- As weather
	Permits
	5:00-6:00 Activity
Friday	

Late Pick-Up Fees

Late fees will be charged for students remaining after 6:00 pm. The classroom clock is used to determine lateness. The late charge is \$1.00 per minute. All late fees are due and payable to the Director or staff present **at time of late pick up**. It is the parent/guardians responsibility to make that payment. If the payment has not been paid, your child will be withdrawn from the program until this fee has been received. Any student with an outstanding balance may have their Progress Report and/or Report Card withheld and may not be allowed to participate in school activities (Field Trips and/or other activities) until all monies have been paid. We realize that there are emergencies and unexpected situations. However, your communication and cooperation are greatly appreciated. **Any child that is picked up after 6:00 pm more than 5 times**, will be asked to withdraw from the Aftercare Program without a refund. (CASH ONLY).

Late Pick-Up (after 6:00 pm)

Repeated tardiness will not be tolerated. If a family is late in picking up their child/children 5 times during the year and/or the late payment fee is not paid at that time, the family will be withdrawn from the program.

*Emergency contacts will be called for pick-up if the wait time is going to be greater than 10 minutes after closing. The late pick-up fee will be applicable for this occurrence.

** **If your child has not been picked up and ALL emergency contacts are not available, the following procedures will be followed:**

1. Local police/sheriff will be contacted.
2. Department of Human Services will be contacted.

The Aftercare staff will take all necessary precautions to ensure the safety of your child/children until they are taken into legal protective custody in the case of an emergency.

Absences

Since expenses continue whether or not your child is present, there are no deductions for absences or credits. Please notify the school if your child will be absent for a prolonged period of time.

*** There is no refund or credit if your child is withdrawn or does not attend the Aftercare Program due to absence or illness.**

Snacks

The Aftercare Program provides a 15-minute snack break in its schedule for participants.

During this time, the students will be provided a snack and drink. Students may bring their own snack if they wish. Please inform the staff of any allergies or dietary restrictions your child may have. Exact allergies should be noted on the enrollment form.

Release of Students

Any persons entering the building to pick up a child must show a form of identification. Children will be released only to those individuals whose names are recorded on the enrollment forms. Other persons not on the form must have a written authorization signed by the parent/guardian and followed up by a verbal authorization by the parent/guardian. All persons are subject to proof of identification. If the school has not obtained a verbal follow-up authorization from the parent/guardian, the child will not be released. If you need to pick up your child during regular dismissal time, a written notification must be sent to the homeroom teacher and parents must make the dismissal line. Children will not be released to any teachers during Aftercare hours unless it is approved by the Directors and parents. This is for your child's safety.

Behavior and Disciplinary Policy

All children will be under the supervision of qualified personnel. Guidelines and rules for the program are the same as those for Cedars International Academy, and are necessary in order to provide a safe, learning environment. Students are required to adhere to the same policies and rules set forth in the school's Code of Conduct. Students who do not follow these rules and guidelines will be asked to withdraw from the program.

Disruptive Conduct

Disruptive conduct is defined as those activities engaged in by student(s) that are directed against person or property and the consequences of which tend to endanger the health or safety of oneself or others in the school. Acts may include, but are not limited to the following: Physical Aggression, Vandalism, Theft, and Disrespect.

Physical Aggression

Physical aggression is not tolerated in Aftercare. If your child is physically aggressive, you will be notified by phone and will need to pick up your child within 45 minutes of the phone call. Your child will be isolated from the other children until they are picked up. Continuous physical aggression may result in expulsion from the Aftercare program. **Attending Aftercare is a privilege, not a right.**

Withdrawal from the Aftercare Program

The following actions will cause your child/children to be immediately withdrawn from the aftercare program for the remainder of the school year:

1. Three (3) Behavior Report Notices and/or Three (3) Suspensions
2. Three (5) Late Pick-up Violations
3. Non-payment of all accrued fees by Friday of each week attended.

If your child has been withdrawn or prohibited from attending the Aftercare program for any of the above reasons and has not been picked up from school by 4:00 pm, the following actions will be taken:

1. Local police/sheriff will be contacted.
2. Department of Human Services will be contacted.

Homework

We understand that homework is a priority in after school care; however our counselors are not tutors. Unfortunately they cannot always give students individual one-on-one assistance. Our counselors are here to help and assist in homework completion. Our counselors have a designated homework time and will make every effort to complete the basic homework assignments, **but parents/guardians are still responsible for assuring that homework is completed, at home, on a daily basis.**

Classrooms

For security reasons, children are under no circumstance allowed to go back to their homeroom classes to pick up their homework, belongings, or any other materials that they forgot. Director/counselors are not allowed to escort parents under any circumstances to the classrooms. It is the student's responsibility to bring all books and materials home.

Student Personal Belongings

Students may not bring to school any personal items, i.e., toys, cell phones, radios, ipods, cd's, cd players, Gameboys or other handheld electronics, scooters and skateboards, cards of any type, skates, etc. If any student brings these items to school, it will be retained by the staff and the parent will need to pick-up the item. In the event a student brings any of these items to school, the Aftercare Program staff members are not responsible for loss, stolen, damage or security of any of these prohibited items.

Contact Information Changes

The school must be immediately notified of the changes in telephone numbers (home or work), occupation, family status, custodial changes, physicians, and authorized persons to pick up their child/children. This is done for the safety and security reasons.

Accidents

If your child is injured at school, the only treatment that is provided is cleansing with soap and water, issuance of a Band-Aid, and TLC. Individual "accident" reports are given to the parent/guardian to inform them of the injury. If a student requires immediate, critical care, 911 will be automatically contacted, followed by a phone call to the parent/guardian.

Medication

If your child must take prescription medications during Aftercare, the medication must have a clear, doctor's label with current dates. Also, a doctor's note must accompany the medication. Over the counter medications (Advil, Tylenol, etc.) must have a doctor's note permitting the child to take the medication.

Aftercare HANDBOOK RECEIPT
2016-2017

The Aftercare Handbook contains useful information on policies and procedures relating to a variety of topics, including, medication, injury and illness, and guest pick-up. After you have carefully read the handbook, please sign on the provided line below and return this page with your enrollment form.

I have read the Aftercare Handbook and fully understand the policies and procedures of this program.

Parent or Guardian Signature

Date

Parent or Guardian Signature

Date

Student Signature

Date

I understand and agree to all fees that are charged for my child's participation in the Aftercare program and agree to pay all fees by Friday of each week my child attends.

Parent or Guardian Signature

Date

Parent or Guardian Signature

Date

AFTERCARE PROGRAM Registration Form
2016-2017 School Year
(Please fill out a separate form for each child)

Child's Name: _____ Date of Birth: _____ Age: _____

Address: _____

City: _____ Zip: _____ Sex: M or F (please circle one)

Grade: _____ Teacher: _____ No. of Siblings in Program: _____

Mother's Name: _____ Home Phone: _____

Place of Employment: _____

Work Phone: _____ Cell Phone: _____

E-mail: _____

Father's Name: _____ Home Phone: _____

Place of Employment: _____

Work Phone: _____ Cell Phone: _____

E-mail: _____

Who would you like to be contacted first? _____

Emergency Contact Name: _____

Emergency Contact Phone: _____ Relationship: _____

Doctor's Name: _____ Doctor's Phone: _____

Doctor's Address: _____

Insurance Company: _____ Insurance Policy #: _____

Medical Needs/Allergies/Other Special Needs: _____

Additional Emergency Contacts and Persons Authorized to Pick Up:

1. _____ phone _____

2. _____ phone _____

3. _____ phone _____

4. _____ phone _____

RELEASE In case of a medical emergency, I hereby give permission to the physician selected by Cedars International Academy to order x-rays, routine tests, and treatment for the health of my child. In the event that I cannot be reached in an emergency, I give my permission to the physician selected by Cedars International Academy to hospitalize, secure treatment for, and to order injection and/or surgery for my child as named above. I understand that my personal insurance bears responsibility in case of accident. Furthermore, I the undersigned accept all risk incidental to Cedars International Academy Aftercare activities and do hereby release Cedars International Academy Aftercare, its staff, and its representatives from all liabilities deriving from pursuits of said activities by my child. It is further agreed that Cedars International Academy Aftercare assumes no responsibility for loss of participants' personal property. I give my permission for my child to participate in activities, and field trips. I also give my permission to Cedars International Academy Aftercare to use any pictures taken of my child for future promotional purposes and to post on school website and newsletters. I agree to pay in full all regular program fees and late fees pursuant to the Parent/Student Handbook.

Authorized Signature _____ Date _____