

Cedars International Academy



Parent & Student Aftercare Handbook 2018-2019

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Mission Statement

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 **3:45 pm** Monday-Thursday and **12:45 pm** on Friday. Students must be picked up no later than **6:00 pm**.

Cost to Parents- Payments must be cash, money order, or online with a credit card. No Checks!

- **Daily 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
Sibling discounts only apply to students attending 5 days a week.
1st child: Full price of \$30 a week
2nd child: Full price of \$30 a week
3rd Child: No Charge
4th child: No Charge

Payments

- **Payments will be due IN ADVANCE.** Weekly fees will be due before the time your child is going to attend. Payments made in person must be in the form of cash or money order. Checks will not be accepted. Payments can also be made online at www.myschoolbucks.com. In person payments may be made to the Director, Amber Ellis, Administrative Assistant, Donna Bowen, or in the payment drop box located in Mrs. Ellis' classroom (Room #32 portables behind the cafeteria). Aftercare counselors are not allowed to accept payments.
- **Drop in care** must be **prepaid and prearranged**. Students will no longer be allowed to stay in Aftercare unless their fees are paid in advance. If drop in care is needed, please notify Mrs. Ellis or the front office in advance to make arrangements.
- All students not attending Aftercare or have not paid their Aftercare fees must be picked up before 3:45 pm Monday-Thursday and 12:45 pm on Friday.

Failure to Pay :

Failure to pay fees in accordance with the handbook will result in the following:

- A **\$5 late fee** will be charged for each occurrence (No Exceptions).
- **1st time without advance payment-** Note home requesting payment and your child will be prohibited from Aftercare until any unpaid balance is paid in full.
- **2nd time without advance payment-** Phone call from Mrs. Ellis requesting payment and your child will be prohibited from Aftercare until any unpaid balance is paid in full.
- **3rd time without advance payment-** Phone call from Mrs. Ellis requesting payment and your child will be prohibited from Aftercare until any unpaid balance is paid in full.
- **4th time without advance payment-** Referral to Administration, Phone call from School Administrator, and your child will be prohibited from Aftercare until any unpaid balance is paid in full.
- **5th time without advance payment-** If your child is prohibited from attending the program for non-payment, and has not been picked up from school by 3:45 pm:
 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. If the enrollment forms have not been completed, your child will be considered a drop-in and you will be charged the drop in rates.

Aftercare Schedule:

Monday- Thursday:

- 3:30-4:15: Attendance and homework
- 4:15-4:45 Snack
- 4:45-5:15 Homework, Reading, or scheduled activity
- 5:15-6:00 Free play outside- As weather permits

Friday

- 12:30-1:00 Attendance and Settle In
- 1:00-1:30 Outside free play- As weather Permits
- 1:30-2:30 Activity *
- 2:30-3:30 Activity*
- 3:30-4:00 Snack
- 4:00-4:30 Outside play- As weather Permits
- 4:30-5:30-Activity
- 5:30-6:00 Outside play- As weather Permits

*On Fridays, Pre-K and Kinder students take a nap from approximately 1:00-2:30 pm.

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 pick-up fees are due and payable to the Director or staff present **at time of late pick up**. It is the parent/guardian's 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 withdrawn from the Aftercare Program without a refund.**

Late Pick-Up (after 6:00 pm)

Repeated tardiness will not be tolerated. If a family is late in picking up their child/children 3 times during the year and/or the late pick-up 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 by 6:30 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.

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.

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 Aftercare Director and parents. This is for your child's safety.

Snacks

The Aftercare Program provides a 30-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.

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. Any student exhibiting disruptive conduct will be sent to the Aftercare Director and given a Behavior Referral.

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. Five (5) Late Pick-up Violations.
3. Non-payment of all accrued fees..

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 3:45 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 assist your child in completing the basic homework assignments, **but parents/guardians are still responsible for assuring that homework is completed, at home, on a daily basis.** Counselors will not search a child's backpack to assure that they have homework. It is your child's responsibility to take out their homework and work on it. If your child does not have homework, they will be given a book to read silently.

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. Cell phones will need to remain off and in your child's bag at all times. Cell phone and electronic use is not allowed in Aftercare, unless specific permission from the Aftercare Director is given.

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.

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, ice pack if needed, 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 and 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

2018-2019

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 and agree with 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 pay all fees **in advance** for my child's participation in the Aftercare program and agree to pay all fees before the time my child will attend. If my child attends Aftercare and I have not paid in advance (before the time your child attends), I agree to pay a **\$5 late payment fee** in addition to the unpaid fees and understand that my child will not be able to stay in Aftercare again until the fees are paid.

Parent or Guardian Signature

Date

Parent or Guardian Signature

Date

2018-2019 Aftercare Registration Form

Student name _____ Grade _____ Teacher: _____

Student name _____ Grade _____ Teacher: _____

Student name _____ Grade _____ Teacher: _____

**

Parents's Name: Mother: _____

Father: _____

HomeAddress _____

Contact Numbers-- Mother: Cell _____ Work _____

Email: _____

Father: Cell _____ Work _____

Email: _____

Who would you like to be contacted first? _____

Emergency contacts and other adult authorized to pick up child:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Allergies(Please list child's name): _____

☛ ☛ **My child(ren) will be attending Aftercare on the following days** ☛ ☛

Please check all the days that your child(ren) will need care

____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday

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 _____