

Policies & Procedures

After School Enrichment Program

Offered by:

*Belgrade Community
Center for all Seasons*

Dear Parents/ Guardians:

Welcome to the After School Enrichment Program!

This information packet is designed to supply parents/ guardians with the information they will need concerning our program's policies and procedures.

It is very important that you take the time to read this packet. We want you to know and understand what our policies are regarding our After School Enrichment Program.

If you have any questions or concerns, please feel free to call 495-3481.

Sincerely,

Jessica Moore, Recreation Director

General Information

This program is for children in k-6 grade. The program will be offered Monday-Friday, 3:15-5:30pm. This enrichment program **will** be available on early release days, teacher workshop days, and school vacations. **The program WILL NOT BE OPEN ON SNOW DAYS. IF SCHOOLS ARE CANCELED FOR SAD #47, THE COMMUNITY CENTER IS CLOSED AND ALL PROGRAMS SCHEDULED FOR THAT DAY AND NIGHT ARE CANCELED.**

Sample Schedule

3:15-3:30pm Snack time

3:30-4:00pm Homework time

4:00-4:30pm Structured sport/craft

4:30-5:00pm Outdoor activities/ structured indoor activity

5:00-5:30pm Clean up and parent pick up

Cost and Payments

Belgrade participants \$7.00 per day

All others \$9.00 per day

Payment is due at registration. Payments are due EVERY Friday for the previous week your child attended. They also need to be made in person at the Belgrade Community Center for All Seasons.

Financial Assistance

Individuals needing financial assistance should contact Jessica Moore, Recreation Director, at the Belgrade Community Center at 495-3481.

Enrollment

To enroll your child or children come to the Belgrade Community Center for all Seasons. You must register in advance!

When filling out forms it is very important that you list all persons involved with picking up your child and at least two emergency contact people. If a person is not listed on your child's form we will not release the child to that person. If there are specifics of who is/ is not allowed to pick up a child please write this on the application.

To insure the safety of your child, please supply us with the additional information that is requested and include any other information that you feel would be helpful to us.

If your child has any special needs please make us aware of them. We will ask that you fill out additional paperwork to give us a clear picture of your child's needs and how to work with you and your child to make their experience a successful one. Any information given to us is confidential and is used only for the benefit of your child.

Checking Out

When picking up your child please come into the Center and sign your child out with a staff person. If staff needs to talk to you about your child, we may ask that you set up a time when the children are not there to allow them to give you their undivided attention.

If your child is to be picked up by someone else, please make sure you notify the staff and identify the person in writing.

Parent/ Staff Communication

It is important for parents and staff to maintain open communications at all times. Please keep staff informed of any changes in your child's life that may affect him/ her. Pick up times are often rushed for both parents and staff. If you need to speak with the staff, other than inquiring about how your child's day was, please arrange for a mutually agreeable conference or telephone time. Parents may visit our program at any time to see their child.

Late Fees

CLOSING TIME IS 5:30pm

We realize that on occasion parents may run into unforeseen problems when picking up their child(ren) and we are willing to allow for these circumstances. If you are running late please call us and let us know.

For the first 15 minutes there will be no charge, just a warning. After 15 minutes you will be charged a \$5.00 late fee. Payment will be due the same week this happens.

After 15 minutes, if the staff has not heard from parents/ guardians as to why they are late they will begin trying to locate the parents. If they are unable to reach the parents by phone, the emergency contact people will be called.

Clothing and Attire

Maine weather is definitely unpredictable and it is better to over prepare with extra clothing than not to have enough. Children may go outdoors except in extreme weather. Boots are great for outside play, but children **need** to have a pair of shoes or **sneakers** to wear inside.

Mark your child's clothing and backpacks with initials or name. We will do our best to help children locate their lost items.

Injuries and Illness

A child's health is a matter of major importance to all of us. If staff suspects an illness, or a child becomes ill during the session, the parent will be called and asked to make arrangements to pick up their child.

If your child has a contagious illness please keep him/ her home for the day.

If your child is sick and is not going to attend the program, **please** call the Recreation Office at 495-3481.

Whenever an injury requires attention beyond minor first aid, a telephone call will be placed immediately to the parent.

Staff will make every attempt to notify parents at home, at work, or through an emergency contact, before seeking necessary treatment at the hospital.

Parents/ guardians are responsible for providing medical insurance covering injuries for the participation in the After School Enrichment Program.

Behavior Management

Each child will be made aware of the behavior expected of him/ her. Regardless of the situation each child is accountable for his/ her own actions. We let the children know that we want them to succeed and we are here to help them do just that.

As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore, the following basic guidelines apply directly to each child and will be used in determining his/ her eligibility to continue as a participant:

- A) Children must stay within the designated area. At **NO** time should they leave the group without a staff member.
- B) Children will not be allowed to use foul language or be repeatedly rude or discourteous to staff and peers.
- C) Children will respect their property as well as the property of others. Destruction and defacing of the facility will not be tolerated. Parents/guardians will be financially responsible for any destruction or defacing of the facility by their child(ren).
- D) Engaging in any type of fighting will not be permitted. Any behavior that jeopardizes the safety of other program participants will not be tolerated (i.e. pushing, hitting, throwing objects, or biting).
- E) Children will be expected to listen to, respect and follow directions given to them by the staff.

Suspension/ Termination

We will work in every possible way to enable a child to remain in this program. However, when a child's behavior is consistently a problem the following steps will be taken:

- 1.) Parent conference- A parent conference will be scheduled. Staff and parents will develop a solution together to improve the child's behavior. A behavior incident sheet will be completed and a copy will be given to the parents after the parent conference.
- 2.) Suspension from program- If the child continues to exhibit unacceptable behavior, a one to three day suspension will be given. Before the child is allowed back into the program, the child, parent and director will have a conference.
- 3.) Termination from the program- In the case of continual behavior problems, when the child's behavior has not improved termination from the program may be the only option left.

Please sign and return the bottom section

I have read and understand the policies and procedures for the After School Enrichment Program.

Parent/Guardian

Date

