

Discovery Academy Before and After Care Program



Family Handbook

Welcome to the CREC Discovery Academy Before and After Care program.

This handbook is designed to give parents and guardians insight into our Before and After Care program. It includes detailed information about our program, policies and procedures. Please read this handbook carefully and keep it for easy reference during the school year.

The Before and After Care program's goal is to provide a safe learning environment for students that inspires social confidence, promotes creativity and encourages the development of the whole child. We accomplish this through project based learning, diverse enrichment experiences, and relationship building opportunities. The program will offer a variety of activities including a time for snack and homework completion, indoor/outdoor play, games, art and science projects and various enrichment activities provided by external vendors.

The staff always welcomes suggestions and ideas that will help us make your child's time at the Before and After Care program more beneficial and rewarding. We do not have access to school files. We welcome you to share your thoughts and ideas with us at any time. I can be reached at jcowles@crec.org.

Best regards,

Joyce Cowles
Before and After Care Program Coordinator

School Policies and Procedures—

The Before and After Care program follows ALL school and District policies and procedures, with some additional policies and procedures specific to the Before and After Care program.

Expectations--

CREC Schools believe in a positive approach to behavior management that emphasizes behavior expectations, consequences and positive recognition.

Children in the Before and After Care program can expect to:

- Have a safe, supportive and consistent environment
- Receive respectful treatment
- Have discipline that is fair and consistent
- Receive nurturing care from staff members

The **Before and After Care program** expects that children will:

- Be responsible for their actions.
- Respect the school rules that guide them during the day.
- 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.
- Please see Consequences section.

Parents/guardians can expect that in the Before and After Care program:

- Their children will be cared for in a safe and supportive environment.
- They will be told about any misbehavior on the part of their child.
- They will be informed about any changes in the Before and After Care program.

The **Before and After Care program** expects that parents/guardians will:

- Pick up their child on time.
- Pay fees on time.
- Keep child's emergency and authorized pick up records up-to-date.
- Pay attention to any communication from the program regarding their child's behavior and cooperate in all efforts to bring about improvement in the situation.

Supervision

- There shall be 2 staff members eighteen years or older with each group
- The operator is responsible for the supervision of children indoors and outdoors
- There shall be at least one staff person for every 10 children
- The group size shall not exceed 20 children

Tuition & Billing—

All bills will be sent via email the first day of each month, so it is expected that families provide a valid email address to the school. The bill will be for services provided the following month, EX. September 1st bill will be sent for September tuition. **All tuition must be paid in full by the end of each month to retain a spot in before & after care.

Tuition for the 2017-18 school year is:

	Per Month
Before Care	\$108
After Care	\$270
Before and After Care	\$340
1/2 days ONLY	\$450/year * In August you must register and pay for the entire year of ½ days.

Parents will be billed a flat monthly rate over 10 months (September to June) based on 180 school days; there will be no variations in billing based on number of school days in the month.

Hours of Operation—

Before Care—7:30 am to 8:30 am

- Students may not come to Before Care prior to 7:30 a.m.
- Students must be walked in and signed into the program each morning by an adult. This is for your child's safety; there are NO exceptions.
- Please park only in designated parking areas.
- Only students registered for the Before Care program may be in the building prior to 8:15 am.

After Care—3:00 pm to 5:30 pm

- Only adults listed as emergency contacts with the school office will be allowed to pick up students. If you need to add someone to the list, please do so in writing or email (to Joyce, jcowles@crec.org) For the safety of students, NO telephone requests can be honored.
- Students MUST be picked up by 5:30 pm

- Late pick up fees are \$25 for anyone picked up after 5:30 p.m., and are payable immediately.

Scheduled Early Release Days—

- Childcare is provided to all students registered for After Care.
- With preregistration, childcare is available for \$450/ year for children NOT registered for daily After Care. Payment must be made up front with registration for $\frac{1}{2}$ days only.
- There is no After Care the day prior to Thanksgiving, the day prior to the start of winter break and the last day of school.

Inclement Weather/Emergency Closings—

- With a delayed opening, the opening of the Before Care program will be delayed the same amount of time. Ex. If school is on a 2 hour delay, before care will open at 9:30 am.
- With an early closing, there will be no After Care. Parents are expected to pick up their students at dismissal time.
- If school is closed for the entire day due to inclement weather, no before or after care will be provided. The day will be made up at the end of the school year, so no credit will be issued for this day.

Registration—

All students must be reregistered each year. Registration does not roll over from year to year. Registration forms are mailed during the summer each year and are due prior to the start of school each fall. Students will not be permitted to participate in the Before and After Care program without a completed registration form. For the 2017-2018 school year the first 75 completed registrations will automatically be enrolled. After 75 you will be notified of placement on a waitlist until appropriate staffing can be secured.

After the start of school, please email Joyce Cowles at jcowles@crec.org to find out about space availability. New registration forms for the Before and After Care program must be completed prior to the desired start date.

Any changes in your student's participation in the Before and After Care program must be made in writing indicating the change and the effective date and sent to Joyce at jcowles@crec.org (with a copy to Peggy Roell at BeforeAfterCare@crec.org).

We cannot accommodate drop in participation. Students must be registered to attend our program.

Care4Kids—

CREC is a Care4Kids qualified childcare provider. Please see www.ctcare4kids.com or call 888-214-5437 to learn more about receiving Care4Kids financial assistance. It is the family's responsibility to obtain, file, and keep all documents current and up to date. Parents/guardians are responsible for any fees not covered by Care4Kids. All payments made by Care4Kids will be applied to your current balance and noted on your invoice.

Children's Personal Property—

Children's personal property (coats, clothing, school bags etc.) must be clearly marked with the child's name. Any personal property which remains at the end of each day will be taken to the School's lost and found. Although attempts will be made to help children stay organized, neither CREC, the school nor the Before and After Care program are responsible for lost items.

Lost or Stolen Items—

Neither CREC, the school, nor the Before and After Care program are responsible for lost, stolen or broken toys, clothing or other items. We ask that students not bring toys to the program. We provide all materials for students' enrichment.

Enrichment Activities—

Various enrichment activities are included in the fees of the After Care program.

Consequences for Students Not Demonstrating Expected Behaviors—

Acts of violence and physical aggression are in violation of the CREC Magnet Schools policies and may result in the suspension and/or dismissal of your child from the program.

Contacting the School After Hours—

A designated cell phone is available for families to reach Before and After Care personnel after school hours, should an emergency arise and families need to get in touch with After Care staff regarding a change in pick up. The phone number is **860-899-4870**.

Other Questions or Concerns—

Please do not hesitate contact:

- **Before and After Care coordinator—Joyce Cowles**
jcowles@crec.org
- **CREC Coordinator of Out-of-School Activities—Peggy Roell**
BeforeAfterCare@crec.org 860-509-3647
- **Principal—Kurt Stanco**
kstanco@crec.org 860-296-2090