

**Prairie du Rocher Before and After School**

**Program Handbook**

**2011-2012**

**714 Middle Street**

**Prairie du Rocher, Illinois 62277**

**618-284-3530**

# **Program Handbook**

The following information should help answer most questions about the program. Please read through this handbook carefully and keep it for future reference. If you have any further questions, please contact the superintendent.

## **Philosophy/Mission**

The philosophy of the Prairie du Rocher Before and After School Program is to provide a safe, caring, and fun learning environment while encouraging your child's social, physical, and academic development.

## **Vision/Goals**

The Before and After School Program will provide activities that support the following goals:

1. To provide a safe, nurturing, and fun learning environment for children before and after regular school hours.
2. To provide regularly scheduled activities in an organized, structured, and supervised environment and include educational and or enrichment activities.

## **Registration**

All parents or guardians must enroll their child in the Before or After School Program prior to the child attending the program. There is a \$15 Registration Fee per child, \$20 per family, and is due at the time of registration. You may enroll in the Before School Program, After School Program, or both.

## **Hours of Operation and Program Details**

- The hours of the Before School Program are from 6:00 am to 8:30 am and the hours of the After School Program are from 3:30 pm to 6:00 pm.
- The Before and After School Program will provide a service for children in pre-kindergarten through eighth grade.

## **Days when School is NOT in Session**

The Before School and After School Program will **NOT** be open when school is not in session.

## **Procedures**

- Parents or guardians must pre-register their child before attending the Before and After School Program.
- **Parents or guardians must sign their children in and out each day.**
- Your child will NOT be allowed to be picked up by any one else other than the names listed on the pick up sheet.
- Please notify us of your child's absence. If they attend school, but are not coming to the After School Program, please send a note with your child to give to their teacher.

## **Rules of Conduct**

- A. Be responsible**
- \* Be a good listener
  - \* Set a good example for others
  - \* Be on time
  - \* Work hard and do your best

**B. Be safe**

- \* Be kind with words and actions
- \* Use furniture and equipment properly
- \* Walk in the building
- \* Use playground equipment properly
- \* Keep hands and feet to self

**C. Be respectful**

- \* Take care of school property and equipment
- \* Respect and care for the personal property of yourself and others
- \* Borrow things only after receiving permission
- \* If you break someone's property, fix or replace it
- \* Cooperate with others
- \* Work and play without disrupting others
- \* Use positive words and actions
- \* Show courtesy towards others

**Discipline Procedures**

1. Verbal warning
2. Removal from activity
3. Incident/discipline form sent home
4. Conference with parents
5. Suspension from program
6. Termination from the program

**Medication**

As a general rule, the Before and After School Program will **NOT** give medication.

**Illness**

If your child is absent from school due to illness, they may **NOT** come to the Before School or After School Program that day. In general, a child must have attended school during the school day to attend the After School Program.

If a child becomes ill or is injured during the Before School or the After School Program, their parents or guardians will be contacted. If a parent or guardian cannot be reached, emergency numbers given by the parents or guardians will be used.

The Before and After School Program requires that each child **MUST** have emergency contact information on file before they attend. In addition to listing contact information for parents or guardians, this form asks for information on other people who can be contacted in an emergency situation when the parents or guardians are not available. A medical release form is included on our permission form.

- The cafeteria, gym, and library in the school will be utilized.
- A quiet area will be provided for those students who choose to work on their homework.
- Physical education activities will be engaged in daily.
- A healthy snack will be provided during the After School Program.

### **Fees**

Before School Program            6:00 am – 8:30 am -        \$20 per week

After School Program            3:30 pm – 6:00 pm -        \$20 per week

The early dismissal day is an additional \$12.00 per student added to the regular fee.

A 10% discount will apply to all fees when more than one child in a family attends the program.

### **Daily Session Fee**

A fee of \$5.00 per am or pm session will be charged if a child needs to use the program occasionally.

### **Late Pick-Up Fees**

A charge of \$5.00 per child, per five minute increments will be added when the parent arrives after 6:00 pm to pick up their child.

### **Billing – Program Termination**

Bills will be issued on MONDAY of each week and **MUST** be paid by 6:00 pm on FRIDAY of the same week. Before and After School services will **NOT** be provided when outstanding balances are in excess of two weeks. Payment arrangements can be made and approved through the Superintendent.

### **Early Dismissal**

The After School Program will be available on early dismissal days from the time of early dismissal to 6:00 pm.

### **Newsletter**

Communication between the Before or After School Program and the parents or guardians of children in the program is essential for the success of the program. A newsletter containing information about the program and upcoming activities will be provided monthly.

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