



## Monroe School Site After School Child Care

### Program Description

After School Child Care is designed to provide a safe and fun environment for the children of Monroe School's working parents. Activities include: Quiet Corner, Arts and Crafts, Homework Assistance, Reading Time, and Gymnasium Time when permitted.

### Hours of Operation

After School Child Care will be offered on days that school is in session from 3:05 p.m. – 6:00 p.m. On Wednesdays, After School Child Care will be from 2:35 p.m. – 6:00 p.m. On days that school is dismissed early, due to weather, or any other reason, there will be no After School Child Care.

### Location

Monroe School Site Cafeteria and Gymnasium.

### Use of the Program

After School Child Care is only available to current Monroe School Site students. Student(s) can use the program on a full time or part time basis after school.

### Snack

Snack is provided at no additional cost for children enrolled in the After School Child Care Program. If your child has food allergies, please fill out the attached Food Allergy Sheet. Your child will be given the option to eat a "safe" snack provided by the After School Child Care Program or they can bring their own snack each day.

### Scheduling

Parents must fill out and return a monthly calendar detailing their student's attendance **ONLY if there are additional days needed that were not included on the original Enrollment Form**. All schedules must be turned in the last Friday of the month, for the upcoming month. Parents will be notified if there are open spots to accommodate their additional request based on the monthly calendar. Staff will be scheduled based on the monthly calendars submitted by parents per enrollment needs. Parents who do not turn in calendars by the due date will be charged their normal rate for the upcoming month's care.

**Example: Enrollment Form indicated child care needed for Monday, Wednesday, and Friday; but for the upcoming month child care needed for Monday, Tuesday, Wednesday, Thursday, and Friday. A schedule would be turned in requesting Tuesday and Thursday for the upcoming month. YOU MAY NOT DECREASE the number of days; only request an increase of days for the upcoming month.**

### Absences

Parents must inform the Program Coordinator of a child's absence ASAP. Even though your child is absent, you are still responsible for payment of that day. Program expenses occur even if your child is absent, as well as the slot for your child being filled. However, if a 24-hour notice of absence is given due to illness, then that child may not be charged for that day. A doctor's note verifying the child's illness may be required in order to have that day's payment waived.

## **Enrollment**

Enrollment is available to all current Monroe School students, Kindergarten through third grade. Enrollment will be opened to children of QPS employees first, and then to children of Non-QPS employees if spots are available. The attached Registration Form and Statement of Health and Immunizations must be completed for EACH child enrolled in the After School Child Care Program and turned in prior to their first day of participation.

## **Fee Schedule and Payment Policies**

2017-2018 School Year

A Yearly Non-Refundable Registration Fee of \$25.00 per family is required in order to enroll in the After School Child Care Program.

After School Child Care Program Rates (Pending adequate enrollment)

\$3.50/hour per child for After School Child Care (Child of a QPS Employee)

\$4.00/hour per child for After School Child Care (Child of a Non-QPS Employee)

Tuition must be PRE-PAID each month for the days your child is signed up on the Enrollment Form. Payment is DUE by 6:00 p.m. the Friday BEFORE each month. Cash will not be accepted. A \$10.00 late payment fee is added to bills not paid by this due date/time. If your bill is 7 days past due, you will be un-enrolled from the program and you will have to re-enroll by paying the \$25.00 deposit again in addition to any past due amounts. Nonpayment of tuition will be turned over to a collection agency. Returned checks will be charged a \$25.00 processing fee, and personal checks will no longer be accepted. Please retain ALL receipts, a year end statement will not be provided.

## **Late Pick-Up Policy and Fee**

Children who are picked up late from the After School Program will have a late fee added to their weekly bill of \$10.00 per each 15-minute interval (or fraction thereof) past 6:00 p.m.

**Example:            6:05 p.m. = \$10.00 fee                    6:17 p.m. = \$20.00 fee**

## **Discipline Policy**

In order to ensure the safety and quality of care for all who choose to participate in the After School Child Care Program, Quincy Public Schools has developed a discipline plan. Attached is the Discipline Policy that must be read and signed by a parent for EACH child that is enrolled in the program.

Students are to report immediately to the cafeteria, no stopping on the way. Students must ask permission to use the restroom. Child Care Workers must be aware of where students are at ALL times. Students will NOT be permitted to go to their classrooms during After School Child Care hours of operation. Students may only be in designated areas where Child Care Workers are supervising (cafeteria / gymnasium).

## **Medical Policy**

If a child has a medical condition which requires special attention, the parent/guardian must inform the Program Director prior to enrolling in the program.

If a child becomes ill or injured during the program, a parent/guardian will be notified and may asked to pick you their child as soon as possible.

## **Items from Home**

Children will be responsible for keeping track of their own possessions. The After School Child Care Program will not be responsible for misplaced or broken toys, clothing, school projects/homework, books, electronics, etc. The After School Child Care Program will provide toys, games, etc. Students should leave his/her personal toys, games, etc. at home. Personal electronics are NOT permitted.

## **Pick Up**

A Parent/Guardian MUST pick their child up from the cafeteria and sign them out from After School Child Care. Children will not be released to any person that has not been authorized by a Parent/Guardian.

By signing I am verifying that I have read and understand the above policies and agree to Pre-Pay my childcare bills and pay late fees if necessary by the outlined due date. I will fill out and turn in a scheduling calendar on a weekly/monthly basis by the outlined due date.

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(Child's Name)

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(Printed Name of Parent/Guardian)

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(Parent/Guardian Signature)

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(Date)