



## **Immaculate Heart of Mary After School Care Handbook - 2014-2015**

The primary goal of the After School Care Program is to provide the after school care children a warm, caring and safe environment for children of working parents during the after school hours. In doing so, we endeavor to:

Provide an environment that is as much like home as possible.

Provide a flexible program with appropriate activities to meet each developmental age group.

Encourage group participation, individual acceptance, and the warmth of family living.

Provide a place where each child has the opportunity to develop skills, form friendships and acquire healthy personal attitudes toward self, peers and adults.

## Location

The Extended Day Program is located in the lower hall of the school for grades 1-8. Pre-K is located in the Pre-School wing and Kindergarten is located in the Kindergarten classes.



The program utilizes the cafeteria, and the lower level classrooms and computer lab when not in operation.

Children will be allowed to play up stairs in the gym on selected days or out on the playground in good weather. Adult supervision is always present.

## Telephone

The direct number to the After School Care program is 302-764-0977 ex.140. If we are unavailable please leave a message. The phone is not to be used by **Students** to make calls it is only for emergency.

## Calendar

The After School Care Program follows the IHM school calendar. The program is offered on regularly scheduled full and half days from the time of dismissal. The After School Care Program will begin on the **First Full Day of School Tuesday, 8/26/2014.**

The **last day** of After School Care will be 06/09/2015.

## Inclement Weather

Should inclement weather necessitate an early dismissal from school, the **After School Care Program will be closed when school closes.**

The Extended Day Program will not be offered on the day when the school has been closed due to weather.

## Arrival

The Extended Day Program begins at school dismissal. The children are gathered outside their classroom grades 1 -3 and a staff member escorts them to the program. Grades 4 – 8 are to report to the lower hall when dismissed.

## Snacks & Half Day

### Lunches

A snack and beverage will be provided on a daily basis. If your child is allergic to any foods, **please** inform the Director. On school half days, please have your child bring a lunch and beverage. Occasionally we will offer a special lunch, but you will be notified of this prior to the day.

## **Clothing**

Children may bring a change of clothing to change into. We will be outside (weather permitting) or the gym each day and also doing arts and crafts projects. **\*Please label all IHM clothing.**

## **Homework**

There are a couple study rooms for homework. One room is for the lower grades and the other is for the upper grades. It is your child's responsibility to have his/her assignments and books with them when they leave their classroom.

**\*Children may not go back to their classrooms to get these items.** A staff member will supervise the rooms, maintaining an environment that is conducive to learning. Any child that is not cooperative/disruptive will be asked to leave the room and will have to do their work at home.

## **Special Classes or Outing**

There will be an additional fee for special classes provided by outside Programs, since all children do not participate in these programs. A special listing of the offerings and fees will be sent to the parents. If the children go on a field trip with the After School Care Program, a separate fee may be required. This will be determined by the cost of each trip and the number of children participating. There will

be permission slips that would need to be filled out.

## **Departure**

You may pick up your child anytime after his/her arrival, but **no later than 5:50pm**. Failure to do so will result in an additional fee of **\$10 for every 10 min. late (payable to the person staying passed the closing time)**. **This payment is due at the time of pickup no exceptions.**

**Consistent lateness will result in removal from the program.**

Please inform a staff member that you are picking up your child and you must initial the sign-out sheet posted near the exit doors. Do not take your child without notifying a staff member. For each child, we keep a list of alternative adults who are authorized by you to pick up your child. Please indicate these names on your registration form. If someone other than a parent or listed alternative adults will be picking up your child, you must inform the director in advance. Your child will not be released to anyone not on the list without advance notification.

## **Email**

Please make sure I have your current email or emails. I will send out newsletter through emails to keep you informed of what is going on in the program.

## Absentee Procedures



Please notify Extended Day if your child will not be attending on their regular scheduled days. In the event of illness, normal procedures require you to call the school office in the morning. When you do so, please notify the After School Care Program at ext. 140 or by email. It is very important that we are notified.

## Emergency

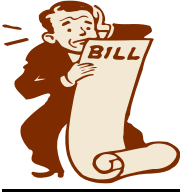
In the case of a non-life threatening emergency, the following will be done: parent(s) will be notified and advised of the situation. If parents or emergency contact cannot be reached and if deemed necessary, the child will be taken to A.I. Institute Emergency room by Ambulance. In the case of a life-threatening emergency, the child will be taken by ambulance to A.I. Institute or Medical Center of Delaware. A staff member will accompany the child or follow in his/her car. The parents will be notified by one of the remaining staff as to the nature of the emergency and where the child is being taken. Minor cuts and bumps will be treated on site by the staff. Parents will be informed of this at pick-up time.

## Disciplinary Action

It is anticipated that the children need to unwind when the day's school session ends and will often come to the program with excess energy. We expect children to be children; the staff works to channel their energy into constructive activities and creative play. However, the basic rules of conduct (**respect for peers and respect for adult authority**) observed during school extends to the extended day program. In the event that we are experiencing recurring disciplinary or behavioral difficulties with your child, we will notify you in writing of the specific problem. If a child receives three written notices, a conference will be held with the After School Care Director, Principal and the child's parents. After the conference further violation will result in dismissal from the program.

## Fee

The After School Care Program is entirely financed by the yearly fee which is paid in nine monthly installments. The fee is due by the **10th** day of each month. Please make checks out to: **IHM School** and note "**After School Care Program**" in the memo area. Prompt payment will ensure the continuation of personnel and the provision of ample supplies, equipment, and snack.



## **Billing Policy**

The billing policy is included in this handbook. Please familiarize yourself with this policy. If a parent or guardian fails to submit payment to the program and does not make adequate arrangement, the child will not be allowed to continue in the program. If there is a delinquent bill for the After School Care Program, the child's place in the program could be jeopardized.

The monthly tuition payment is based on a yearly fee spread over nine months of the school year, September through May inclusive. Payments can be sent into school in an envelope or you can pay at time of pickup or you can set up automatic payment through your bank. Please make sure that the check is made out to IHM – After School Care

A late fee of \$20.00 will be charged for payments not received by the 15<sup>th</sup> of the month. Since the tuition is a fixed monthly charge, we will not be issuing monthly invoices. If you require a monthly receipt of payment, please attach a note to your check or an email requesting one. Based on the number of days/week for which

you have registered, the monthly fee per child is as follows:  
**(Please see the monthly fee sheet below)**

There will be no credit given for any absences or closures due to emergency conditions. This applies to both weekly and half-day only children.

All families participating in the program are required to make a one time capital contribution of \$50.00. The annual registration deposit fee of \$50.00 per child will be credited toward the September tuition.

Any exception to contracted arrangements for part-time children must be pre-approved by the Program Director. If the exception requires an additional day, the associated fee is due upon approval and will be charge at a rate of \$15.00 per day. If the additional day is a half-day, the fee is 25.00.

Due to space limitations and staffing requirements, we must limit the number of children in the program. In order to be fair to those on the waiting list, the billing policy must be strictly enforced; any families experiencing undo hardship may discuss their situation with the Director who will work with Finance Committee to see what can be done.

