



After School Program Parent Guide 2016-2017

Rose Hacker, Director

**734-660-5108 text or call
rhacker@emerson-school.org**

HOURS OF OPERATION

Morning Child Care: 7:30am-8:15am

- *Parents may not drop children at school prior to 7:30am
- *All students arriving before 8:15am will be signed into Morning Child Care

After School Child Care: 2:45pm-6:00pm

- *After School Child Care ends promptly at 6:00pm, regardless of evening school events and their start times (ex. Art/Music Nights, Band/Orchestra concerts, Science Fair, etc.)

DATES OF OPERATION

Morning Child Care and the After School Program begin on the first day of school and are available every regularly scheduled school day. We also offer full day child care from 8:00am-6:00pm on some of Emerson's days off, per the academic calendar. Afternoon child care is not available on half days and we are not available on days that school is closed due to weather conditions.

PROGRAM PHILOSOPHY

Emerson's After School Program is designed to offer safe, rewarding experiences for students before and after school. The programs offer children an opportunity to socialize with peers, learn new skills, and enhance their school experience. Emerson School is committed to providing a safe environment full of caring and dedicated staff, exciting and diverse enrichment classes, and fun, age appropriate activities for all children.

MORNING CHILD CARE

Children in the Morning Child Care program have the option of reading, drawing, coloring, doing homework, hanging out with friends, or playing games in the library or gym. A movie will be shown on Friday mornings. Morning Child Care meets in the Library and is supervised by three adults a day, including Emerson teachers Barb Grabbe, Sigrid Bower and Lenny Dale, as well as After School Staff Members. All students in the building prior to 8:15am must sign in to Morning Child Care and will be billed at the rate of \$6/day.

Morning Child Care is not offered for Middle School students. The building opens at 7:30am and if Middle School students enter at that time, they are welcome to stay in the main Middle School hallway prepping for class to begin at 8:00am.

AFTER SCHOOL PROGRAM - LOWER SCHOOL

Children in the After School Program sign in on the steps of the library. The library serves as the main meeting place for all grades and on a daily basis includes: games, crafts, activities, as well as ample opportunity for creative and self-directed play. Students also spend time outdoors each day, right after signing in. A supervised, quiet space for homework and studying is available daily and students have the opportunity to spend up to 30 minutes in a supervised computer lab.

AFTER SCHOOL PROGRAM - MIDDLE SCHOOL

Middle School students report to Middle School Room 219 to sign-in to the After School Program. Good homework habits are encouraged during the After School Program and a supervised homework room is available right next door in MS Room 217. Students in the After School Program will have supervised free time that they may use for activities inside or out on the playground. Middle School students have the added

privilege of using their devices after school as long as it remains school-appropriate. At 3:00pm, students who are not picked up curbside must check in to the After School Program. If students stay after for a practice or activity and are not picked up promptly at the end, they must sign in to the After School Program and will be charged for the time spent. Middle School parents are permitted to park on the curb nearest the MS end of the building, in sight of the After School Program in Room 219 text our staff to send their child outside. Direct MS line for text pick up only: 734-386-0277.

ENROLLMENT

The After School Program is available to all students currently enrolled at Emerson School. It is offered on a drop-in basis for both Morning and After School Child Care. Whenever you need it, we are here! All students not picked up curbside by 3:00pm will be signed in to the After School Program.

FEES

Morning Child Care is provided at the flat rate of \$6.00 per day. Siblings of Middle School students and students that ride the bus will not be charged for Morning Child Care. Notify Rose Hacker if your child rides the bus in the morning and will be joining us for Morning Child Care.

After School Program fees are based on the total amount of time that your child spends in the program each day (less the time spent in a lesson, class or activity). Total charges for the entire month are billed to your student account at the end of each month.

<u>If picked up between:</u>	<u>Total time in Child Care:</u>	<u>Charge:</u>
3:00-3:30	(30 min.)	\$6.00
3:31-4:00	(60 min.)	\$9.00
4:01-4:30	(90 min.)	\$12.00
4:31-5:00	(120 min.)	\$14.00
5:01-5:30	(150 min.)	\$16.00
5:31-6:00	(180 min.)	\$18.00

Middle School students are not charged if they are waiting for an Emerson team practice or game held at Emerson that begins before 5:30pm. Red & Ed team practices to do not fit in this exception.

LATE POLICY AND FEES

The After School Program ends promptly at 6:00pm. **A strict late fee of \$4.00/minute for every minute after 6:00pm will be charged for each student that is picked up after 6:00pm.** Late pick-ups are very difficult on your child and on the After School Program staff. If you are going to be late, please call or text 734-660-5108 so we can reassure your child that you are on your way. No exceptions to the late policy will be made.

PARENT RESPONSIBILITIES

- Parents should familiarize their child and their child's teacher with his or her After School Program schedule. This is especially important for children who sometimes ride the bus.
- Parents come into the building to sign their child out with a PIN on our iPads in the library to pick up their children from the After School Program. Children who are not signed out will be automatically charged until 6:00pm.
- Parents of Middle School students also have the option to text the Middle School After School Program in Room 219 at 734-386-0277 to notify us you are parked at the end doors and we will sign your child out and send him/her out to your car.
- Any child not picked up at curbside by 3:00pm will be signed into the After School Program, must be signed out when picked up, and will be charged accordingly.

- Parents are required to provide the office with written authorization for anyone that will pick up their child from school at any time of the day, including during the After School Program.
- Parents of children with any special needs must contact the Program Director prior to the child's attendance. If the existing program is unable to accommodate these needs, we will then either implement a program to support the child or discuss alternative arrangements during the After School Program hours.

PARENT RIGHTS

- Parents have the right to visit the After School Program during operating hours at any time.
- Parents have the right to request detailed reports, verbal or written, of their child's behavior during the After School Program.
- Parents have the right to speak to the After School Program Director about the program's activities and planned events.
- Parents have the right to request conferences with the After School Program Director throughout the school year regarding their child's specific needs in the program.

SNACKS

Children in the After School Program receive a snack right after school at sign-in everyday. Snacks are simple, such as granola bars, pretzels, fruit, baked chips, animal crackers, etc. If your child has a food allergy, he or she will be provided an alternative snack; however, replacements will not be given out for picky eaters. Students are always permitted to bring a snack from home.

VIDEOS

Videos may be shown occasionally, typically reserved for rainy days. All videos shown are age appropriate and usually have a 'G' or family rating. 'PG' films may be shown with the approval of the Director.

DISCIPLINE

Children are expected to show respect for individuals and property, self-control, and good judgment during the After School Program. If necessary, staff members will intervene in situations where children are not behaving appropriately. Using positive discipline measures, staff and children work together to resolve conflicts and establish acceptable guidelines for behavior. When problems or conflicts occur, children are encouraged to express their feelings as they relate to the issue, making it possible, in most cases, to come to a resolution through open discussion. If problem behavior continues, parents are notified and may be asked to meet with the Director for assistance in working with the child. In accordance with Emerson and State of Michigan guidelines, physical punishment, humiliation, or intimidation will not be tolerated in the After School Program.

LICENSING

The After School Program at Emerson is fully licensed by the State of Michigan Department of Child Day Care Licensing and follows all rules and guidelines that the state establishes. Many of the program's policies are designed to meet these guidelines. The After School Program maintains a notebook with all of the licensing inspection reports, special investigation reports and correction action plans from November 2009 to the present. This notebook is available during all normal business hours of the program. Licensing inspection and special investigation reports from the past two years are available on Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

HEALTH PLAN

The After School Program strives to keep all of our students healthy throughout the year. Do not send sick children to school; keeping sick children at home helps prevent the spread of contagious diseases. Please keep your child home for the entire day if he/she has a fever of 100 degrees or higher or if he/she has vomited within the past 24 hours. If a child has a fever or vomits in the After School Program, we will contact parents

immediately for pick up. If a child is not feeling well or bumps his/her head while in our care, we may also contact parents to alert them of the situation. Please be sure to keep your contact information current with the office.

In addition to daily custodial cleaning services, the After School Program uses disinfecting wipes each day to clean the surfaces we use most often in the library (tables, chairs, handrails, etc) and alerts the custodial staff of anything needing additional attention as needed.

ENRICHMENT CLASSES

The After School Program offers a wide variety of optional after school enrichment classes, such as chess, art, robotics, and computer programming. The school year is divided into three enrichment class sessions and classes vary according to the session. Pre-registration is required for all classes. Class details come out via email a couple weeks before each session begins and registration occurs at that time. You are not charged for child care before classes that begin at 3:00pm. You are charged for time spent in the After School before classes that begin anytime after 3:00pm and for time spent in the After School Program after the class ends. Fees for enrichment classes will be billed to your student account at the beginning of each session.

MUSIC LESSONS

The After School Program is proud to provide students the opportunity of taking quality private music lessons right here at school. Private lessons run in two sessions (September through December and January through May) and are billed at the beginning of each session for the entire session at the rate of \$35 per 30 minute lesson. Contact the Director for more information or to sign your child up.