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## After School Program Parent Guide 2018-2019

### CONTACT INFORMATION

- After School Cell Phone: 734-660-5108 (call or text)
- Middle School Text Pick Up: 734-386-0277
- After School Program Team E-mail: [asp@emerson-school.org](mailto:asp@emerson-school.org)
- Carly Meloche, Assistant Director: [cmeloche@emerson-school.org](mailto:cmeloche@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.)

### 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 indoor and outdoor activities for all children.

### 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.

### MORNING CHILD CARE – LOWER SCHOOL ONLY

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. Morning Child Care meets in the Library and is supervised by three adults a day, including Emerson teachers and 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 at the end of each month.

*Morning Child Care is not offered for Middle School students.* The building opens at 7:30am and when Middle School students enter the building, they are welcome to stay in the Middle School hallway preparing for the day.



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## **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 which is also the time we provide a pre-packaged snack to all students. 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. All students not picked up curbside by 3:00pm will be signed in to the After School Program.

When you arrive to pick up your Lower School student, park and enter the building near the library, using the Fishbowl doors. We use an electronic sign out process where each authorized adult is assigned his/her own PIN to identify who is picking each child up daily. You'll enter this PIN into one of the iPads in the library and we'll call your child for you. Your PINs will be delivered via email from the After School Director at the beginning of the school year and you can always add more authorized adults throughout the year by emailing the After School Director.

## **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 and a supervised homework room is available right across the hall in MS Room 216. Students 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. From 3:15-4:30p each day, Middle School students put up their cell phones in the clear hanging racks on the doors in Room 2019. This way, they can socialize with their peers face to face or work on homework, yet still be available if their parent needs to contact him/her.

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 with us and will be charged for the time spent.

When arriving to pick up your Middle School student, parents have two options: park and come into the fishbowl doors nearest the library to sign their child out using our electronic sign out process. Each authorized adult is assigned his/her own PIN to identify who is picking each child up daily. You can enter this PIN into one of the iPads in the library and we'll call your child for you. Your PINs will be delivered via email from the After School Director at the beginning of the school year and you can always add more authorized adults throughout the year by emailing the After School Director. Alternatively, Middle School parents can park in the end (easternmost) parking lot and text our staff to send their child outside. Staff members will verify that you're parked just outside the locked end doors and send your child out to your car. The direct MS line for text pick up only: 734-386-0277. Please note this number texts a staff member's iPad and is not set up to accept calls. If you need to speak to a staff member, call the After School Program cell phone: 734-660-5108.



## DATES OF OPERATION

Morning Child Care and the After School Program begin on Tuesday, September 4th, 2018. Morning Child Care is offered every regularly scheduled school day, and the After School Program is offered according to the school calendar, detailed below. In addition, full days of Child Care from 8:00am-6:00pm will be held on some of Emerson's days off. Child Care will not be available on days that school is closed due to weather conditions.

September 4	First Day of School, Child Care Available 2:45-6pm
September 4-7	Half Days for 1st Grade, Child Care Available 12-2:45pm <i>preregistration required for these half days of care</i>
September 4-14	Half Days for Kindergartners, Child Care Available 12-2:45pm <i>preregistration required for these half days of care</i>
September 6	Lower School Curriculum Night (7:00pm), Child Care Available 6:45-9:00pm
October 1	Late Start (10:00am) Faculty & Staff In-Service, Child Care Available 7:30am-9:45am
October 17	Parent-Teacher Conferences (3:00pm-8:00pm), Child Care Available (3:00pm-8:00pm)
October 18	No School: Parent-Teacher Conferences (8:00am-3:00pm), Child Care Available (8:00am-6:00pm)
October 19	No School: Child Care available 8:00-6:00pm
November 1	Late Start (10:00am): Child Care Available 7:30am-9:45am
November 9	No School: ISACS Conference for all Faculty, Child Care Available 8:00-6:00pm
November 21-23	No School: Thanksgiving Break, No Child Care
November 26	No School: Report Writing, No Child Care
December 21	Half Day (Noon Dismissal); Winter Sharing, No PM Child Care
Dec 24-Jan 4	No School: Winter Break, No Child Care
January 7	School Resumes, Child Care Resumes
January 21	No School: MLK Day, No Child Care
February 5	Half Day for K: Kindergartner Applicant Visit Day, No PM Child Care for Kindergarten
February 8	Late Start (10:00am): Faculty & Staff In-Service, Child Care Available 7:30am-9:45am
February 14-15, 18	No School: Mid-Winter Break, No Child Care
February 19	School Resumes, Child Care Resumes
March 5	Half Day for K: Kindergartner Applicant Visit Day, No PM Child Care for Kindergarten
March 13	Parent Teacher Conferences (3:00-8:00pm), Child Care Available (3:00-8:00pm)
March 14	No School: Parent-Teacher Conferences (8:00am-3:00pm), Child Care Available (8:00 am-6:00pm)
March 15	No School: Child Care Available 8:00am-6:00pm
March 25-29	No School: Spring Break, Spring Break Camp Available (8:00am-6:00pm)
April 1	School Resumes, Child Care Resumes
April 26	Late Start (10:00 am) Child Care Available 7:30am-9:45am
May 24	No School: Report Writing, No Child Care
May 27	No School: Memorial Day, No Child Care
June 13	Last Day of School (K-7): Child Care Available 2:45-6:00pm
June 14	Class of 2018 Graduation (10:00 am), No Child Care



## 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 provided Rose Hacker is notified that your child rides the bus in the morning, simply send an email to [asp@emerson-school.org](mailto:asp@emerson-school.org) to share this information. Morning Child Care on Late Start days is available from 7:30am-9:45am at the rate of \$15 per day.

**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. 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 do not fit in this exception.

Picked up:	Total time:	Charge:
3:00-3:30	30 min	\$7.00
3:31-4:00	1 hour	\$10.00
4:01-4:30	1 hour 30 min	\$13.00
4:31-5:00	2 hours	\$15.00
5:01-5:30	2 hours 30 min	\$17.00
5:31-6:00	3 hours	\$18.00

## 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/CAREGIVERS RESPONSIBILITIES

- Parents/Caregivers 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/Caregivers 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/Caregivers 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 in the end parking lot and we will sign your child out and send him/her 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/Caregivers 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/Caregivers 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/CAREGIVERS RIGHTS**

- Parents/Caregivers have the right to visit the After School Program during operating hours at any time.
- Parents/Caregivers have the right to request detailed reports, verbal or written, of their child's behavior during the After School Program.
- Parents/Caregivers have the right to speak to the After School Program Director about the program's activities and planned events.
- Parents/Caregivers 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.

## **MOVIES**

Movies may be shown occasionally, typically reserved for rainy days. All movies 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. We maintain 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](http://www.michigan.gov/michildcare).

## **HEALTH GUIDELINES**

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. 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. Fees for enrichment classes will be billed to your student account at the beginning of each session. You are not charged for child care before classes that begin at 3:00pm. You are charged for time spent in the After School when classes begin anytime after 3:00pm and for time spent in the After School Program after any class ends.

### **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.