



Emerson

SCHOOL

After School Program Parent Guide 2021-2022

**As a disclaimer, any and all of the following information is subject to change at any point throughout the 2021-2022 school year. If any changes are made, all Emerson families will be notified in advance.*

CONTACT INFORMATION

- After School Cell Phone: 734-660-5108 (call or text)
- Carly Meloche, Director: cmeloche@emerson-school.org
- Catherine Audette, Assistant Director: caudette@emerson-school.org

HOURS OF OPERATION

- Before School Child Care: 7:30am-8:15am
 - Parents may not drop off students at school prior to 7:30am.
 - All students arriving before 8:15am will be signed into Before School Child Care.
- After School Child Care: 2:45pm-6:00pm
 - All students not picked up curbside by 3:00pm will be signed in to the After School Program.
 - **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 during after school hours. The program offers 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

Both Before School Care and After School Child Care will begin on Wednesday, September 8th. It is available to all students currently enrolled at Emerson School. Students may attend morning care and aftercare on a drop-in basis. All students signed into morning care and aftercare on a given day will be separated by their respective grade divisions: Y5-2, 3-5, and 6-8. Each division will spend time in designated locations both within the building and outside on the playground. We have temporarily restructured our program this way based on a need to accommodate COVID-19 safety measures. Child care will not be available on days that school is closed due to weather conditions.

SECURITY

We will continue to use our digital system, Procure, to keep track of all family contact information, authorized pick-ups, and student sign-in/sign-out times. However, we will no longer be issuing individual PIN numbers to any individuals authorized to pick up a student. If you are an authorized parent or guardian entering the building via our Fishbowl doors to pick up a student, we must be able to recognize you facially before allowing the student to sign out and exit the building. If an individual is not in our system as an authorized pick-up, we may ask to verify their identity with a form of photo identification. If you wish to remain in your vehicle and pick your child up curbside, a staff member will walk your child to your car.

MORNING CARE PROGRAM - LOWER SCHOOL ONLY

All Lower School students in the building prior to 8:15am must sign into Morning Child Care. Students who sign into morning care will be charged at the rate of \$9/day billed at the end of each month. Students in the Morning Child Care program have the option of reading, drawing, coloring, doing homework, spending time with friends, or playing in the Gym or outside on the playground. Students signing into the Morning Care Program will meet in the Library. They will then head to their designated location based on grade divisions (Y5-2 and 3-5). There, they will be supervised by either Emerson teachers or After School Staff Members.

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 to prepare for the school day.

AFTER SCHOOL PROGRAM - LOWER SCHOOL

Any and all Lower School students who are not picked up curbside by 3:00pm will be signed in to the After School Program. Children in the After School Program will sign in with an After School Staff Member at their division's designated location. Students will be directed to these specific locations by their teachers and After School Staff Members. Upon signing into the After School Program, students will be given a pre-packaged snack which they will eat either outside at a distance from others or behind their plexiglass dividers inside. In their division's location, students will have available to them games, crafts, activities, and ample opportunity for creative and self directed play. In addition, After School Staff Members will lead different planned activities with their division each week. These are optional but open to all students within a specific division interested in participating. Students will have supervised free time outside on the playground with their divisions, as well.

When arriving to pick up your Lower School student, parents and guardians have two options. You may park and enter the building via our Fishbowl doors and sign out your child at our after school desk at the front of the Library. No parent or guardian is allowed inside the building to pick up a student without a mask. Alternatively, you may park curbside near the Fishbowl doors and text the following number to notify us that you are here to pick up your child: **734-660-5108**. Upon receiving your text, an After School Staff member will help your child pack up their things and then walk them to your car. We want to make sure each and every student is escorted to their vehicle safely. We appreciate your patience during this time.

Please note: We will no longer be using the direct line for Middle School After Care text pick-up previously used in the past. Please text the After School Program phone number at 734-660-5108 to notify us of your arrival for all Y5-8 students.

AFTER SCHOOL PROGRAM - MIDDLE SCHOOL

Any and all Middle Schools students who are not picked up curbside by 3:00pm must check in to the After School Program. Middle School students report to their designated spaces in Middle School classrooms to sign in to the After School Program. Students will have supervised free time that they may use for activities inside or out on the playground. Good homework habits are encouraged and a supervised homework space is available. Middle School students have the added privilege of using their devices after school as long as it remains school-appropriate. If students stay after school 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.

When arriving to pick up your Middle School student, parents and guardians have two options. You may park and enter the building via our Fishbowl doors and sign out your child at our after school desk at the front of the Library. No parent or guardian is allowed inside the building to pick up a student without a mask. Alternatively, you may park in the end (easternmost) parking lot and text the following number to notify us that you are here to pick up your child: **734-660-5108**. Staff members will verify that you're parked just outside the locked end doors and send your child out to your car. *We will no longer be using the direct line for Middle School text pick up previously used in the past. Please text the After School Program phone number at 734-660-5108 to notify us of your arrival for all Y5-8 students.*

DATES OF OPERATION

Morning Child Care and the After School Program begin on Wednesday, September 8th, 2021. 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 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 8 - First day of school, child care available 7:30am-8:15am and 2:45pm-6:00pm

September 8-10 - Half days for 1st grade (12:00pm dismissal), child care available

September 8–17 - Half days for Y5-K (12:00pm dismissal), child care available
September 16 - No school: Yom Kippur, childcare available from 9:00am–3:00pm
October 13 - Parent-teacher conferences (3:00pm–7:30pm), child care available 3:00pm–7:45pm
October 14 - No school: Parent-teacher conferences (8:00am–2:00pm), child care available 8:00am–6:00pm
October 15 - No school: Child care available 8:00am–6:00pm
November 1 - Late start (10:00am): Faculty and staff in-service, child care available 7:30am–9:45am
February 4 - No school for Y5 and K: Young Fives/Kindergarten applicant visit day, child care availability TBD
March 4 - No school for Y5 and K: Young Fives/Kindergarten applicant visit day, child care availability TBD
March 23 - Parent-teacher conferences (3:00pm–7:30pm), child care available 3:00pm–7:45pm
March 24 - No school: Parent-teacher conferences (8:00am–2:00pm), child care available 8:00am–6:00pm
March 25 - No school: Child care available 8:00am–6:00pm
March 28–April 1 - No school: Spring Break, Spring Break camp available 8:00am–6:00pm

FEES

After School Program fees are based on the total amount of time that your child spends in the program each day. Total charges for the entire month are billed to your student account at the end of each month.

Picked up:	Total time:	Charge:
3:00-3:30	30 min	\$9.00
3:31-4:00	1 hour	\$12.00
4:01-4:30	1 hour 30 min	\$15.00
4:31-5:00	2 hours	\$18.00
5:01-5:30	2 hours 30 min	\$21.00
5:31-6:00	3 hours	\$24.00

LATE POLICY/FEE

The After School Program ends promptly at 6:00pm. A strict late fee of \$4.00/minute for every minute after 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/CAREGIVER RESPONSIBILITIES

- Any student 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 should familiarize their child and their child's teacher with their After School Program schedule.
- Lower School parents/caregivers will either enter the building via the Fishbowl doors or park curbside and text the After School Program at **734-660-5108** to notify After School Staff that they have arrived to pick up their child(ren) from the After School Program. Students who are not properly signed out will be automatically charged until 6:00pm.
- Middle School parents/caregivers will either enter the building via the Fishbowl doors or park in the end (easternmost) parking lot and text the After School Program at **734-660-5108** to notify After School Staff that they have arrived to pick up their child(ren) from the After School Program. Students who are not properly signed out will be automatically charged until 6:00pm.
- 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.

PARENT/CAREGIVER 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 pre-packaged snack upon signing into the After School Program. Snacks are simple, such as granola bars, pretzels, fruit, baked chips, animal crackers, etc. If your child has a food allergy, they will be provided with an alternative snack; however, replacements will not be given out for picky eaters. Students are always permitted to bring a snack from home. With COVID-19 precautions in mind, all snacks will be consumed either outside before playing or inside behind plexiglass dividers.

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 problematic 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 Emerson After School Program 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 the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

HEALTH AND SAFETY GUIDELINES

The After School Program strives to keep all of our students healthy and safe. We comply with all and any current guidelines set forth by the Washtenaw County Health Department and meet or exceed the recommendations laid out by the MI Safe Schools Roadmap. As per CDC recommendations, facial coverings will be required at all times for all those who are on school grounds, inside or outside, except when eating or drinking. Masks should cover the nose and mouth, and be secured under the chin. Faculty and staff seek to maintain continuous physical separation of children by three feet (or more), whether indoors or outdoors.

Robust testing and contact tracing are critical to maintaining the health and safety of the Emerson community. All After School staff members are required to be vaccinated against COVID-19 (with exemptions made for documented religious or medical reasons) and participate in weekly COVID testing at Emerson School, as are all faculty and students. A negative test result will need to be reported on the Friday before entering the building.

If a child has a fever of 100 degrees or higher, has vomited, or has presented any symptoms of COVID-19 within the past 24 hours, please do not send your child to the After School Program. 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 is injured while in our care, we will also contact parents to alert them of the situation.

***If a child in the After School Program does not feel well:**

1. The child will notify an After School Staff Member if he or she is not feeling well.
2. The Staff Member will escort the student to a separate space away from other students and staff members.
3. The Director or Assistant Director will conduct a health assessment as soon as possible, including a temperature

check and COVID-19 screening checklist.

4. If multiple students are needing assessment, the Director and Assistant Director will triage as to the severity of the complaint, and will enforce physical distancing between those students.
5. If a student presents with a temperature of 100.4 degrees F or above, answers yes to any of the COVID-19 screening questions, and/or is actively vomiting, the Director and/or Assistant Director will contact the parent or guardian and request the student be picked up as soon as possible.
6. Any student presenting with fever, COVID symptoms, and/or vomiting is to remain in the designated space until parent or guardian can pick up.
7. Any student being picked up is to exit the building from the Fishbowl doors, limiting as much as possible potential exposure sites around the building.
8. The Director and Assistant Director will be notified upon parent arrival, and escort the student to their parent/guardian to eliminate the need for the parent to enter the building.
9. Parents are to be informed upon pick up of Emerson's policy for returning to school after illness, and will be directed to seek prompt medical evaluation.

In addition to daily custodial cleaning services, the After School Program uses disinfecting wipes each day to clean the surfaces we use most often (tables, chairs, handrails, etc.) and alerts the custodial staff of anything needing additional attention as needed. All surfaces touched by students and faculty during the course of a given day undergo cleaning and disinfecting at least every four hours.

ENRICHMENT CLASSES

The After School Program offers a wide variety of optional in-person after school enrichment classes, such as art, science, cooking/baking, music, and much more. These enrichment classes are divided up into three to four seasonal sessions (Fall, Winter, Spring) throughout the school year, and classes vary according to each session. Pre-registration is required for all classes. Class details are released 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 end of each session.

MUSIC LESSONS

The After School Program is proud to provide students the opportunity of taking quality in-person private music lessons. Private lessons run in four sessions (September-October, November-December, January-March, April-June), and are billed at the end 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 for lessons.