



Emerson

SCHOOL

Before and After School Program Parent Guide 2022-2023

In order for your child to participate in any of our programs, we must receive a signed copy of this guide with your signature(s).

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-8:30am
 - o Parents may not drop off students at school prior to 7:30am.
 - o All Lower School students arriving before 8:30am will be signed into Before School Child Care.
 - o 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 Child Care: 2:45pm-6:00pm
 - o All students not picked up curbside by 3:00pm will be signed in to the After School Program.
 - o **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 is available to all students currently enrolled at Emerson School on a completely drop-in basis. We do not require advance registration. Morning care and aftercare will officially begin on Tuesday, September 6th. 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. Child care will not be available on days that school is closed due to weather conditions.

SECURITY

We will be using our digital system, Procare, to keep track of all family contact information, authorized pick-ups, and student sign-in/sign-out times. We will be issuing four digit PIN numbers to each individual authorized to pick up a student. If you wish to add any individual to your account as an authorized pick-up for your child, please email us with their full name and relation to the child. Then, we will issue them their own individual PIN number. If you are an authorized parent or guardian picking up a child, you must enter the building via our Fishbowl doors, scan a QR code with your phone at the after school desk in the front of the library, and enter your four digit PIN number into your phone to officially sign out your child.

MORNING CARE PROGRAM - LOWER SCHOOL ONLY

All Y5-4th grade students who are in the building prior to **8:30am** must sign into Morning Child Care. All 5th grade students who are in the building prior to **8:15am** must sign into Morning Child Care. All students who are dropped off for morning care must enter the building through the Fishbowl doors and sign in with our Morning Child Care program staff. Y5-2nd grade students will spend time in the library while 3rd-5th grade students will spend time in the gym. There, they will be supervised by our Morning Care Child Care staff consisting of both Emerson teachers and After School Staff Members. All students signed into 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 who sign into morning care will be charged at the rate of \$9/day billed at the end of each month. Just before **8:15am**, all 5th grade students will be dismissed to their lockers/classrooms. Just before **8:30am**, all Y5-4th grade students will be dismissed to their lockers/classrooms.

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 Y5-4th grade students who are not picked up curbside by **3:10pm** will be signed in to the After School Program. Any and all 5th grade students who are not picked up curbside by **3:20pm** will be signed into the After School Program. All students signed into aftercare on a given day will be separated by their respective grade divisions: Y5-2, 3-5, and 6-8. Children in the After School Program will sign in with an After School Staff Member at their grade 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 outside. In their grade division's indoor location, students will have games, crafts, activities, and ample opportunity for creative and self directed play available to them. In addition, After School Staff Members may lead various planned activities each week. These are optional but open to all students interested in participating.

When arriving to pick up a Lower School student, parents and guardians must park and enter the building via our Fishbowl doors to sign out their child at our after school desk at the front of the library. You will then scan our QR code with your phone and enter your four-digit PIN number when prompted which will sign your child out of our system. We will then alert our staff via walkie-talkie that it is time for your child to go. They will send them to pack up their things and meet you in the Fishbowl.

AFTER SCHOOL PROGRAM - MIDDLE SCHOOL

Any and all Middle Schools students who are not picked up curbside by **3:20pm** 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 outside 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 Middle School students stay after school for a practice or activity and are not picked up promptly at the end of this sport or activity, they must sign in to the After School Program and will be charged for that time spent.

When arriving to pick up a Middle School student, parents and guardians have two options. They may park and enter the building via our Fishbowl doors and sign out their child at the after school desk at the front of the library. Alternatively, they may park in the end (easternmost) parking lot and text the following number to notify us that they are here to pick up their child: **734-660-5108**. Staff members will verify that they are parked just outside the locked end doors and send that child out to their car.

DATES OF OPERATION

Morning Child Care and the After School Program will begin on Tuesday, September 6th, 2022. Morning Child Care is offered every regularly scheduled school day, and the After School Program is offered according to the school calendar. In addition, full days of child care will be held on certain days when school is not in session (detailed below). Child care will not be available on days that school is closed due to weather conditions. Below is a comprehensive list of dates when we will be offering additional child care opportunities as well as dates when we will not be offering child care:

September 6 - First day of school, child care available 7:30am-8:30am and 2:45pm-6:00pm

September 6-9 - Half days for 1st grade (12:00pm dismissal), child care available

September 6–16 - Half days for Y5-K (12:00pm dismissal), child care available
September 30 - Staff/faculty function, no child care
October 12 - Parent-teacher conferences (3:00pm–7:30pm), child care available 3:00pm–7:45pm
October 13 - No school: Parent-teacher conferences (8:00am–2:00pm), child care available 8:00am–6:00pm
October 14 - No school: Child care TBD
November 18 - Staff/faculty function, no child care
November 23–25 - No School: Thanksgiving Break, no child care
November 28 - No School: Report Writing, no child care
December 22 - Half Day (noon dismissal), no afternoon child care
December 23–Jan. 6 - No School: Winter Break, no child care
January 16 - No School: MLK Day, no child care
January 20 - Staff/faculty function, no child care
February 3 - No school for Y5 and K: Young Fives/Kindergarten applicant visit day, child care availability TBD
February 16–20 - No School: Mid-Winter Break, no child care
March 3 - No school for Y5 and K: Young Fives/Kindergarten applicant visit day, child care availability TBD
March 10 - Staff/faculty function, no child care
March 22 - Parent-teacher conferences (3:00pm–7:30pm), child care available 3:00pm–7:45pm
March 23 - No school: Parent-teacher conferences (8:00am–2:00pm), child care available 8:00am–6:00pm
March 24 - No school: Child care available 8:00am–6:00pm
March 27–March 31 - No school: Spring Break, Spring Break camp available 8:00am–6:00pm
May 26 - No School: Report Writing, no child care
May 29 - No School: Memorial Day, no child care
June 8 - Last day of school for Y5-7th grade (noon dismissal), no afternoon child care
June 9 - Class of 2023 Graduation Ceremony, no child care

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.

Total time:	Charge:
30 min	\$10.00
1 hour	\$15.00
1 hour 30 min	\$18.00
2 hours	\$22.00
2 hours 30 min	\$25.00
3 hours	\$28.00

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 their grade's respective dismissal time 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 enter the building via the Fishbowl doors, scan a QR code, and enter their four digit PIN number into their phone to sign out their child. 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 to sign out their child at the after school desk *OR* text or call us at **(734) 660-5108** notifying us that they are parked in the easternmost parking lot ready for their child. 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. All snacks will be consumed outside before playing.

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. We also mirror any policies and protocols implemented by Emerson School at large. At this point in time, Emerson School is not requiring masks or weekly testing. However, 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. 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. For more details, please refer to the Emerson School 2022-2023 Health & Safety Policies Procedures bulletin sent to all families at the start of the school year.

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 seasonal sessions (Fall, Winter, and Spring) which are eight weeks long. 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 two sessions (September-December and January-June). Lessons are billed at the end of each session for the entire session at the rate of \$40 per 30 minute lesson. Contact the Director for more information or to sign your child up for lessons.



Emerson
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By signing below, I hereby acknowledge that I have read, understand, and agree to the policies and procedures of the Emerson Before and After School Program:

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date