



Before & After School Program

2023-2024 PARENT GUIDE



In order for your child to participate in any of our programs, you must complete the online signature form on the last page of this document.

Contact Information



After School Cell Phone

CALL OR TEXT

734-660-5108



Carly Meloche
Director

cmeloche@emerson-school.org



Catherine Audette
Assistant Director

caudette@emerson-school.org

COMMUNICATION NOTES

You can reach us by email and text **ONLY** from 10:00am until 2:30pm Monday through Friday.

You can reach us by call and/or text from 2:45pm until 6:00pm Monday through Friday.

If you have a question or concern regarding our programs during school day hours, please text or email us.

If you have a question or concern which does not relate to our programs during school day hours, please contact Emerson's Front Desk at **(734) 665-5662**.

Hours of Operation

Before School Child Care (Morning Care): 7:30am-8:30am

- Parents may not drop off students at school prior to 7:30am
- All Lower School students arriving before 8:15am will be signed into Morning Care
- Morning 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 (After 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 Morning Care and After Care are available to all students currently enrolled at Emerson School on a completely drop-in basis. We do not require advance registration. Morning Care and After Care will officially begin on Tuesday, September 5th.

Security

We use a digital system called Procure to keep track of all family contact information, authorized pick-ups, and student sign-in/sign-out times. If you are an authorized parent or guardian picking up a child, you have two options for pick-up:

CURBSIDE: If you prefer to pick your child up curbside, you can park at the front curbside near the Belonging Center doors. Then, you can call or text the After School Phone Number at **(734) 660-5108** and we will send your child out to your car via the Belonging Center doors. We cannot release a student to curbside the parent or guardian is officially on Emerson property waiting in their car at curbside.

IN PERSON: If you prefer to pick up your child in person, you can park and enter the building via the Belonging Center doors. Then, you can sign your child out with us at our After School Program desk at the front of the library. It is important that all students who are signed into the After School Program exit the building via the Belonging Center doors during after school hours for visibility and safety purposes.



Morning Care Program - Lower School Only

Any Y5-4th grade students who are in the building prior to **8:15am** must sign into Morning Care. Any 5th grade students who are in the building prior to **8:15am** must sign into Morning Care. All students who are dropped off for Morning Care must enter the building through the Belonging Center doors and sign in with our Morning Care 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 staff consisting of both Emerson teachers and After School Program staff members. All students signed into Morning Care have the option of reading, drawing, coloring, doing homework, spending time with friends, or playing in the gym and/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.

If a family has a Middle School student with Lower School siblings, there is no charge for Morning Care for the whole family.

If a family has a 5th grade student with siblings in grades Y5-4th grade, there is no charge for Morning Care after 8:00am.

Morning 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 Y5-4th grade students who are not picked up curbside by **3:10pm** will be signed in to the After School Program. Any 5th grade students who are not picked up curbside by **3:20pm** will be signed into the After School Program. Children in the After School Program will sign in with an After School Program staff member at their grade division's designated location: Y5-2nd graders sign in with Miss Catherine at the After School Program desk in the front of the library, and 3rd-5th graders sign in with an After School Program staff member in the Commons outside the AIC. Students will be directed to these specific locations by their teachers and After School Program staff members. Upon signing into the After School Program, students will be given a pre-packaged snack which they will eat outside. All grades will spend ample time outside on the playground (weather permitting). When students come indoors, they will have games, crafts, activities, and ample opportunity for creative and self directed play available to them. In addition, After School Program staff members may lead various planned activities each week. These are optional but open to any students interested in participating.

After School Program - Middle School

Any middle school 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 classroom location 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 in our program.

For families with students in different grades with different dismissal times, younger siblings will not be charged for aftercare while they wait for their 5th-8th grade sibling(s) to be released.

Dates of Operation

Morning Care and the After School Program will begin on Tuesday, September 5th, 2023. Morning 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 5** First Day of School, child care available 7:30am-8:30am and 2:45pm-6:00pm
- **September 5–6** Half Days for First Grade (12:00pm dismissal), child care available
- **September 5–15** Half Days for Young Fives and Kindergarten (12:00pm dismissal), child care available
- **September 6** Early release day (noon dismissal*), child care available
- **October 18** Parent-Teacher Conferences (3:00pm–8:00pm), child care available 3:00pm–7:45pm
- **October 19 No School:** Parent-Teacher conferences (8:00am–2:00pm), child care available 8:00am–6:00pm
- **October 20 No School:** No child care available
- **November 22–24 No School:** Thanksgiving Break, no child care
- **November 27 No School:** Report Writing, no child care
- **December 22–Half Day** (noon dismissal*), no afternoon child care
- **December 25–Jan. 8 No School:** Winter Break, no child care
- **January 15 No School:** MLK Day, no child care

- **January 26** Early release day (noon dismissal*), child care available
No School for Y5 & K: Y5/K Applicant Visit Day
- **February 15–19 - No School:** Mid-Winter Break, no child care
- **March 1** Early release day (noon dismissal*), child care available
No School for Y5 & K: Y5/K Applicant Visit Day
- **March 20** Parent-Teacher Conferences (3:00pm–8:00pm), child care available 3:00pm–7:45pm
- **March 21 No School:** Parent-Teacher Conferences (8:00am–2:00pm), child care available 8:00am–6:00pm
- **March 22–29 - No School:** Spring Break
- **March 25–March 29** Spring Break camp available 8:00am–6:00pm
- **April 19** Early release day (noon dismissal*), child care available
- **May 24 No School:** Report Writing, no child care
- **May 27 No School:** Memorial Day, no child care
- **June 6 Last Day of School (noon dismissal*),** no afternoon child care
- **June 7 Class of 2024 Graduation Ceremony,** no child care

*11:45am for Y5 and K

****IMPORTANT NOTE:** From Monday, October 2nd until Wednesday, October 4th, Carly and Catherine will be out of town for a professional development conference. During this time, the After School Program will be run by 2-3 temporary substitutes. All parts of the After School Program will run as usual during these three days. However, we will not be in the building or on campus to answer questions or address concerns during this time. You may reach us via email until we return on Thursday, October 5th.

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.
- Parents/caregivers will either text or call the After School Phone Number at **(734) 660-5108** to pick their child up curbside or enter the building via the Belonging Center doors to pick their child up in person.
- Parents/caregivers are required to provide the Front 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 pretzels, crackers, popcorn, 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 After School Program 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. 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. For more details, please refer to the Emerson School 2023-2024 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 eight week long sessions (Fall, Winter, and Spring). Class offerings will 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 opens 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 After School Program Director for more information or to sign your child up for lessons.

Frequently Asked Questions

Q: How do I sign my child up for Morning Care and/or After Care?

A: You don't need to! Our programs operate on a completely drop-in basis. You will never need to sign up for Morning Care and/or After Care in advance in order for your child to participate. If there has been a change of plans with your family's after school pick-up plan, and you feel more comfortable letting them know during the school day, simply contact Emerson's Front Desk via phone or their teacher via email to request that they pass the message along to your child.

Q: How do I sign my child up for music lessons and/or enrichment classes?

A: To sign your child up for music lessons or to get more information about them, contact Carly Meloche via email at cmeloche@emerson-school.org. To sign your child up for enrichment classes or to get more information about them, contact Catherine Audette via email at caudette@emerson-school.org.

Q: Where/how do I pick up my child from After Care?

A: If you prefer to stay in your car and have your child sent to you, simply park curbside as close to the Belonging Center doors as possible. Text or call the After School Program cellphone at (734) 660-5108 and let us know that you are here to pick up your child. We will then send your child to your car via the Belonging Center doors. If you prefer to come into the building and pick your child up in person, enter the building via the Belonging Center doors and check them out with us at the After School Program desk in the front of the library.

Q: If I am on campus volunteering or coaching, is my child charged for After Care during that time?

A: No. A student will not be charged for time spent in our program if their parent or guardian is on campus volunteering their time for the school in some way. However, we ask that you let us know of these instances in advance via email so that we can take them into account and not charge your account by mistake. Parent-teacher conferences are not included in this exception.

Q: If my child is in an after school activity (music lesson, enrichment class, sport, etc), are they still signed into aftercare?

A: Yes. However, students who are involved in after school activities are not charged for After Care while they are at their sports practice, enrichment class, music lesson, etc. In order to keep track of which students are on campus during after school hours, we must keep these students signed into our Procare system. However, we keep meticulous records of which students are involved in after school activities and cross reference this information with our attendance records on a daily basis. This is to ensure that your account is not incorrectly charged for time your child spends on campus during after school hours. If your child does spend time in After Care before or after their activity, your account will be charged for that time.

Q: Does my Middle School student need to sign into After Care?

A: Yes. If your Middle School student is staying after school past their dismissal time for any reason (waiting for their ride to arrive, sports practice, play rehearsal, etc), they must sign into the After School Program and will be charged as such for the time they spend in our program. While we understand that many of our Middle School students are very mature and require less direct supervision than our Lower School students do, they still require baseline supervision. This is a safety concern as it is crucial to keep track of which students are on campus during after school hours.

IMPORTANT: Before and After School Program Guide Acknowledgement

In order for your child to participate in any of our programs, we must receive a signed acknowledgement of this guide with your signature(s). By clicking the link below (or in the newsletter), you will acknowledge that you have read, understand, and agree to the policies and procedures of the Emerson Before and After School Program outlined in this document.

[+ Complete the online signature here](#)