

Extended Day Program ALPS After Hours

PARENT HANDBOOK

2016-2017

A PROGRAM OF MCCSC
DEPARTMENT OF SCHOOL AGE CARE
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BLOOMINGTON, IN 47401
(812) 330-7702



MONROE COUNTY
COMMUNITY SCHOOL CORPORATION
DEPARTMENT OF SCHOOL AGE CARE

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WELCOME

*Welcome
Mission
Commitment to Parents
Parent Commitment*



WELCOME

Welcome to the Monroe County Community School Corporation's Extended Day Programs. We are honored to be a part of the growth and development of your child. This handbook will answer many questions you may have about your child's program, but if you do have further questions, please contact your child's site coordinator or the Extended Day Program Coordinator. We are looking forward to working with you and your child this year.

MISSION STATEMENT

The mission of the Monroe County Community School Corporation Extended Day Program is to improve and enrich student achievement- academically, behaviorally, and socially-by providing a safe, hands-on learning environment, and build connections between school, family and community.

COMMITMENT TO PARENTS

1. Children are cared for in a safe, supportive, respectful, and healthy environment.
2. Behavior management will be fair, equal, and respectful of all children.
3. Educational and recreational experiences will be varied daily.
4. Communication between staff, parents, and the Extended Day Program Coordinator will be open and accessible.
5. In addition to active play and recreational opportunities, your child will also participate in school enrichment activities, tutoring, and special activities.

PARENT COMMITMENT

1. Keep all enrollment information up to date, especially contact numbers and address changes.
2. Follow fee schedule as outlined upon registration.
3. Respect the program start and end times.
4. Pick-up contacts may only be added in person at the School Age Care office upon presenting identification.

PROGRAM HOURS AND FEES

Hours and Fees
Payment of Fees
Delayed Schedule, Early Dismissal, and Closures
Late Pick-Up Fees and Procedures
Past Due Accounts
Payment Options
CCDF Participants
Refund Policy



HOURS AND FEES

	Monday-Friday	COST
Morning	6:30 AM-8:45 AM	\$7.75/day
Afternoon	3:45 PM-6:00 PM	\$8.75/day
ALPS After Hours @ University	2:35 PM-3:45 PM	\$5.25/day

**No morning program available at Fairview Elementary*

PAYMENT OF FEES

Monthly statements will be sent out no later than the 7th day of the month. During registration, you have the option to sign up for paper statements, paper-less electronic statements, or both. All bills will be figured based on the previous month's actual attendance multiplied by the corresponding daily rates for mornings and afternoons. All accounts are expected to be paid in full by the end of business on the 15th of the month in order to avoid a late fee. (The due date will be extended to the next business day in the event that the 15th falls on a weekend or bank holiday.)

DELAYED SCHEDULE, EARLY DISMISSAL, AND CLOSURES

When the start of the school day is delayed (i.e. a two-hour snow delay), the Extended Day morning program will still open at 6:30 am. If the weather worsens during the school day and necessitates early dismissal, the Extended Day afternoon program will open early and remain open until every child has been picked up. Should the weather continue to worsen while children are in care, parents will be called for early pick up. If parents cannot be reached, the individuals listed as additional drop-off/pick-up contacts upon registration will be contacted to pick up the child at school. Only those children enrolled in the Extended Day programs for the 2016-2017 school year may attend the programs during delays and early dismissals. Attendance during these extended hours will incur the regular daily charges.

When MCCSC schools are cancelled due to inclement weather, NO programs will open.

All delinquent accounts are turned over to Statewide Credit Agency. Past due accounts must be caught up to enroll in any School Age Care Program.

LATE PICK-UP FEES AND PROCEDURE

The Extended Day Afternoon program closes at 6:00 pm. A late charge of \$1.00/per minute/per child will be assessed for any child remaining after 6:00 pm. To help us alleviate your child's concerns, please call if you are running late. Three late pick-ups may result in termination from the program. Termination from the program will be at the discretion of the Extended Day Program Coordinator and the Department of School Age Care Program Manager.

Staff will remain with children until they are picked up. If a child is not picked up by 6:30 pm and there has been no notification and emergency contacts are unsuccessful, the following steps will be implemented:

1. Staff will continue attempts to contact parents/guardians.
2. Staff will call all emergency numbers listed during registration.
3. If staff is unable to complete either of the above steps, the Extended Day Program Coordinator will contact the Monroe County Division of Child Protective Services/BPD and steps will be taken towards placing the child in protective custody.

PAST DUE ACCOUNTS

The Department of School Age Care offers a variety of payment options:

1. In person at our office located on Miller Drive during business hours. We accept Visa, MasterCard, Discover, Check, Money Order, Cashier's Check, and Cash. We cannot provide change for cash payments. Please visit our website at www.mccsc.edu/sac to view current business hours and special closures.
2. By telephone at 330-7702 during business hours.
3. Checks and money orders by mail. (DO NOT MAIL CASH.) Payments must be RECEIVED by close of business on the due date to be considered on time. Please include your child's name and school in the memo line of the check or money order.
4. Online through Tuition Express at www.tuitionexpress.com. (You must have already signed up for TE during registration to be eligible for this option.)
5. On-site through the Procure Computers using a debit or credit card. (You must have an email address on file.)

Checks and money orders should be made payable to:

School Age Care
553 E. Miller Drive
Bloomington, IN 47401

CCDF PARTICIPANTS

CCDF children are required to have their parent or guardian slide their participation card every time they enter or leave a program in addition to checking in and out on the Procure Computer. Under no circumstances should you ask a staff member to do this for you. We are happy to assist you, but we are not allowed to keep your card, copy a card number or its pin.

REFUND POLICY

Refunds for Extended Day will be granted for under the following conditions:

1. Does not apply to "Non-Refundable" fees such as a registration fees.
2. Overpayments resulting in a credit on an account may only be refunded at the end of the current school year. Please allow 6-8 weeks after the request is received for School Board approval and processing.

The Department of School Age Care Program Manager has the authority to approve or deny any refund request. Program Manager's discretion is used in circumstances not covered in this policy.

ENROLLMENT

*Enrollment
Changes to the Account/Withdrawals
Inclusion In Extended Day Programs*



ENROLLMENT

The Extended Day programs serve children who are residents of the MCCSC district. The programs welcome all school-age children to participate. Enrollment is satisfied when the online enrollment application and \$35 non-refundable enrollment fee are

received in the Department of School Age Care office. The online enrollment application may be found at www.mccsc.edu/sac.

Due to liability and staffing, children attending any Department of School Age Care Program may not bring un-enrolled friends or guests to the program.

CHANGES TO THE ACCOUNT/WITHDRAWALS

Any and all changes to the account must be received in writing. This includes but is not limited to change of address or phone number, change of school, and withdrawal from the program.

INCLUSION IN EXTENDED DAY PROGRAMS

The Extended Day programs do not discriminate on the basis of sex, race, creed, disability, or national origin in its enrollment policies.

The programs consider the applications of children with special needs on a case-by-case basis. Children must meet the entrance age requirement. Communication between the parent and the program staff will allow the child better opportunities for involvement.

Children with special needs are often provided with small group care or a full time assistant during the educational portion of their day. Once the school day has ended the access to the small group and support of the assistant does not follow the child into the Extended Day program. Parents are encouraged to talk with the Extended Day Program Coordinator (330-7702) prior to the child's start in program to assess the best methods to provide success for their child. Reasonable accommodations will be attempted to meet the needs of each child.

MCCSC Policy 2260.01- It is the policy of the Corporation to afford qualified students with disabilities an equal opportunity for participation in education, and in non-academic extracurricular services and activities sponsored by the Corporation. The Corporation will evaluate students who may need reasonable accommodations to participate to the fullest extent possible in a Corporation-sponsored activity or service.

Upon a request by a qualified student with a disability to participate in any academic or non-academic activities or extracurricular services sponsored by the Corporation, the Corporation will conduct an individualized assessment of the student. The Corporation will evaluate the student based on the specific nature of the disability and the specific reasonable accommodations that student needs to participate in the Corporation-sponsored activity or service. The individual assessment will include an evaluation of whether existing policies, practices or rules may be modified to accommodate the students.



DAILY PROCEDURES

*Check-In/Check-Out Procedures
Visitors and Program Observation
Entry and Security at the School
Release of Children
Visitors and Program Observation
Breakfast and Snacks
Personal Belongings
Power (Half)-Hour*



CHECK-IN/CHECK-OUT PROCEDURES

EXTENDED DAY MORNING: Children must be checked in using the Procure touchpad device on site by parent, guardian, or other authorized person listed on the enrollment form in order to be admitted to the program. We reserve the right to check your child in for you if you do not.

EXTENDED DAY AFTERNOON: Children must be checked out using the Procure touchpad device on site by parent, guardian, or other authorized person listed on the enrollment form in order to be released from the program. We reserve the right to check your child out for you if you do not.

VISITORS AND PROGRAM OBSERVATION

Due to State of Indiana safety regulations, only staff members are allowed to remain in the program with the children. Non-employees may **ONLY** be present at program locations during pick-up / drop off.

ENTRY AND SECURITY AT THE SCHOOL

All MCCSC elementary schools are equipped with a video entry system enabling the school building to be locked at all times. In order to enter the building you will be required to ring the video monitor to access the building. Each school varies on the particular location of the video equipment. Be sure to speak to your site coordinator if you have any questions on this process.

RELEASE OF CHILDREN

For the protection of the children in our care, children will only be released to parents and adults whose names are designated on the enrollment form. Please be prepared to show proof of identification upon request.

- In the interest of safety, the Extended Day programs will not accept legal responsibility for a child unless a parent or authorized person signs the child in and out of the program.
- For safety reasons, we are unable to release a child to another minor.
- Legally, we cannot keep a parent from picking up his/her child from a program without having a copy of the restraining order from the Court. If there is a restraining order, a copy must be on file with the Department of School Age Care office and the program site.

VISITORS AND PROGRAM OBSERVATION

Due to State of Indiana safety regulations, only staff members are allowed to remain in the program with the children. Non-employees may ONLY be present at program locations during pick-up / drop off.

BREAKFAST AND SNACKS

A nutritious breakfast, prepared by the MCCSC Food Service personnel, will be available. Parents who wish to participate in the breakfast program should notify the site staff. Payment arrangements for breakfast should be made with the food service office. Check with staff for specific serving time.

Snacks are available to all children in the Extended Day Afternoon Program. Snacks are intended to be nutritious and to give your child energy, not to be a full meal. The cost of snack is included in program fees.

Any time a family wishes to provide a special treat in any program, program staff should be told in advance. We can supply you with a close head count and discuss any allergy issues. Due to the increase of peanut allergies, NOTHING with peanuts or its by-products may enter the programs.

PERSONAL BELONGINGS

Clothing: Children should dress appropriately for indoor and outdoor play. Please label all belongings and frequently check the lost and found area. We encourage closed toe shoes.

Toys: Personal items of great importance or value should not be brought to the programs. The Department of School Age Care will not be responsible for lost or damaged items.

Other: Personal Electronic Devices are not allowed in any of the school age programs. The Department of School Age Care will not be responsible for the risk of it being misused, stolen, or broken.

POWER (HALF)-HOUR

Power Half-Hour is program time that is available to focus on academics and homework. This includes staff facilitated homework areas as well as staff led academic activities. Our intent is to help support students but not take the place of the dialogue between you and your child's teacher. Please review your child's homework.

BEHAVIOR POLICY

*Bullying
Behavior Management and Goals*



BULLYING

The Department of School Age Care views bullying and teasing as a serious issue. All staff and students must be aware that bullying behavior will not be tolerated in our programs. Students should feel safe in all areas of the school. We create an environment of support in Extended Day that encourages students to realize that they do not have to tolerate bullying and they must notify staff. Students will be listened to and action will be taken which is prompt and sensitive to their concerns.

BEHAVIOR MANAGEMENT AND GOALS

The goal is to establish and maintain a behavior management system that will reinforce positive behaviors. The following methods will be used to accomplish these goals:

- Staff will act as positive role models.
- Rules will be appropriate for children's development.
- Rules will be consistently implemented.
- Consequences will be logical, such as redirecting children to other activities or limiting choices.

Physical contact in disciplining a child is avoided unless it is necessary to keep a child from harming themselves or others. A child whose behavior creates a safety issue will not be accommodated. If a child is exhibiting behavior problems in a program the following steps will be implemented:

- The problem will be discussed with the child.
- The use of time out will be implemented.
- The parent(s) will be notified of the problem.
- The parent(s) will be called in for a behavior conference.
- The child may be suspended.



EMERGENCY PROCEDURES

*Insurance
Medical Emergency or Illness
Accident or Injuries
Medication*

INSURANCE

Medical insurance coverage for children enrolled in a Department of School Age Care program is the responsibility of the parent(s). MCCSC offers a student accident insurance policy for district children. Contact your school office for further information.

MEDICAL EMERGENCY OR ILLNESS

A child must not attend any Department of School Age Care program with any of the following symptoms:

Fever	Undiagnosed Rash	Vomiting
Inflamed or Mattery Eyes	Diarrhea	Severe Cold
Nasal Discharge (Sinus Infection)	Any other contagious illness	

If your child has a fever of 100 degrees or more, or has vomited or had diarrhea within the last 24 hours, they must stay home until the symptoms are gone without the use of over-the-counter medications.

If a child becomes ill while in the program, when possible, the child will be isolated until the parent or emergency person can be contacted to take the child home. In the event of a contagious illness among the children, notification will be sent home.

ACCIDENT OR INJURIES

If a child has a minor injury, a staff person will inform the parents upon arrival at the program.

If a **SERIOUS ACCIDENT** occurs, a staff person will contact the parent immediately so that the child may receive necessary medical treatment.

If an **EMERGENCY** occurs, and immediate attention is needed, the staff will call 911, and then immediately contact the parent. Paramedics will decide on the appropriate action. If the child needs emergency treatment, the paramedics will move the child to the nearest facility. It is the responsibility of parents to keep all emergency information current.

MEDICATION

Extended Day staff can administer medication under the following conditions:

- Approval and training from the Health Aide has been completed.
- Prescriptions and over-the-counter medicines must be in the original container.
- A Medication Authorization release form, available from the health office, must be signed. If medication is to be kept at the school for treatment, no more than a one-week supply should be sent at any one time.