

General Program Information

Registration Procedures

Registration for the City of Smithville After School Program is on a first-come, first-served basis with limited enrollment. The parent or legal guardian must perform the registration. The IMPACT after school program is not a state licensed program. Enrolled children must be 5-13 years of age.

Payment Information

Registration Fees: This payment holds your spot in the program and also pays for the first and last week of school.

<u>1 child</u>	<u>2 children</u>	<u>3 children</u>	<u>4 children</u>
\$50	\$92.50	\$135.00	\$177.50

Monthly Fees: Tuition may be paid monthly by credit card, cash, or check. Checks are made payable to COS or City of Smithville. A \$25 *returned check fee will be applied to all returned checks*. A pre-payment discount is provided if your payment is received on or before the 3rd of each month. If payment is not received by the 3rd, reminder notices will be sent out and the payment will then be due by the 10th at the regular rate. If payment has not been made by the 10th, we reserve the right to cancel your child’s spot and fill it from the waiting list.

	<u>1 child</u>	<u>2 children</u>	<u>3 children</u>	<u>4 children</u>
Pre-Payment amount	\$90	\$170	\$250	\$330
Regular Payment amount	\$100	\$185	\$270	\$355

You may cancel your spot(s) at any time, but you will not be given preference for re-entering the program or refunds on payments already made.

Attendance

Children who are enrolled in the IMPACT after school program will be checked in by a supervisor upon arrival to the building via SISD bus. The City is not responsible for ensuring you child gets on the correct bus before leaving school and are not responsible for participants until the participant has arrived to the program and has been checked-in. Parents are encouraged to call the Rec. Center to notify the staff if their child(ren) will be absent. **Staff will not call parents to verify an absence if the participant is not in attendance.** There will be no pro-rated fees due to absences or suspensions.

After School Program: Ages, Hours and Days of Provided Service

After School Program - School dismissal until 6:30 p.m.

The IMPACT after school program is not a state licensed program. IMPACT after school program is offered every weekday after school for children 5-13 years of age. If there is no school for a holiday or closure for bad weather (see below), there is no after school

program. We do offer the program on early release days. For these days, the children will be bussed over as normal but at the earlier released time.

Bad Weather Plan

If inclement weather changes the regular operating hours of school, the following will be in effect.

- If the school remains open until the scheduled dismissal time, the IMPACT after school program will run as scheduled.
- If the school closes before the scheduled dismissal time, the IMPACT after school program will not be open. You will pick up your child at school or make other arrangements for after school care.
- If the school does not open for class, the IMPACT after school program will not run.

Description of Activities

Snacks: Snacks are provided for children each day only for participants in the program. Children will not be allowed to buy snacks/drinks from the machines. Parents, please make sure to list any and all allergies or negative reactions to food your child(ren) may have on their registration form.

Homework: There will 30-45 minutes provided daily, except Fridays, for your child to work on homework. Counselors will be available to assist your child if he/she needs help. Our staff does their best to provide assistance, but we can not guarantee your child’s homework will be complete or correct. If your child does not have homework, other quiet activities will be available.

Gym Activities and Centers: Includes non-competitive team sports, games, arts & crafts, science activities, board/card games, drawing/writing materials, and reading. Other projects through out the year will also be implemented that encourage children to use team skills, be creative, and challenge themselves.

Daily Schedule: Order of activities may vary with age groups

1. Checked in upon arrival to the center via SISD bus
2. 5-10 minutes of play to get the ‘wiggles’ out
3. Go to designated rooms for snack provided by the program
4. 30-45 minutes allotted for homework
5. Be engaged in structured activities to include gym games, arts & crafts, board/card games, computer time
6. If time permits, free play
7. Picked up by parent/guardian by 6:30pm

SPECIAL AFTER SCHOOL ACTIVITIES: If your child will be involved in a program that meets at the Rec. Center during After School hours, parents must notify the Supervisor with a note that states day(s), time(s), and what program your child is involved in. Children **MUST** stay with the IMPACT program on those days until their class begins. They must return to the program after the activity if the parent is not here to sign them out.

Sign In/Sign Out Procedures

SIGN IN: Once the children are dropped off at the Rec. Center via SISD bus, attendance will be taken using the attendance sheet located at the front desk by the IMPACT supervisor or staff. Roll call is taken daily. Please see 'Attendance' above for more information.

SIGN OUT: The registration form includes a section for the parent(s) or legal guardian(s) to provide the names of those persons allowed to pick up their child(ren) from the program. We will only release children to authorized persons listed on their form. Parents or authorized pick-ups are required to sign their child out daily on the attendance sheet. IDs will be checked if the staff is not familiar with the adult. Children will not be released unless they have been signed out and once signed out, will not be allowed to go back into the class rooms or stay on the premises without an adult unless they have a membership to the Rec. Center or are involved in an activity following their sign out such as Little Dribblers. Children in the program will not be allowed to leave the facility to walk or ride their bike home. All authorized pick-ups must come into the building and if needed show ID to sign out a child. ***When you are picking up your child(ren), please find a parking spot. Please do not park in front of the building as this causes traffic and potential safety problems.***

Updating Information

It is the responsibility of parents to inform the Rec. Center regarding any changes to your child's record. This information includes: phone numbers, home/mailling address, and emergency and authorized pick-ups.

Late Pick-Up Fees

If a child is not picked up by 6:30pm, the parent will be allowed a ten minute lee-way. Rec. Center staff will begin calling parents/guardians at 6:35pm. Late Pick-Up Fees will be charged for children not picked up by 6:40 p.m. After this time, parents will be charged \$5 per minute until the child(ren) have been picked up. If you are running late due to traffic, work, etc. please call the Rec. Center at 512.237.3282 x 7 to let us know you are on your way. *****Upon late arrivals, parents will sign the late pick-up form, which indicates time of arrival and charges due. If your child has not been picked up by 7 p.m. and the Rec. Center staff has had no contact with parents/guardians, the proper authorities will be notified.***

Behavior Contracts

Good behavior is important to everyone in daily life. Certain behaviors are expected from the children involved in the IMPACT After School Program, and following rules promotes a good learning experience that is safe and secure. When a child ignores or disregards rules, everyone's experience is diminished.

Children’s Code of Conduct:

The IMPACT After School Program takes seriously the importance of the protection and safety of the children enrolled. Please go over these guidelines with your child(ren) to ensure a positive experience with our program.

As a participant in the IMPACT After School Program, I agree to:

1. Go into the Rec. Center gymnasium immediately after getting off the SISD bus to be check in.
2. Keep my personal belongings (items other than homework that will distract other participants in the program) in my backpack during the Program.
3. Remain seated and quiet during roll call and announcements.
4. Follow all After School Program rules during free play, snack time, homework time, activity time, and emergency drills.
5. Follow all instructions given by the After School Program staff/counselors.
6. Tell the After School Program staff counselors if I am sick or hurt or if someone else is bothering / picking on me.
7. Follow the timeout instructions of the After School Program.
8. Respect all other children and the After School Program Counselors at all times.
9. Respect all After School Program supplies, equipment, and property.
10. Respect all personal belongings of other children.
11. Help clean up after myself following all activities.
12. Never leave the After School Program site or activity area without permission from the Program Staff.

Parent Statement of Understanding

1. I understand that my child will not be allowed to leave the program with an unauthorized person or staff. Calling ahead to notify staff of pick up changes will prevent pick up delays.
2. Should I or another authorized person appear to be under the influence of drugs or alcohol and seek to sign out a child, staff are empowered to contact local law enforcement authorities and place your child in their custody. Please do not put place staff in a position to make this judgment.
3. I understand that I will be charged late fees if I fail to pick-up my child by the agreed upon stated time.
4. I understand that Rec. Center staff is not allowed to baby-sit or transport children outside of program hours unless they are listed as an authorized pick up on my child’s information form.
5. I understand that a Disciplinary Slip is the first formal step to help resolve repeated rule violations on the part of a child. Failure to correct specified inappropriate behavior may result in suspension or dismissal from the After School program if behavior continues.
6. You may request a meeting with the Program Supervisor and Rec. Center Director to ask questions about the programs policies and procedures. You are encouraged to contact the Rec. Center at 512.237.3282 x 7 any time you have a concern or comment about the operation of the program.

Discipline, Behavior, and Guidance Policies

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding;
- (3) Directed toward teaching the child acceptable behavior and self control.

If a participant breaks the program rules, the following consequences will be administered:

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| 1st Warning: | A clear message. Tell the child or youth what they did wrong, why it was wrong, and what will happen if it happens again. Incident or Discipline report written and parents notified at pick up. |
| 2nd Warning: | 'Time Out'. Child is taken out of game/activity and must sit away from the group. Time out should not be for more than 5 minutes, however a longer time may be needed depending on instance. Incident or Discipline report written and parents notified at pick up. |
| 3rd Warning: | For repeated offenses, child may be sent home and suspended for up to 3 days. Incident or Discipline report written. |
| 4th Warning: | Potential dismissal from the program for the remainder of the year. |

Participants are informed of all the rules and consequences. If a serious incident takes place (i.e. injury to another child or staff) the child may be sent home immediately without going through the steps above.

Incident and discipline reports will stay in effect until the program concludes at the end of the school year.

There must be no harsh, cruel or unusual treatment of any child.

The following types of punishment are prohibited:

- (1) Corporal Punishment or threat of corporal punishment;
- (2) Punishment associated with food or restroom use.
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet;
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time.

Termination Policy

Participants may be withdrawn from the program for the following reasons:

- Inappropriate behavior of child or parent that endangers the participant, other children or Rec. Center staff;
- Failure to pay program fees;
- Consistently late in picking-up child.

Illness/Injury

Small cuts and scrapes will be treated by our CPR/First Aid certified staff using standard first aid procedures. In all cases of serious illness or injury, the Supervisor or other Rec. Center staff will contact the parent immediately. In the event that the parent cannot be reached, we will contact any or all “emergency contacts”. The Rec. Center will contact emergency services at any time it believes is necessary for the safety of a child. This could involve EMS and/or transportation to an emergency medical facility.

Illness: If your child is sick, please keep them home from the After School Program. If they did not attend school due to illness, they will NOT be admitted to the After School Program. Children with fever over 100.4 degrees or experiencing vomiting, diarrhea or other infirmities are not allowed to attend until fully recovered. Please follow this policy.

Fever: If your child arrives at the Rec. Center with a fever or acquires a fever while in our care, a parent or legal guardian will be notified. You will be required to pick up your child as soon as possible. Your child must be without fever for at least twenty-four hours before they can return to the program.

Head Lice: If your child is sent home from school with head lice or if an IMPACT program staff finds head lice on a child that child may be asked to be picked-up early and will be allowed to return to the program only after a successful treatment which results in the complete removal of live lice and nits. *There will be no compensation for days missed / absences due to lice.*

Condition of Participants

Parents/guardians are responsible for informing the IMPACT After School Program staff of any special needs, concerns, or information regarding their child’s health.

All participants must be able to participate in the full range of activities offered. Any child meeting any of the following criteria will not be admitted to the program:

- A condition preventing the child from participating comfortably in the program activities.
- A condition resulting in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other participants or staff.
- The child has an oral temperature of 100 degrees or greater.
- The participant’s symptoms and signs of possible severe illness to include, but not limited to lethargy, uncontrolled breathing, diarrhea, vomiting, rash with fever, mouth sores, wheezing, or sudden behavior change, will not be admitted until medical evaluation indicates that the child or youth can be included in the program’s activities.
- The child has been diagnosed with a communicable disease until medical evaluation determines the child is no longer communicable.

What Not to Bring to the program

-Video Games, cell phones, MP3 or CD players; toy of any kind; pocket knives or weapons of any kind; other personal items or items of high value

The IMPACT After School Program is not responsible for lost or stolen items!