

University School's Afterschool Care Program

Operating Policies

Payment of Fees

The daily cost of the program is \$15 per day or \$60 per week for students who use the program full time. Payment is only expected for the days you actually use afterschool care. Late fees for children who are picked up after normal operating hours (5:30 p.m.) will be \$1.00 per minute. Online payment options should be available for parents and will be communicated when it becomes available.

Fees will be paid to University School. Checks should be written to University School and may be dropped off in the school office to Mrs. Diedre Carter. Please place your child's name on the memo line of the check. Information about online payments will be communicated as soon as it is available.

Days/Hours of Operation

The program is open to students in Kindergarten through 8th grade. The program operates daily from 3:15-5:30 in our school building. In the event that school closes early or is not in session, afterschool care will not be offered. Afterschool care will not be open on half days. In the event that the school dismisses using a controlled release due to a threat in the area, afterschool care will be cancelled unless otherwise announced.

Signing Out

Your child will be signed in daily by a staff member. It is a requirement that children are signed out each day. Please **sign your first and last name**. A photo ID will be required and checked when necessary. Please make a teacher/supervisor aware if someone new will be picking up.

Snacks

During the program, an afternoon snack will be provided. It is crucial the staff know of any allergies/sensitivities or restrictions your child may have regarding food.

Homework Half Hour

Students will participate in a thirty minute homework session daily. If a student does not have assigned homework, they can read, write, draw, or complete an activity provided by the staff member.

Outdoor Play

Outdoor Play is an important part of our program and we plan to take all children outdoors each day. Please dress your child appropriately. Even when weather conditions are not ideal, the teachers use their good judgment in making arrangements for the children to get fresh air and a change of scenery. On days when the children are not able to go outside, we will plan appropriate indoor activities.

Behavioral Expectations

Afterschool care participants will be expected to follow University School's student handbook. In addition to the policies included in the handbook, the afterschool staff will have additional rules to ensure the program operates in a safe and organized manner. The rules will be reviewed with the students at the beginning of the year and as needed throughout the school year. Parents will be notified if rules are consistently broken.

Electronic Devices

Students are not permitted to use personal electronic devices freely during the program. The staff will not be held responsible for any devices that are brought to the program. During afterschool care, the use of devices for homework purposes will be at discretion of the staff members.

Illness Procedures

If a student becomes ill while attending afterschool care, a parent or contact will be notified so early pick-up arrangements can be made for a sick child.

University School's Afterschool Care Program Operating Policies

Medical Emergencies

In case of an emergency, teachers will care for, support, and comfort your child until '911' can be called and EMS arrives. After making the '911' call, a designated staff member will call a family member. If a family member cannot be contacted, the emergency contact for your child will be called.