

PURPOSE:

The After School Program has been providing quality childcare for children from Kindergarten through 6th grade since the fall of 1983. The program was created primarily to meet the needs of working parents while offering a safe and fun environment for children after school.

PHILOSOPHY:

The Cougar Club program philosophy is simple: to encourage each child to develop independence, self-sufficiency and self-confidence.

OPERATION:

Our program is headed by a Director (Nate Myers), Site Supervisor (Sarah Moe) and an Assistant. The ratio of adults to students in the school age program is 1 to 15.

HOURS of OPERATION:

School Year: 11:50 a.m. to **5:00 p.m.** We are closed on legal holidays and during winter and spring break. After November 29th, the hours change to reflect Kindergarten dismissal time of 1:30 p.m.

GENERAL PROGRAM:

Cougar Club has supervised free-choice activities including arts and crafts, a variety of constructing materials, puzzles, games and outside play.

We will have scheduled homework time Monday through Thursday. If you do not wish to have your child do homework at Cougar Club please let the Site Supervisor know. However, your child will be expected to do quiet reading during this time, so please be certain they have a book to read the days they attend.

CHILD RELEASE/PICK-UP POLICY:

In order to enroll your child in our Cougar Club Program you must have a minimum of two local contacts listed on your emergency card, including local phone numbers (and cell phone numbers if available.) The people you list must have pre-agreed to be your child's emergency back-up contact person. Your child may not attend the Cougar Club Program until your emergency card is on file and the information has been approved by the Site Supervisor/Director.

Cougar Club staff will under no circumstances release a child to anyone other than a parent or an adult (18 years or older) who is listed on your child's emergency card, UNLESS a written note from you is received that day granting permission for other adults to pick-up your child. Teachers should also be advised as to any person who is NOT permitted visitation or pick-up rights.

CONTRACTING/FEEES:

A monthly contract calendar can be picked up in Cougar Club, in the school office or printed from the school's website under the Cougar Club page a week prior to the end of the month. It is your responsibility to fill out this sheet and return it to our Child Care office, **WITH PAYMENT** attached, no later than the **FIRST** Friday of the month you plan to attend!

Please note: We **DO NOT** refund for absences. With a week's advanced notice, we can be flexible with schedule changes.

RATES:

Grades K to 6 Day Rate: **\$9.00 per hour - NO 1/4-hour rates.**

2:30 Club: \$4.50 (2:30 p.m. – 3:05 p.m.)

Drop-in Rate: Additional \$5.00 to daily fee * This amount occurs when contracts are not turned in by due date stated.
Usually the FIRST Friday of every month.

DELINQUENT BILLS:

The Kenwood School Child Care Center may terminate after-school daycare services when any individual's outstanding balance reaches **\$300.00 or when no payment has been made for more than 30 days.** The director may make payment arrangements with parents to allow the child to continue in the program, as long as the parent pays a minimum of \$50 and stays current with any future payments. If the parent does not keep in agreement with this policy, the child may be suspended from the program. *The District reserves the right to refer any outstanding balances to a collection agency.*

Any bills that are not fully paid within 30 days will be subject to a \$10.00 service charge **plus** bank fees.

DROP IN:

Drop In is considered any days/time your child uses Cougar Club that was not already contracted. Please note that you will be charged a drop-in fee for each day not on the contracted for that is due the first Friday of the month.

If you wish to use our Drop-In service, you **MUST** phone our office (833-6551 or 833-4383) **PRIOR** to the intended use to inquire about space availability. Please do not call and leave a message on our office machine and assume your child may attend. A verbal "o.k." is necessary from our office manager or Site-Supervisor in the Child Care Center.

EXTENDING CONTRACTED TIME:

Should you need to extend your child's contracted attendance time the added time will be reflected on your end of the month billing statement.

LATE PICK-UP:

Our After School program ends promptly at 5:00 P.M. Any parent who does not pick their child up by this time will be charged at the rate of **\$1.00 per minute**, even if you are 5 minutes late! You will receive a late pick-up notice and your account will be billed with the additional amount showing on your end of month statement.

Three such late pick-ups in the same calendar school year may result in a suspension in service for a period of up to one month. Any further late pick-ups will result in termination of any services.

DISCIPLINE/TERMINATION:

Cougar Club discipline policy is made to encourage appropriate behavior through careful supervision of the children. The program rules are explained at the beginning of each new school year.

The usual process when discipline is necessary is:

1. A verbal warning
2. Time-out
3. A phone call or note to the parent.

Usually these measures are sufficient to end the incident.

If further action warrants:

4. A written report is given, and the child may also be sent to Mr. Myers. (Director)
5. The Site Supervisor may contact the parent and a suspension from the program may be issued.

OUR NO TOLERANCE POLICY:

No child shall at any time be subjected to abuse whether verbal or physical either by a teacher or another student. Hitting (fighting), biting, spitting, swearing, bullying, disrespect to teachers or abuse of materials/equipment can all constitute immediate suspension. Our goal is to maintain both physical and emotional safety for ALL students who are enrolled in the program.

If a student issues any type of violent threat toward another student or adult, the parent will be notified verbally and in writing, and the student will be suspended from the program for the remainder of the day and the following day. In addition, Mr. Myers will be notified, in writing, within twenty-four hours of the suspension.

GENERAL INFORMATION:

Dispensing of Medication: Our policy on administering medication is as follows:

1. The medication must be a Doctor's prescription which clearly states directions for use. The child's name, date and dosage must also be stated on the medication.
2. The parent must send a note of permission (with the Doctor's approval) accompanying said medication for the teacher to administer any/including: aspirin, cough drops, cold medication, creams of any type, etc. stating how many times it is to be given during the day.

IN AN EMERGENCY:

In the event of an emergency (requiring immediate medical attention) involving your child the following procedure will be adhered to:

1. 911 will be called.
2. Parents will try to be contacted/located.
3. The child's Doctor will be contacted.