

2009-2010 TCMS AFTER-SCHOOL PROGRAM



Program Overview: Terrace Community Middle School (TCMS) After-School Program provides structured activities (snack-time, study and tutoring time with after-school assistants, arts & crafts, indoor and outdoor games, and values/group time) in a school-based setting. Our program begins as soon as school is dismissed and continues until 6:00 p.m. on all regular school days, including early dismissal days. We strive to keep our staff ratio at 1/15. The cost of our program is \$30 per week, or \$10 per day for students who will not be utilizing the program on a regular basis. The After-School Program will utilize the emergency card information that you filled in at the beginning of the current school year for all personal and emergency information pertaining to your child.

Application: A \$40 NON-REFUNDABLE application/membership fee must accompany this application.

Payments: Payments can be made by check, money order, debit or charge card only. (Please note that you will only be able to use the debit or charge card method of payment on Mondays.) No cash will be accepted. Payments are due by **MONDAY** for the week you are beginning. If you have not paid by 6:00 p.m. on Monday, a \$10 late fee will be charged. The fee of \$30 is based on 180 school days. You will not be charged if your child is absent for the entire week due to illness. However, if they attend any number of days during a week, you are required to pay for the entire week. Failure to use the program for two weeks/10 consecutive school days will result in termination of your child from the program and your space will be given to someone on the waiting list. There will not be a separate notification of termination. A \$25 fee will be charged for any returned checks. After one (1) returned check, we will accept your weekly payments by money order, debit or charge only.

Holidays: The After-School Program will not be held on any of the school holidays or non-student days off (which includes teacher planning days.) Please refer to the school calendar for that information.

Dismissal/Authorized persons: When an authorized person picks up your child, they **MUST:** 1) enter the program area, 2) show photo I.D. and 3) sign out their child everyday. **ONLY** those persons listed on the child's emergency card will be authorized to pick up the child. No one else, including family members, is considered an authorized person. If there is any doubt, phone verification will be made to the child's parent before any child is released. In the event the parent cannot be reached, the child **WILL NOT** be released. Should any authorized person arrive to pick up a child and appear to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but that of contacting

the police. Please do not put staff in a position where they have to make this judgment call.

Late pick up: It is important that you make arrangements for your child to be picked up no later than 6:00 p.m. A **LATE FEE** (\$10 per 15 minute intervals) **will be assessed after 6:00 p.m.** REPEATED LATENESS IS CAUSE FOR DISMISSAL FROM THE PROGRAM.

Safety Procedures: Please note there will not be a nurse on the premises during the After-School Program. Children suffering injury at or during the After-School Program will be brought to the Program Director for necessary care, or if the injury appears serious, the child will remain at the scene of the injury and will be given first aid to avoid further injury or complication. The parent or guardian will be notified at the time of the injury or illness and given the option of picking up their child at that time. If not available, the child's physician and/or emergency contact will be notified. In the event of serious injury, fire rescue will be summoned.

Discipline Policy: Children will be required to follow the same rules and responsibilities for conduct as outlined in the TCMS Student Handbook during the After-School Program. A progressive discipline policy is used for guidance at the discretion of the staff involved. Written reports (letters) will be used for continued or severe disciplinary problems and will require the signature of the parent or guardian. Parents may also be contacted by phone or requested to meet with staff as needed. If a child is determined to be a threat to the safety of other children, self, or staff, or is disruptive to the program, the child will be immediately removed from the program and parents will be called to pick up the child. This may result in the child being terminated from the program after a review of circumstances.

Medication/Illness: the After-School Program will not dispense medication without written permission from the parent or legal guardian. If your child has a contagious condition (i.e. pink eye, lice, fever, rash, etc.), he/she will not be admitted into the program during that period. You will be required to pick up your child immediately. All medication must be in its original container with the child's name, doctor's name, and dosage.

Staff Transportation: The After-School staff is not authorized or allowed to transport children from the program to another location for any reason.

Permission for Enrollment and Release of After-School Program From Liability: I give my permission for my child to participate in the TCMS After-School Program activities. I understand that even when every reasonable precaution is taken, accidents can sometimes still happen. Therefore, in exchange for allowing my child to participate in the activities, I understand and expressly acknowledge that I release the Back to Basics Charter School Foundation, Inc, TCMS and its After-School Program staff members from

all liability for any injury or damage connected in any way whatsoever to participate in the After-School Program activities whether on or off the school premises. I understand that this release includes any claims based on negligence, action or inaction of Back to Basics Charter School Foundation, Inc., TCMS, its staff, directors, and guests. I have read and am voluntarily signing this authorization and release.

2009-2010SY TCMS After Care Program Agreement

Student Name(s): _____

I have read this form, agree to the terms and conditions set forth therein and grant permission for my child(ren) _____ to participate in all activities provided by the Terrace Community Middle School After-School Program.

Parent/Guardian Signature:

_____ Date: _____

Staff Signature:

_____ Date: _____

_____ Date: _____

Gary Hocevar, Principal