

## LEBANON CUSD 9 AFTER SCHOOL PROGRAM

Our program provides childcare for working parents after school. Each student must be registered for the program before attending. Checks or money orders should be made payable to Lebanon CUSD 9. Registration papers and Parent Handbook are available at the Lebanon Elementary School office. The Afterschool Care Program Director is available during program hours 3:00 until 5:30.

Our After School Care Program is designed to give Lebanon CUSD 9 students an opportunity to:

1. Engage in activities in a safe and relaxed atmosphere.
2. Join in activities that provide choices for students to participate
3. Receive homework assistance
4. Take part in recreational and educational projects
5. Strengthen social skills

### **Registration and Attendance Fees:**

Weekly Rates for the After School Program:

1 child	\$55
2 children	\$100
3 children	\$150

A week consists of any 4-5 day week of regular school attendance.

Payments may be made by money order, check, or online. We are not accepting cash payments. Payments must be made the month prior to attendance ( ex. You must pay for February attendance to the program in January).

*Checks should be made payable to Lebanon CUSD 9.* Receipts will be given for payments upon request.

The district FEIN number is 37-6096462 for tax purposes.

### **Hours of Operation:**

Lebanon CUSD 9's After School Program operates on regular school days including early dismissals for Parent/Teacher Conferences. The program begins at 3:00 PM and ends at 5:30 PM. Children are to come directly to the program location following their dismissal from school.

In addition to regular school days, the program will be available on the scheduled 2:15 Dismissal School Improvement Days until 5:00 PM. The program will not be in operation on days where school is dismissed earlier than 2:15.

### **Policies and Procedures**

#### **Sign In/ Sign Out Procedures:**

The program requires that an authorized adult sign the child in and out daily. The person who signs the child in and out must be at least 16 years old and listed on the information card. It is important that the registration form be current. The parent or guardian may update the form at any time. Corrections and changes to the form must be done in person. The staff will not modify the information via telephone or electronic messaging.

Parents should notify the office or staff if picking children up early. An adult picking up the child must be identified on the registration form. A photo I.D. will be required.

**Absences:** If your child will be absent from school and the program, please ask the school officials to notify the After School Program of the absence. Unfortunately, fees cannot be adjusted when your child is absent.

**Personal Property:** Students may bring electronic devices such as calculators or electronic readers, or non-electronic personal property to After School Care. Toys such as MP3 players, Ipods, and electronic games may only be used with permission and under direct staff supervision during activity time. As with during the school day, students must follow the district's policy on Technology and Internet use when using electronic devices at the After School Care Program. All personal property must be kept in a secure location, such as a backpack, locker or other secure location as per site, but may be accessed by the student during activity time. All personal property is the responsibility of the student and can be removed by a staff member if used inappropriately. Students are encouraged to leave personal property at home.

As with all other personal property, the district is not responsible for items that are stolen or broken while at school.

#### **School Cancellation Procedures:**

If school is cancelled, the After School Program will also be cancelled. Notices of cancellation is determined and given by the school district. School closings and changes in dismissal times are announced through area radio and television stations, and are available through the district website.

**Medical Procedures:**

NO MEDICATIONS WILL BE DISTRIBUTED to students in the After School Care Program.

**Snacks:**

An after school snack will be provided. Children are not obligated to have a snack with them. Outside food is permitted if the snack is a healthy option, or due to a dietary restriction.

Please no soda or candy from home.

**Refunds and Returned Checks:** The After School Program is staffed based upon enrollment, therefore no fees will be refunded. An enrolled student will not be allowed to attend the program with unpaid fees. A student will be dropped from the program after 10 calendar days if all fees are not caught up.

After two returned checks, payments must be made by money order or cashier's check. Unclaimed Child Late Fee The program ends promptly at 5:30 PM. From 5:31 PM to 6:00 PM, a late fee of \$15 per child will be charged. After 6:00 PM, an additional late fee of \$1 per minute will be charged. At 6:00 PM the police will be notified. Late fees must be paid within two working days.

Repeated pick-ups after 5:30 may result in the child being dismissed from the After School Care Program. The official time will be according to staff cell phone time.

**Student Discipline:**

As an extension of the Lebanon CUSD 9 school day, all discipline policies and procedures stated in the Lebanon Elementary School Student/ Parent Handbook apply to After School Program. If a child has repeated disciplinary concerns while attending the program, they may be dismissed from the program.