

TCCS After School Program



**Student / Parent
Handbook
2018 - 2019**

Welcome

Hello Parents and Guardians...

I am pleased to welcome you to the annual TCCS After School Program Student / Parent Handbook. The purpose of this document is to outline the structure, procedures, policies, and rules of the program. If you have any questions about the program that you find are not answered in this handbook, please feel free to ask me or any of the ASP staff members.

Thanks!

-Mr. Adam

Program Coordinator

Structure

Here is the breakdown of a typical day at the After School Program:

- 3:30-3:50* - Snack time and Attendance
- 3:50-4:00* - Line up and head out for Activity (3-8's)
- 3:50-4:00* - Bathroom break (K-2's)
- 4:00-4:30 - Organized Activity/Free Play (3-8's) and Playground (K-2's)
- 4:30-5:00 - Story time / Homework time (K's)
- 4:30-5/5:30* - Homework time / Library time (1-8's)
- 5:00- 6:00 - Computer Lab (3-8's)
- 5:00-6:00 - Table Games / Arts & Crafts / Outdoor Recess (All grades)

(*Times are approximate)

We will make every effort to go outside whenever possible. However, on days when the weather or season prohibits that, the structure could differ slightly.

Half Days - On most half days, the ASP will still be open (**see the list of important dates**) and pizza will be served to students.

Rates, Fees, & Payment

The following are the After School Program rates and fees for the 2018-2019 school year: All payments are due on the 15th of the month preceding the month of service.

Days per week →	5 days	4 days	3 days	2 days (minimum)
Monthly Fees	\$185	\$155	\$135	\$115

Discounts: There is a 10% discount for additional siblings and a \$25.00 discount for 4:30 PM pickup.

<u>MONTHLY AFTER SCHOOL PROGRAM FEES</u>			
	1 Student	2 Students	3 Students
<i><u>6:00 PICKUP</u></i>			
2 Days	\$115.00	\$218.50	\$311.65
3 Days	\$135.00	\$256.50	\$365.85
4 Days	\$155.00	\$294.50	\$420.05
5 Days	\$185.00	\$351.50	\$501.35
<i><u>4:30 PICKUP</u></i>			
2 Days	\$90.00	\$171.00	\$243.90
3 Days	\$110.00	\$209.00	\$298.10
4 Days	\$130.00	\$247.00	\$352.30
5 Days	\$160.00	\$304.00	\$433.60

Drop-In Care: Drop-In care is available at a rate of \$20/day. Payment is due at the time of pick-up. ASP registration forms must be completed prior to the day of drop in care.

Late Pick-Ups: A \$10.00 late pickup fee will be charged for any child picked up after 6:00 PM. After 6:15 there will be an additional charge of \$1.00 per minute and the emergency contact person will be called to pick-up the child. **This late pickup fee must be paid when picking up the child and is strictly enforced.**

*** More than 5 late pick ups after 6:30 could lead to a student's dismissal from the program**

Monthly Payment: **Payment is due by the 15th of the month preceding the month of service.** If payment is not made by the 1st of the month, a penalty fee of \$10.00 will be charged. Online payments are the preferred method of payment. However, cash and check will also be accepted. Please be sure to specify months you are paying for on your check. Payment should either be mailed in or dropped off at the front office.



TCCS AFTER SCHOOL PROGRAM
Important Dates to remember: 2018-2019

**Tuesday September 4th 1st day of school
(A.S.P. Closed- Pick up at 3:15)**

Monday October 8th ½ Day (ASP open - Lunch provided)

Thursday November 1st ½ Day (ASP open- Lunch provided)

Wednesday November 21st ½ Day (A.S.P. Closed- Pick up at 12:30)

Wednesday December 5th ½ Day (ASP open - Lunch provided)

Friday December 21st ½ Day (ASP closed - Pick up at 12:30)

Wednesday January 9th ½ Day (ASP Open- Lunch provided)

Thursday February 7th ½ Day (ASP open - Lunch provided)

Wednesday March 6th ½ Day (ASP open - Lunch provided)

Wednesday May 8th ½ Day (ASP open - Lunch provided)

TCSCO Annual Dinner Dance ASP closed: Date TBD

Friday May 24th ½ Day (ASP closed - Pick up at 12:30)

Wednesday June 19th: Last day of After School - Lunch Provided

Policies and Procedures

The following are the general After School Program policies and procedures that students will need to follow.

Reporting to ASP - At the end of the school day, bussers and walkers will be dismissed when they hear an announcement over the school's speaker system. Shortly after, After School Program students will be called. Students in grades K-2 will be escorted to the cafeteria by their homeroom teachers. Students in grades 3-8 will be dismissed by their 8th period teacher. If that teacher happens to be an After School Program staff member, the students will be escorted down by that teacher after walkers are called, before the rest of the ASP students are even called.

If students are participating in a different activity outside of the After School Program (club, detention, extra help, etc.) they MUST report to the After School Program to check in with the attendance takers before going to their other activity. Snacks are not permitted outside of the cafeteria, so students who have other obligations will receive their snack after they are done with their other activity and report to ASP for the rest of the afternoon.

Student Belongings - Students in all grades must keep all belongings in their lockers. Students will not have access to classrooms without supervision. Students should bring coats, and other things they would need to after school if we are going outside for the day.

Snack Time - As students enter the cafeteria for snack time, K-2's will be at separate tables (based on their grades) and 3-8's will sit at any of the 3 remaining tables. Students will be called up, one group at a time, to get their choice of snack and a drink. Once they have their snack, students will have no need to get up from their tables, as a staff member (or student volunteer) will be around with the trashcan to allow students to dump their garbage. **Students need to remain seated at all times. They may only get up with a staff members permission**

Bathroom Passes - When not being escorted to the bathroom as a group, students MUST have a bathroom pass to use the facilities (or get a drink of water from the fountain). There will be two passes for girls and two passes for boys. Each day, they will be held by a specifically designated staff member. Students must get the pass from that staff member and return it when they come back. In cases of "emergencies", students can ask any staff member for permission. All students must use the bathrooms in the 1-2 hallway. The kindergarten and upstairs bathrooms are off-limits.

Coats/Water - The After School Program makes every effort to take the students outside whenever possible. Thus, we will be going outside late into the fall and early in the spring, as long as it is not too cold or wet outside. As a rule, if a student's parent(s) or guardian(s) sends him or her to school with a coat, he or she will be expected to wear it at all times while outside (unless it is unseasonably warm, at which point the ASP staff will make a determination regarding whether or not students may remove their coats while playing outside). The same policy will be enforced regarding hats and/or gloves. Coats should NOT be worn while students are in the building (cafeteria, homework time, etc.) Students are permitted to bring bottles of water on hot days to bring outside with them.

Homework Time - At 4:30 all students will put their coats away, grab their book bags, and head to homework time. Students in grades 1-8 will do their homework in the 1-2 classrooms. All rooms will have staff members on hand to ensure that the room remains a quiet environment and to answer any questions that students may have regarding their homework. Once they have finished their work, students must show it to one of the homework time staff members before they will be dismissed. Kindergartners will complete their homework or have story time in the Kindergarten classrooms.

Homework time runs for about a hour. If students still need more time after that, they are welcome to continue working on their homework in the cafeteria or outside (with the group).

Outdoor Recess - During the months where it is still light until 6:00, students will go back outside for recess (weather permitting) after homework / library / story time is complete. During this time, students of all ages are permitted to play on the basketball court or playground side. All school and ASP playground rules will apply when students are playing outside.

Arts & Crafts - During table game time, students may elect to read or draw and color. A variety of art supplies will be available for the students to use. From time to time, there will also be organized arts and crafts projects that students may elect to do. While these are not mandatory, all students will be encouraged to participate.

Personal Toys & Games - Students in the After School Program may bring their own small toys or games (cards, dolls, etc.) to play with during designated times. However, they may not be violent (weapons, etc.) or otherwise inappropriate for school. Toys are brought in at the student's / parent's own risk and the After School Program does not accept responsibility for them. They must NOT be out during snack or homework time. Otherwise, they will be confiscated and returned at pick-up time.

Injuries or Sickness - If a student gets injured or becomes sick while in the After School Program, parents or guardians will be notified (ASAP in an emergency or at pick-up time in less serious cases) and a staff member will bring them to the nurse's office or main office for appropriate attention.

Student Pick-Up -Sign out books will always be in front office. When parents are picking up students from outside a staff member will radio to the office that the student is being picked up. **NOTE: IF CHILD IS BEING PICKED FROM THE INSIDE, PICK-UPS MUST USE THE FRONT ENTRANCE. ALL OTHER DOORS WILL REMAIN CLOSED AND LOCKED DURING THE AFTER SCHOOL PROGRAM.** If the person picking the student up is not on the approved list, the parent or guardian will be contacted before the student is released.

T.C.C.S. After School Behavior Plan

Bullying - Harassment, Intimidation, or Bullying of any type will not be tolerated at the After School Program. The school's official policy on bullying will be strictly enforced.

Hands on others- When students are playing they must keep their hands to themselves. Even if students are ok with the rough play with each other, it is not permitted.

Snack time: Students must stay seated and have a volume at a reasonable level. Students are not permitted to play or get out of their seats without permission.

Homework Time: Students must report to homework time at 4:30. If students do not have homework they will read. Only students whose parents have contacted Mr. Adam about not reading in After School will be excused. Students must remain quiet during homework time.

Outside/ Inside Play Time: Student must use all materials appropriately when playing outside. Students must also share the school materials.

Students who break the rules will sit out, and parents will be notified of behavior at pick up. A continuation of inappropriate behavior could lead to a student's dismissal from the program.