

# 2019-2020

## After School Policies & Procedures

Welcome to After School 2019/2020! Please refer to the following information to help after-school run smoothly throughout the year. We encourage you to keep it in an easily accessible place in your home so you will have it readily available to you.

### IMPORTANT NUMBERS

Holly Mills, Director, Cell Phone 850-559-0109

Chelsi Blankenship, Assistant Director 904-327-2762

AFS Office: 850-328-0040

### What do I do if my child is going to be absent?

DCF requires us to keep written documentation of your Child's absent notifications and to contact every child's guardians in the event that your child does not attend our program and we were not notified. If you know that your child will not be here in advance, then please write it down on our 'Parent's Notes to Staff' clip board located on the pickup table. In the event that their absence is last minute, then please send Mrs. Holly a quick text 850-559-0109 or email [hmills@icelebration.org](mailto:hmills@icelebration.org) stating that your child will not be attending After School with a specific date. As inconvenient as it may be, it is an additional step to keep your precious little ones safe and accounted for each and every day.. Remember if your child is too sick to attend school, then your child is too sick to attend After School. **Also, if your child is sent home due to behavior issues, it is best to keep them with you for the remainder of the day.**

### STAFF MESSAGE BOARD

At the sign-out table, each afternoon there will be a STAFF MESSAGE BOARD for you to indicate any information for the staff. Example: receipt, pick-up changes, absences, and any other issues that might help the staff provide a smooth day for everyone.

### FOOTWEAR

For safety purposes, children **MUST** wear tennis shoes or closed-toe shoes.

### ILLNESS

We will notify parents immediately if their child becomes ill or injured while attending After School. If your child runs a fever of more than 99.9, parents will need to pick up their child and keep them out of camp until they have been without a fever for at least **48 hours** without medication. If your child has hand foot mouth, pink eye, lice, vomiting, diarrhea, open lesions, we ask that your child be kept home for **48 hours** after medication has begun. If your child has Strep, we ask that your child be kept home for **2 full days** after starting medication and provide a doctor's note. If your child has the FLU, we ask that your child be kept home for **5 days** after starting medication and provide a doctor's note. If your child has an unexplained rash, we ask that you see your doctor and do not bring the child to camp until the cause and remedy are determined and provide a doctor note. A rash accompanies many highly contagious illnesses.

### INJURY

If a child is injured, we will complete an Incident Report that requires the parent's signature at the time of pick up. Please keep your address and phone numbers current in the event of an emergency. Children are to be picked up as soon as parents are notified.

### LATE PICK-UP FEES

We ask that you promptly pick up your children no later than 6:00 p.m. If children are not picked up by 6:00 p.m. the late fee will be \$10.00 AND \$1.00 per minute after 6:05 p.m. (Example: 6:01 -6:05 will \$10, 6:06 will be \$11, 6:07 will be \$12, etc.) Fees are due immediately. Our employees have personal schedules, which they must keep, so please help us by being prompt. After three excessive late penalties, a consultation with the director will be required. **Thank you for being respectful of our staffs' time.**

### TUITION PAYMENT

This year ALL Payments, with the exception of cash, will need to be made through our online processing site Bluefire. You will receive a link at the beginning of the school year, as well as the option to pay online at the Car Pickup Table. **There is just a\$0.39 processing fee for this service.** Payments are due on the **1<sup>st</sup>** of every month and will be considered late if received after 6:00 p.m. on the **5<sup>th</sup>**. Parents paying after the **5<sup>th</sup>** will automatically receive a \$25 late payment fee and payment will need to be made online or with cash **at the Car Pickup table.** If we have not received payment by the 10<sup>th</sup> of each month, Celebration will be unable to pick up your child from school. If your account remains delinquent, Celebration reserves the right to fill their spot. There is a \$25 fee for all returned payments. If you have a payments returned, you will be asked to make all other payments by cash, credit card, cashier's check or money order for a period of 6 months or more to be determined by the Director.

### TOYS FROM HOME

The public school policy states that children may not bring toys to school. Should your child bring toys from home, **please note that we will not be held responsible for lost, stolen or broken toys.** More often than not, toys end up misplaced or broken.

### SPECIAL NEEDS CHILDREN

We believe that each child is created by God and is very special, unique, and worthy of the best possible care. We ask that you provide us with important information if your child has special needs or if you have vital information that we need to know in order to provide the best possible care. Please know that we will do our best to accommodate any child with special needs. We will contact you personally if we have concerns that our program cannot adequately serve your child due to lack of resources, training or personnel. Due to our love and respect for each child, and the serious nature of caring for children, we must reserve the right not to accept a child with certain special needs if we feel we are unable to provide staff that is well trained with the care the child needs. While it would pain us greatly to have to do this, we must put the needs of the children above our own preferences when the circumstances require it.