



Before & After School Child Care

Program Description

Before & After School Child Care is designed to provide a safe and fun environment for the children of Elementary Students (K-5) working parents. Activities include: Quiet Corner, Arts and Crafts, Homework Assistance, Reading Time, and Gymnasium Time when permitted.

Hours of Operation

Before & After School Child Care will be offered on days that school is in session for full days (not offered on half days). Before School Care will begin one hour and thirty minutes prior to school doors opening, 7:00 a.m. – 8:30 a.m. After School Care will begin immediately after school until 5:30 p.m. On days that school is dismissed early, due to weather, or any other reason, there will be no After School Child Care.

Locations

Lincoln-Douglas Elementary School, Iles Elementary School, Rooney Elementary School, Denman Elementary School, and Baldwin Elementary School.

Use of the Program

Before & After School Child Care is only available to students currently enrolled in Lincoln-Douglas Elementary School, Iles Elementary School, Rooney Elementary School, Baldwin Elementary School, and Denman Elementary School. Student(s) can use the program on a full time or part time basis after school.

Breakfast / Snack

Breakfast will be provided to children enrolled in the Before School Child Care Program and will be paid for in addition to the Before School Child Care fee.

Snack is provided at no additional cost for children enrolled in the After School Child Care Program. If your child has food allergies, please fill out the attached Food Allergy Sheet. Your child will be given the option to eat a “safe” snack provided by the After School Child Care Program or they can bring their own snack each day.

Scheduling

Parents must fill out and return a monthly calendar detailing their student’s attendance **ONLY if there are additional days needed that were not included on the original Enrollment Form.** All schedules must be turned in the last Friday of the month, for the upcoming month. Parents will be notified if there are open spots to accommodate their additional request based on the monthly calendar. Staff will be scheduled based on the monthly calendars submitted by parents per enrollment needs. Parents who do not turn in calendars by the due date will be charged their normal rate for the upcoming month’s care.

Example: Enrollment Form indicated child care needed for Monday, Wednesday, and Friday; but for the upcoming month child care needed for Monday, Tuesday, Wednesday, Thursday, and Friday. A schedule would be turned in requesting Tuesday and Thursday for the upcoming month. YOU MAY NOT DECREASE the number of days; only request an increase of days for the upcoming month.

Absences

Parents must inform the Before and After School Child Care of a child's absence ASAP. Even though your child is absent, you are still responsible for payment of that day. Program expenses occur even if your child is absent, as well as the slot for your child being filled. However, if a 24-hour notice of absence is given due to illness, then that child may not be charged for that day. A doctor's note verifying the child's illness may be required in order to have that day's payment waived.

Enrollment

Enrollment is available to all students enrolled in the 2020-2021 school year, Kindergarten through fifth grade. The attached Registration Form must be completed for EACH child enrolled in the Before & After School Child Care Program and turned in prior to their first day of participation.

Fee Schedule and Payment Policies

2020-2021 School Year

A Yearly Non-Refundable Registration Fee of \$25.00 per family is required in order to enroll in the Before & After School Child Care Program.

Before & After School Child Care Program Rates (Pending adequate enrollment)

\$3.50/hour per child for Before & After School Child Care (Child of a QPS Employee)

\$4.00/hour per child for Before & After School Child Care (Child of a Non-QPS Employee)

Tuition must be PRE-PAID each month for the days your child is signed up on the Enrollment Form.

Payment is DUE by 5:30 p.m. on the 15th of each month. Cash will not be accepted. A \$10.00 late payment fee is added to bills not paid by this due date/time. If your bill is 7 days past due, you will be unenrolled from the program and you will have to re-enroll by paying the \$25.00 deposit again in addition to any past due amounts. Nonpayment of tuition will be turned over to a collection agency. Returned checks will be charged a \$25.00 processing fee, and personal checks will no longer be accepted. Please retain ALL receipts, a year end statement will not be provided.

Late Pick-Up Policy and Fee

Children who are picked up late from the After School Program will have a late fee added to their weekly bill of \$10.00 per each 15-minute interval (or fraction thereof) past 6:00 p.m.

Example: 5:45 p.m. = \$10.00 fee 6:00 p.m. = \$20.00 fee

Discipline Policy

In order to ensure the safety and quality of care for all who choose to participate in the Before & After School Child Care Program, Quincy Public Schools has developed a discipline plan. Attached is the Discipline Policy that must be read and signed by a parent for EACH child that is enrolled in the program.

Students are to report immediately to the cafeteria, no stopping on the way. Students must ask permission to use the restroom. Child Care Workers must be aware of where students are at ALL times. Students will NOT be permitted to go to their classrooms during Before & After School Child Care hours of operation. Students may only be in designated areas where Child Care Workers are supervising (cafeteria / gymnasium).

Medical Policy

If a child has a medical condition which requires special attention, the parent/guardian must inform the Program Director prior to enrolling in the program.

If a child becomes ill or injured during the program, a parent/guardian will be notified and may be asked to pick up their child as soon as possible.

Items from Home

Children will be responsible for keeping track of their own possessions. The Before & After School Child Care Program will not be responsible for misplaced or broken toys, clothing, school projects/homework, books, electronics, etc. The Before & After School Child Care Program will provide toys, games, etc. Students should leave his/her personal toys, games, etc. at home. Personal electronics are NOT permitted.

Drop Off

A Parent/Guardian MUST walk their child to the cafeteria and sign them in to Before School Child Care.

Pick Up

A Parent/Guardian MUST pick their child up from the cafeteria and sign them out from After School Child Care. Children will not be released to any person that has not been authorized by a Parent/Guardian.

COVID-19 Precautions

All children enrolled in The Before & After School Child Care Program will be required to wear a mask and social distance when possible.

By signing I am verifying that I have read and understand the above policies and agree to Pre-Pay my childcare bills and pay late fees if necessary by the outlined due date. I will fill out and turn in a scheduling calendar on a weekly/monthly basis by the outlined due date.

(Child's Name)

(Printed
Name of Parent/Guardian)

(Parent/Guardian Signature)

(Date)