



## 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. On half days for Parent Teacher Conference, Child Care is offered only Before School. 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.

### 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. If you want your child to eat breakfast, they will get in line once Before School Child Care is dismissed at 8:30 a.m.

Snack is provided at no additional cost for children enrolled in the After School Child Care Program. If your child has food allergies, the parent/guardian must inform the Program Director prior to enrolling in the program. 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. All schedule changes must be requested prior to the first of each 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(s). Program expenses occur even if your child is absent, as well as the slot for your child being filled.

### **Enrollment**

Enrollment is available to all students enrolled in the 2021-2022 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**

2021-2022 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)

\*Before School Child Care. Children can be dropped off anytime between 7:00 a.m. – 8:30 a.m. Regardless of the drop off time, each child will be billed for 7:00 a.m. – 8:30 a.m.

\*After School Child Care. Children will be billed based on the pickup time provided. Children must be picked up promptly at the time provided.

**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.**

### **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).

**Special Needs / Medical Policy**

If a child has special needs and/or a medical condition which requires special attention, the parent/guardian must inform the Program Director prior to enrolling in the program. The Program Director may speak with the child’s teacher, SPED Director, etc. regarding possible accommodations.

If a child becomes ill or injured during the program, a parent/guardian will be notified and may asked to pick you 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**

The Before and After School Child Care Program will follow the same rules/guidelines that are in place during the normal school day.

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)