



# MSDLT Before and After Care Parent Handbook 2020-2021

## **INTRODUCTION:**

Before and Aftercare is available to students in grades kindergarten through sixth grade on each regular school day. Childcare is provided at each Elementary and Early Learning Center. An annual supply fee is required per family

## **GOALS:**

Before and After Care provides a safe and stimulating environment for all children. Children are provided opportunities to enjoy learning clubs, mentoring activities, movement, homework time, and fun-filled enrichment activities and community partnership experiences.

## **HOURS & DAYS OF OPERATION:**

Before and After Care is open Monday through Friday during the following hours:

AM Care	6:30 a.m. to 7:40 a.m.
PM Care	2:35 p.m. to 6:00 p.m.

NOTE: Hours may vary slightly with individual schools.

Thursday, August 13, 2020: First Day for Students; First Day for MSDLT Before and After Care. The last day of school will be May 28, 2021

## **Before and After Care Provider Care for the following breaks and E-learning Days:**

October 19 <sup>th</sup> -23 <sup>rd</sup>	Fall Break
November 3 <sup>rd</sup>	E-Learning Day
December 18 <sup>th</sup>	E-Learning Day
February 16 <sup>th</sup>	E-Learning
March 29 <sup>th</sup> –April 2 <sup>nd</sup>	Spring Break

**Before and After Care will not provide care on the following dates:**

September 24 <sup>th</sup>	Parent Teacher Conferences
November 25 <sup>th</sup> -27 <sup>th</sup>	Thanksgiving Break
December 21 <sup>st</sup> -January 1 <sup>st</sup>	Winter Break
February 15 <sup>th</sup>	President's Day

**LOCATIONS OF SCHOOL YEAR PROGRAMS:**

**Amy Beverland Elementary**

*School Phone:* 317- 964-4000

*Principal:* Jered Pennington

*Site Leader:* Melissa Jaques

*Phone:* 317-964-4097

**Brook Park Elementary**

*School Phone:* 317- 964-4100

*Principal:* Alicia Gatewood

*Site Leader:* Angelia Eubank

*Phone:* 317- 964-4197

**Crestview Elementary**

*School Phone:* 317-964-4200

*Principal:* Natalie Schneider

*Site Leader:* Tess Jones

*Phone:* 317- 964-4297

**Forest Glen Elementary**

*School Phone:* 317- 964-4900

*Principal:* Jerome Lahlou

*Site Leader:* Karinell Rodriguez

*Phone:* 317- 964-4997

**Harrison Hill School of Inquiry**

*School Phone:* 317- 964-4300

*Principal:* Natalie Stewart

*Site Leader:* Glynis Yowell

*Phone:* 317-964-4397

**Indian Creek Elementary**

*School Phone:* 317- 964-4400

*Principal:* Kevin Kemper

*Site Leader:* Donna Tonnis

*Phone:* 317-964-4497

**Mary Castle Elementary**

*School Phone:* 317-964-4600

*Principal:* Carl Blythe

*Site Leader:* Shante Owens

*Phone:* 317-964-4697

**Oaklondon Elementary**

*School Phone:* 317- 964-4800

*Principal:* Jennifer Sheets

*Site Leader:* Mary Quiroga

*Phone:* 317-964-4897

**Skiles Test Elementary**

*School Phone:* 317- 964-4700

*Principal:* Justin Hunter

*Site Leader:* Nakiesha Howard

*Phone:* 317- 964-4797

**Winding Ridge Elementary**

*School Phone:* 317- 964-6800

*Principal:* Alicia Harris

*Site Leader:* Brittany Fancher

*Phone:* 317-964-6897

**Early Learning Center @ Brook Park**

*School Phone:* 317- 423-8215

*Principal:* Edyza Deynes

*Site Leader:* Crystal Walker

*Phone:* 317-423-5391

**Early Learning Center @ Winding Ridge**

*School Phone:* 317- 423-8217

*Principal:* Conni Davis

*Site Leader:* Doug Whitcomb

*Phone:* 317-964-5458

**Sunnyside Elementary**

*School Phone:* 317-964-4500

*Principal:* Tierney Anderson

*Site Leader:* Shannon Williams

*Phone:* 317 964-4597

**Early Learning Center @ Amy Beverland**

*School Phone:* 317- 423-8214

*Principal:* Erin Sughrue

*Site Leader:* Ebony Tucker

*Phone:* 317-423-5346

**Early Learning Center @ Mary Castle**

*School Phone:* 317- 423-8216

*Principal:* Angela Crousore

*Site Leader:* Valerie Do

*Phone:* 317-964-5434

**RATES:**

**SUPPLY FEE:**

\$25.00 NON-REFUNDABLE per family

**AM CARE:**

\$25.00 per week, per child

PM CARE:

\$65.00 per week per child for the first child

\$50.00 per week for additional children

AM & PM CARE

\$70.00 per week per child for the first child

\$55.00 per week for additional children

**STAFF RATES:**

PM CARE

\$50.00 per week per child

AM & PM CARE

\$55.00 per week per child

**SERVICE FEES:**

Late pick up fees begin at 6:01pm at \$10.00 for every 15 minutes you are late picking up your child.

\$10.00 service charge for late payment. Charges to account on Thursday mornings.

\$20.00 service fee for returned check

**CCDF (Child Care Development Fund):**

We are pleased to accept a CCDF child care voucher which is a federally funded program to help offset the child care fees. If a family receives CCDF, it is their responsibility to check their student in and out on the CCDF machine daily for the hours attended. The minimum amount of hours required per week for K -6 is 10 hours per student. If you do not reach the 10 hours, then the remaining balance will be the parent's responsibility.

MSDLT Before and After Care services are provided for the 180 days that the children attend school during the instructional year. **National Holidays are not counted in the 180 days.**

**FEE PAYMENT POLICY:**

NOTE: CASH IS NO LONGER ACCEPTED

a. Your responsibility to pay begins with the first day your child attends through the Friday of the week of withdrawal. Payment credit will not be given for absences or LEAP program. You must pay for the days to which you have committed, which may not always be the days your child attends.

b. Credit for vacation time is not given during the school year session. Normal weekly fees must be paid to hold your child's spot.

c. Payment may be made weekly, bi-weekly or monthly as long as it is paid in ADVANCE. Payment is due by 6:00 p.m. each Wednesday for the following week. A \$10.00 late fee will be charged to all accounts Thursday if payment is not received by Wednesday at 6:00 pm. If payment is not made by 6:00 p.m. on Friday for the following week, your child will not be allowed to return on Monday until fees are paid.

d. Checks should be written to MSDLT.

e. Checks returned to Before and After Care because of non-sufficient funds must be replaced with either money order or credit card payment. A service fee of \$20.00 will be charged for each returned check. After two returned checks, all payments must be made by money order or credit card through the end of the school year.

**RECEIPTS:**

Payments will be receipted within 24 hours. Please log into ezchild track if you need copies of your payment receipts. Please save all receipts for tax and reimbursement purposes.

**IMPORTANT ACCOUNT INFORMATION:**

THESE POLICIES WILL BE STRICTLY ENFORCED.

MSDLT BEFORE AND AFTER CARE WILL BE FOLLOWING THE LISTED SCHEDULE BELOW IN ACCORDANCE WITH YOUR BEFORE AND AFTER CARE CONTRACT.

- All accounts will be billed on Tuesday.
- All fees are due for the following week on Wednesday by 6pm. If you need to pay on Friday, it will need to be received the Friday before the Wednesday payment is due.
- Accounts with an outstanding balance will be charged a \$10.00 Late Payment Fee on Thursday.
- Accounts with an outstanding balance on Friday will be given a notice of discontinuation of childcare services effective the following Monday.
- If you receive CCDF and have a co pay; the above payment schedule is followed and copay must be paid by Wednesday, for the following week.
- If you receive CCDF, you must swipe your child's hours daily.  
\*\*\*During COVID restrictions, parents will not swipe but will need to approve late attendance.
- You will receive a statement of hours swiped on Wednesday, to ensure you meet your required hours by Friday.
- If required hours are not swiped by Friday; the weekly fee is the parent's responsibility.
- Accounts with an outstanding balance and or not enough hours will be given a notice of discontinuation of childcare services effective the following Monday.

**PAYMENT SCHEDULE:**

<b>Week:</b>	<b>Week of:</b>	<b>Due Date:</b>			<b>Week:</b>	<b>Week of:</b>	<b>Due Date:</b>
1	8/13,8/14 & 8/17/2020	8/12/2020			18	1/4/2021	12/30/2020
2	8/24/2020	8/19/202			19	1/11/2021	1/6/2021
3	8/31/2020	8/26/2020			20	1/18/2021	1/13/2021
4	9/7/2020	9/2/2020			21	1/25/2021	1/20/2021
5	9/14/2020	9/9/2020			22	2/1/2021	1/27/2021
6	9/21/2020	9/16/2020			23	2/8/2021	2/3/2021
7	9/28/2020	9/23/2020			24	2/15/2021	2/10/2021
8	10/5/2020	9/30/2020			25	2/22/2021	2/17/2021
9	10/12/2020	10/7/2020			26	3/1/2021	2/24/20201
10	Fall Break 10/19-10/23				27	3/8/2021	3/3/2021
11	10/26/2020	10/21/2020			28	3/15/2021	3/10/2021
					29	3/22/2021	3/17/2021
12	11/2/2020	10/28/2020			Spring Break 3/29-4/3		
13	11/9/2020	11/4/2020			30	4/5/2021	3/31/2021
14	11/16/2020 &11/23, 11/24	11/11/2020			31	4/12/2021	4/7/2021
15	11/30/2020	11/25/2020			32	4/19/2021	4/14/20201
16	12/7/2020	12/2/2020			33	4/26/2021	4/21/2021
17	12/14/2020	12/9/2020			34	5/3/2021	4/28/2021
Winter Break Week #1 12/21-12/25					35	5/10/2021	05/05/2021
Winter Break Week #2 12/28-1/1					36	5/17/2021 & 5/24/2021	5/12/2021

**ATTENDANCE:**

Before and After Care begins as soon as your child enters the Before and After Care area. All children enrolled in the program are expected to go to the designated area immediately after school is dismissed for the day. Please send written notice to your child's teacher of his/her enrollment in Before and After Care and the teacher will assist in getting your child to the program. Written permission must be received from parent or guardian to release your child to attend any before or after school activities such as choir, math pentathlon, tutoring, etc. If a child does not arrive as expected, the Site Leader will contact the parent. If the parent cannot be reached, the child's emergency person will be called.

**DROP OFF AND PICK-UP:**

Children attending the morning session must be brought into the designated area by an adult. Please do not bring children earlier than 6:30 a.m., our opening time. Children must be signed in and out in EZchild track by a parent or guardian in order to be admitted to and released from the Before and After care program.

Your child will only be released to you or to those you have authorized to pick up. Identification will be required of everyone.

Children will be released to custodial parents only. In the case of joint custody, the child will be released to either parent. A non-custodial parent may pick up only with written authorization from the custodial parent. It is recommended that a copy of custody agreements be kept on file with the site leader.

**LATE PICK-UPS:**

All children are required to be picked up by 6:00 p.m., our closing time. An overtime fee of \$10.00 per child for every 15 minutes late after 6:00 p.m. will be assessed for late pick-ups. Time is determined by school clocks in the pick-up area. Late fees will be charged as follows:

6:01 p.m. to 6:15 p.m. - \$10.00 per child

6:16 p.m. to 6:30 p.m. - \$20.00 per child

6:31 p.m. to 6:45 p.m. - \$30.00 per child

6:46 p.m. to 7:00 p.m. - \$40.00 per child

After three late pick-ups within one school year, parents will be asked to make other childcare arrangements. It is the parent's responsibility to ensure that someone (either parent, emergency or alternate pick-up person) is available to pick up the child on time.

If a child is not picked up by 6:30 p.m. and all attempts to contact parents/guardians and emergency numbers have been unsuccessful, the police will be notified to place the child in protective custody. This step will only be taken after staff has consulted with the Principal.

**PROGRAM DESCRIPTION:**

The program provides developmentally appropriate activities for children. In addition to daily homework, learning clubs, movement, mentoring, balanced play, and free choice are offered daily.

**SNACKS:**

A nutritious snack will be served each afternoon.

## **EXTRACURRICULAR ACTIVITIES:**

In the event of extracurricular activities, you will be informed prior to the activities.

## **HOMEWORK POLICY:**

Homework time is scheduled during Aftercare in addition to other scheduled activities. It is the responsibility of the child to use the scheduled time wisely. Staff members are available to assist students and help answer any questions. Although we strive to provide the best homework help, we cannot guarantee that all homework is complete or accurate. Please spend time reviewing your child's homework at home.

## **STUDENT BEHAVIOR AND DISCIPLINE POLICY:**

The rules for Before and Aftercare are established to promote a safe and nurturing environment where all students can thrive. When behavior problems occur they will be handled promptly with kindness and understanding. However, there is never an excuse to disregard a directive given by a staff member. Serious behavior problems will be discussed with the site leader, principal and parent if needed to resolve the issue. It is always the intention to restore any relationship that may be broken because of an incident.

In some instances it can be determined that the Before and Aftercare program is not an appropriate place for those who continue to break the rules.

Within the framework of the school rules, the following is a guide to the discipline protocol for Before and Aftercare:

### **Minor Behaviors (examples but not limited to):**

- Disruptive behavior (shouting, yelling and etc.)
- Profanity
- Name calling or put-downs
- Inappropriate use of materials
- Inappropriate Cell Phone Use
- Running from Caregivers

### **Consequences for Minor offences:**

- Conversation with student
- Restriction from activity
- Incident report and parent contact
- Conferences with child, parent and site leader
- Written plan of action to help correct the behavior

### **Major Behaviors (examples but not limited to):**

- Stealing
- Computer trespass (using someone's password or files without permission)
- Weapons or dangerous objects intended to harm, intimidate or threaten
- Threatening comments
- Physical assault
- Possession or distribution of drugs, alcohol or tobacco

### **Consequences for major behaviors:**

- Immediate removal from group
- Parent phone call and immediate pick up
- Conference with parent, child, principal and site leader will be scheduled

While the above behavior problems are rare, students need to know the seriousness of such actions. All attempts will be made to keep the child engaged in the program; however Before and Aftercare is not equipped to handle major incidents and any student who engages in these behaviors will be temporarily or permanently suspended from the program.



**All final decisions are at the discretion of the principal and Before and Aftercare Site Leader.**

**Sexual Harassment:**

Sexual Harassment is defined as the improper touching of another person in a sexual way or using words in a sexually intimidating manner that is either unwelcome, uninvited or unwanted. Any violation of MSDLT school board policy on sexual harassment will be reported to the school principal and the department of Children's Services and the student may be suspended pending investigation.

\*\*\*Parents/Guardians, please note: If a problem arises concerning your child or another student, please let your Site Leader know and she/he will work with you to resolve the situation. Keep in mind that children are present and that a loud voice and inappropriate or threatening language is not acceptable. Any parent or guardian who is physically or verbally abusive risks losing their child's placement in the program

**POLICY TO RELEASE A CHILD TO AN IMPAIRED OR INTOXICATED PERSON:**

If an authorized intoxicated or impaired person insists on removing children from the program, the program shall immediately report the incident to the local police agency. All efforts will be made by Before and After Care to make sure that such individuals do not sign out their child/children.

**FIREARMS, ALCOHOL, ILLEGAL SUBSTANCES:**

The use of tobacco, and use or possession of alcohol, illegal substances and firearms is prohibited.

**SICK POLICY:**

If your child becomes ill at Before and After Care, we will isolate him/her and contact you for pick up. Parents are required to pick up an ill child within 30 minutes of phone notification. If a parent is contacted but cannot pick up his or her child within the 30 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone from the child's emergency contact form. If a parent cannot be reached, the staff will call those persons listed on the child's emergency list to make the necessary pick-up arrangements. The decision regarding whether or not an ill child may remain at the program is entirely up to the discretion of the Site Leader.

It is important that a child be free from all symptoms of illness for 24 hours before returning to our program. PLEASE, DO NOT SEND A SICK CHILD TO BEFORE AND AFTER CARE.

It is imperative that parents keep updated work and home phone numbers on file with Before and After Care in the event of a child's illness or an emergency.

\*\*\* During COVID restrictions the Before and After Care site will follow the districts re-entry plan for symptoms and return.

**DISPENSING MEDICATION:**

If your child requires medication during after care, please contact the school nurse and schedule a time to talk with the school nurse and after care site leader about how to coordinate this for your child.

**COMMUNICABLE DISEASE:**

Whenever exposure to disease has occurred in Before and After Care, control measures shall be implemented as follows:

1. The disinfection of toilet facilities, furnishings, toys or other articles that may have been used by a

person with a communicable disease.

2. The disposal of bodily discharge containing infectious material in a manner that would protect handlers from contact with the material.

When any person working, volunteering or attending Before and After Care is known to have a communicable disease, they shall be excluded from attendance at the child care center for such time as prescribed by the person's physician or the local health officer.

Before and After Care shall determine when the person is well enough to return to work.

Before and After Care will follow the Child Care Communicable Disease Chart for directions on how to manage suspected illnesses.

**SUSPECTED CHILD ABUSE:**

Before and After Care is required by law to report any suspected child abuse or neglect to Child Protective Services.

**CONFIDENTIAL POLICY:**

All information pertaining to admission, health, family or discharge of a child is confidential.

**TRANSPORTATION PERMISSION:**

In the event of a field trip or other such activity, you will be informed with a parent permission information/slip for your signature. Students will be transported through the MSDLT District Transportation System. The day, time, year, location of the field experience will be included on the parent permission form.

**WEATHER AND EMERGENCY CLOSINGS:**

\*If school is closed for bad weather or emergency conditions, Before and After Care will also be closed. Parents are encouraged to have a backup plan in the event this should happen.

\*If school is delayed for bad weather or emergency conditions, Before and After will open at their normal time of 6:30 a.m. to provide childcare until the start of school.

\*If school is released early, Before and After Care staff will be in by dismissal time to provide childcare. Parents are requested to have children picked up as soon as possible on these days.

\*For information concerning school delays/closings, listen to your local radio and television stations for emergency announcements. Closings or delays will also be posted on the district website [www.ltschools.org](http://www.ltschools.org).

**TOYS AND PERSONAL ITEMS FROM HOME:**

Due to the risk of damage, sharing issues, and possible loss, children are not permitted to bring toys, games, or personal items to Before and After Care from home except on special occasions. Parents will be notified in advance of those times. When items are brought to Loving Care, they must be labeled with the child's first and last name. Before and After Care will not be responsible for lost or stolen items.

**PARENT INFORMATION:**

Newsletters/informational flyers/ EZchild track notes will be available at each Before and After Care site to inform parents of upcoming events and any changes in schedules.

Continued enrollment in Before and After Care is contingent upon the parent's adherence to the policies and procedures as outlined in this handbook, including, but not limited to, timely payment of all fees.