

Will Rogers Before/After School Program Policies and Procedures

We welcome you and your child to Will Rogers Before/After school care. Our goal is to provide a safe, healthy, and fun environment while striving to meet the needs of your child. Will Rogers faculty and staff will be the instructors for the Before/After School Program.

HOURS OF OPERATION

The daycare program runs in conjunction with the Edmond Public Schools academic calendar. We will be closed during all scheduled breaks including snow days.

HOURS: 7:00-8:50 a.m. 3:55-6:00 p.m.

The morning program opens at 7:00 a.m. Monday-Friday and children may begin arriving at this time. The afternoon program closes at 6:00 p.m. A late fee of \$1.00 per minute after that will be charged for any child remaining after 6:05 p.m. However, if a parent repeatedly arrives after 6:00 p.m., (more than 3 occurrences), the 5 minute courtesy will be waived and other daycare arrangements might need to be made.

DAYS OF ATTENDANCE

Parents will need to mark down the specific days your child will be attending and the time, a.m.-p.m. or both. This will help us insure the safety and well-being of each child placed in our care.

PAYMENTS

Payment is due on Monday of each week, regardless of attendance. Payments must be for the scheduled days and times given previously to the Director. Refunds and/or reductions will not be made for absences or extracurricular activities. You will be charged for the number of days you signed up for.

Payments can be made by check or with cash. Payments must be made in advance or on the Monday of the current week. Payments may be made at the beginning of the month for the entire month or paid in two week increments, or weekly on Mondays.

Any payments received after Tuesday A.M. will have an added late fee of \$15.00. Nonpayment in excess of a week without prior notification to the Director will result in the loss of your child's spot in the Daycare and no remittance for the remainder of the school year.

It is imperative that everyone make payments in a timely manner. We are a non-profit program. All payments are used to provide games, equipment, computer

software, snacks and staff salary. It is your responsibility to make payments for the correct amount and ON TIME!

Discipline: The parents will be contacted when there are behavior problems. Should the behavior continue, the parent will be contacted to pick the child up early. If the behavior does not stop, the child will be dismissed from the program.

SNACKS: An afternoon snack will be served to the children each day.

SIGN IN/SIGN OUT

For your peace of mind and the safety of your child, ALL children must be signed in and out by a parent or a person that you have placed on the back of your Daycare enrollment card. Your child will not be released without your authorization and appropriate I.D. Under DHS regulations NO CHILD may sign themselves in or out!

ACTIVITIES

A.M. activities will include computer time and fitness fun. A study time will be available for students. This will not be a time to complete homework.

P.M. activities will include a snack time, a short free play time, and then the children will begin their rotations.

ROTATIONS

1. Computer Lab- TEACHER DIRECTED
2. Study hall for those students that want to get a head start on their assignments for the next day. Teacher "will assist" but this is not a tutoring/teaching session.
3. Rhythm and movement in the gym or games directed by a staff member.

The children will be grouped by age and all materials used will be age appropriate.

DROP OFF: Parents will bring their child to the west end of First Grade Hall at 7:00 a.m. (no early drop offs!) Remember a parent must sign the child in. **NO CHILD** may sign themselves in or out.

PICK UP: Parents may pick their child up at any time after school. Each family was given a rotation schedule so you know where to pick up your child. Parents must come in the building and sign the child out at that time.

We the Before/After School Care Staff at Will Rogers are very excited to be able to offer our parents this service. We are looking forward to a fun year!

BEFORE AND AFTER CARE NUMBER: 726-3930

THANK YOU FOR YOUR PARTICIPATION,
Karen Harper Director