

## Will Rogers Before/Aftercare Program Procedures/ Policies

Welcome to Will Rogers Before/Aftercare Program. Our goal is to provide a safe, healthy, and fun environment. Will Rogers faculty and staff will be the instructors for the program.

### **HOURS OF OPERATION**

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

**Look for the ORANGE cone when dropping off or picking up. It will either be on the west side or north side of the building.**

**HOURS: 7:15-8:50AM 4:15-5:40PM**

A late fee of \$1.00 per minute after 5:40 will be charged. However, if a child is repeatedly picked up late other arrangements might need to be made for daycare.

### **DAYS OF ATTENDANCE**

Parents need prior to starting the program to inform the director the days/times needed. 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 cash in person or online through <http://ok-edmond.intouchrecepting.com/>. Your username is your student's District ID number. Your password is your student's last name with the first letter capitalized. You can pay weekly, bi-weekly or monthly. Payments are considered late if not paid before Tuesday of the current week. A \$15.00 late fee will be applied. Nonpayment in excess of a week without prior notification to the director could result in the loss of your child's spot in the program and no remittance for the remainder of the school year. Please make your payments on time. We are a non-profit program. All payments are used for supplies, snacks (aftercare), and staff salary.

### **SIGN IN/SIGN OUT**

Your child will not be released without your authorization. Please make sure you have the people listed on your information sheet. If you check your child out of school early PLEASE notify us too.

## **SAFETY**

For the safety of your child and the other children, all children will be expected to follow behavioral guidelines, such as following directions, staying with the group, and never running away from the group or staff members.

If this occurs or becomes a recurring problem, other arrangements will need to be made because they will need to be dismissed from our program to ensure the safety of your child, all children, and staff members.

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

Sincerely,

Karen Harper

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