

After School Program

Policies and Procedures

2016-2017

1. **Enrollment:**
	1. Davis Memorial Presbyterian Church (DMPC) accepts children regardless of race, color, religion, national origin or financial status.
	2. DMPC serves children from Pre-K to 6th grade. 6th Grade students will only be accepted if they have a younger sibling attending the After School Club also. The after school club will function throughout the normal school year, August thru June, 5 days a week from 3:00pm to 6:00pm, **excluding snow days and holidays.** The program will be open as needed for early dismissals. We will **NOT** be open for 2 hour delays.
	3. Enrollment is based on a first-come, first-serve basis. A current application form must be completed to its entirety.
	4. Should there ever be a conflict for space, all things being equal, the priorities will be:
		1. Currently enrolled children
		2. Siblings of currently enrolled children
		3. Children of full-time working parents
		4. Children of community members at large (City, State, and Fire regulations regarding room size and children to adult ratios, will be observed.)
2. Upon admissions, each family must present the following:
	1. A signed statement of Policies and Procedures
	2. A completed and signed application, including: (emergency release, medical authorization, and publicity release.)
	3. A Rules form signed by the parent and child/children.
3. Financial Information
	1. The tuition for the after school club will be $10.00 per child, per day and $8.00 per additional child in the same family, per day. In the event of an Early Dismissal due to bad weather, un-foreseen event or a Randolph County Schools scheduled Early Dismissal, there will be an additional charge of $5.00 per child for hours of 12noon till 3pm.
	2. **Registration Fee:**
		1. Registration fee…$5.00 (per family) this on- time fee insures a spot will be help for your child regardless of attendance (as long as bill are kept up to date).
	3. **Regular Attendance Fees:**
		1. 3 pm till 5:30 pm….$10.00
		2. 5:30 pm till 6 pm…$5.00
		3. Siblings, $8.00 (daily) each, plus additional fees if incurred
	4. **Late Fees:**
		1. Any pick up after 6:05 pm additional $10.00 fee. **(Unless arrangements have been made 24 hours in advance.)**
	5. **Early Dismissal**
		1. $5.00 additional to regular fee
	6. Any bill overdue by 2 months incurs a $20.00 late fee.
	7. Any bill overdue by 3 months incurs a 40.00 late fee.
	8. Any bill 3 months overdue, the child’s spot will no longer be held open for them until the bill is paid in full.
	9. **No child will be allowed to re-register in a future school year until all overdue bills (from any school year) are paid in full.**
	10. Hours are Monday thru Friday 3:00pm to 6:00pm, except for early dismissal days.
	11. There will be no program on snow days, holidays, 2 hour **delays**, or days when there is no school.
	12. DMPC depends on the tuition for the support and continuity of the program. Billing statements will be sent out in a timely manner. Payments are due with 2 weeks of receipt of bill. DMPC understand that families experience times of stress and if your tuition cannot be paid by the due date every month, you must make prior arrangements with the Director.
	13. There will be a $15.00 charge for all returned checks.
	14. Any pick up after 6:05 pm additional $10.00 fee. **(Unless arrangements have been made 24 hours in advance.)**
	15. If something occurs during the year that may prohibit you from making your payments on time**, please contact the Director ASAP** so that something can be worked out. Advanced payments, Bi-Weekly and weekly billing can be other options. DMPC wants all of the families to feel welcome, so please don’t hesitate to contact the Director, we will do everything we can to help you meet your tuition.
4. **Dismissal/Withdrawal:**
	1. If for any reason it is deemed necessary in the best interest of the child and for the program that a child be dismissed, 2 weeks’ notice will be given. Methods of discipline shall be removal from the place of conflict for a short period of time and monitoring by an after school staff member. For unacceptable behavior such a biting, scratching, hitting, kicking, inappropriate language or gestures, or endangering the safety and welfare of themselves and/or others, a parent will be notified. For a second offense, a parent will be called to pick the child up immediately and the child will not be allowed to return for 24 hours. Continued offenses will result in dismissal from the program.
	2. If withdrawal from the program is necessary, the parent is required to give at least 1 weeks’ notice.
5. **Attendance:**
	1. If your child is not brought to DMPC via the school bus, then a parent or designated caregiver must escort the child to the building.
	2. **If your child will be absent from the program, please make your best efforts to let the Director know in advanced. We worry when a child doesn’t get off of the bus when we are expecting them; this just cuts down on the confusion of having to track down a parent to make sure the child wasn’t supposed to be at the program. (Please fill out bus schedule to the best of your ability.)**
	3. All children must be signed out by a parent or designated pick up person.
	4. During field trip days, children may be transported by carpool, driven by DMPC staff only. DMPC will notify you in advance if and when your child will be leaving DMPC premises.
6. **Health and Safety:**

**Medication, of any kind, Prescription or OTC:**

**The DMPC ASP does not administer medication of any kind** **to any child.** If your child requires any medicine, prescription or OTC, it is the responsibility of the parent or legal guardian to arrange to have that medication administered by an outside individual.

**Please do not send any medication with your child.**

* 1. Children will participate in outside play when feasible, weather permitting, and at the discretion of the Director.
	2. If your child is too ill to attend school during the day, then they are too ill to be in the after school club that day as well. Following school policies, a note from a physician stating the child can return to school needs to be on file.
	3. Notification of allergies (especially food) or other medical problems must be clearly stated on the application.
	4. If your child has other needs, such as a learning problem, a behavior problem, or anything else that may affect their experience at DMPC, please let us know.
	5. If your child is sick with a fever, diarrhea, or vomiting, the parent will be called to pick the child up immediately.
	6. Parents will notify DMPC in case of a contagious disease. DMPC will notify parents if their child has been exposed to a contagious disease while in our program.
	7. In the event of a serious accident, DMPC will call 911 and will use its reasonably best efforts to contact the parent or legal guardian of an injured child promptly. An emergency contact shall be maintained on the application and maintained in a file on DMPC premises. It is the responsibility of the parent or legal guardian to advise DMPC of any changes to contacts and/or phone numbers, etc.
	8. Should an emergency arise and the children need to be picked up or evacuated immediately, DMPC staff will use their best judgment and reasonably best efforts to contact all parents or emergency contacts.
1. **Child Abuse and Neglect:**
	1. West Virginia law requires any person who knows, or has reasonable cause to suspect, that a child has been sexually abused or who knows that a child has been injured so as to reasonably indicate that the injury was caused by brutality, abuse, or neglect must report it to local law enforcement authorities or the Department of Health and Human Services. Remember “Reasonable cause to suspect child abuse” means that you have seen indicators of abuse. It does not mean that you are certain that abuse has occurred. Reporting abuse or suspected abuse is actually a request for professionals to investigate further.
2. **Food:**
	1. An afternoon snack will be provided. Please notify the Director of all food allergies for your child and ensure it is listed on your application.
	2. If your child require special food of any kind and for any reason, you may be asked to provide snacks for you own child, just make sure it is labeled with your child’s name.
3. **Holidays:**
	1. **DMPC will follow the school’s calendar. The general rule is: If there is no school, there is no After School Program.**
4. **Grievance Policy:**
	1. Should a grievance arise, please contact the Director immediately to have the issue addressed within the proper protocol.
	2. If a reasonable agreement cannot be reached between the parent and the Director, the matter will be referred to the After School Program Advisory Board.