

Tri-Valley Before and After School Care Program Handbook

Staff

Supervisor:

Supervisor is accompanied by student workers, interviewed and hired by the school principal and supervisor.

Students Eligible

Students enrolled in the following school year are eligible:

- Tri-Valley Kindergarten through Fifth Graders
- Little Viking School Extended Day Students
- TVES Morning Pre-K Session for Before School Care
- TVES Afternoon Pre-K Session for After School Care

Hours of Operation

Before School Care from 6:30-8:00 am

- The program will be held before school for all school days. The program will not run on late start mornings due to weather, or on days when school is not in session, including all holidays, Christmas Break and Spring Break.
- Morning Pre-K-third grade students will be dismissed directly to their classrooms at 8:00.
- 4th and 5th Grade students will board a bus to be taken to the Middle School prior to the start of school
- Breakfast will be provided at 7:30 am.

After School Care from 3:15 PM-5:00 pm

- **The program will not run on early dismissal days (11:40 or 1:50), full teacher in-service, full school improvement days, or on days when school is not in session, including all holidays, Winter Break, and Spring Break.**
- Afternoon Pre-K-third grade students will be dismissed directly to the Elementary School cafeteria after school by their classroom teachers.
- Fourth and fifth grade students will board a bus upon dismissal from the Middle School, and will be dropped off at the front door of the Elementary School, where they will be directed to the cafeteria.

Curriculum

- Before School Care will offer a time for the students to enjoy free play and breakfast.
- The After School Care Program will include a snack, free play, and an opportunity to work on homework.
- Students will be grouped by similar age levels when possible
 - Dependent on supervision, number of students in an age range

Fee Structure

- Before and After School Care Programming can be reserved for 1-5 days per week, but must be consistent days throughout the school year. Limited schedule changes may be requested on a limited basis. We will make every effort to accommodate changes with one week advance notice and depending on program space availability. Schedule changes without a one week notice may not be granted due to scheduling and staffing.
- **When officially signing your child up for the program through the RevTrack, online system, it is expected that all families will agree to automatic payments. By agreeing to automatic payments, the district will automatically charge your credit card for the full amount of the bill on the 15th of each month. Essentially, we will send you a bill for the month on the last working day. All payments will be billed to the credit card on file on the 15th of the preceding month.**

**Late pick up fee: \$10 for every 5-minute increment of time after closing.*

Program	Number of Children Per Day	Annual Registration Fee (will be charged automatically to your credit card during registration)
Before School Program	\$10.00 per child	\$25.00
After School Program	\$15 for the 1 st child and \$13 for 2 children or more	\$30.00

Attendance Policies

- Once enrolled, your child is expected to be in regular attendance for the schedule agreed to in the online parent enrollment form.
- Fees will be charged for every day a child is scheduled to be in attendance, whether he/she is there or not, according to the enrollment form, regardless of schedule changes or illness.
- **For Before School Care, all children must be walked up to the building by a parent or guardian and signed in.**
- All children must be signed in/out daily by a parent or authorized representative (as designated on the online enrollment form) when departing from the school. No child will be released to anyone other than a person listed on the online enrollment form.

Inclement Weather/Emergency Dismissal Procedures

- The Before/After School Care Program will be subject to announcements made through the district emergency notification procedures regarding closing or early dismissals due to inclement weather. **On days when school is canceled or school events canceled due to weather, the Before/After School Care Program will not run.**
- Parents will need to communicate with the school regarding alternate arrangements the child should follow in cases where school is dismissed early due to inclement weather or an

emergency, on a day when the child would normally have attended the After School Care Program.

Sick Policy

If a child is ill and cannot attend (per doctor's written orders) for more than one consecutive week, the following payment policy will apply:

- Week One: 100% of the fee needs to be paid
- Week Two and after: 50% of the fee.

In order to be eligible to take advantage of the reduced rates, the illness must be for two consecutive weeks and the parent must provide a physician's note stating the child's condition and at what date the child will be able to return. If a parent chooses to keep their child out for an extended period beyond the Dr's recommendation, full price will be charged for that period of time. Reimbursement will not be made for missed days that occur due to sickness lasting less than two weeks.

All sick policies and procedures stated in the Tri-Valley Student Handbook also apply to our After School Care Program. This includes our procedures for fevers, flu, pink eye, strep throat and head lice.

Discipline and Behavior Management for After School Care Program

Enrollment in the After School Care Program is a privilege, not a right. Children are expected to follow rules and guidelines set forth by program instructors. When necessary, inappropriate behaviors will be documented and a parent will be notified. We will make every attempt to resolve behavior issues. In the event that the behavior issues cannot be resolved, we reserve the right to dismiss a child from the program for unsatisfactory behavior.

- For additional information refer to the Tri-Valley Student Handbook.

Pick Up Procedures

- Students will need to be picked up at the north end of Tri-Valley Elementary.
- An adult designated on the online enrollment form must sign the child out, notify the supervisor of arrival through the number posted, and wait in the foyer for the student to be brought out.
 - o ***Due to safety and security of the staff and students, we will ask all people picking up to wait outside the doors to the school.***
- In order to keep the lane in front of TVES free for emergency vehicles, please park in the designated parking spots in the drop off lane or park in the parking lot across the street.

Communication

Please do not hesitate to ask questions or seek more information about our program. Feel free to contact Mr. Swearingen at (309)378-2031 or tswearingen@tri-valley3.org if you have questions regarding the programs.

Enrollment Procedures

An online enrollment form must be completed by all participants for either the [Before or After School Care Program](#). We look forward to having the opportunity to provide quality before/after school care to your child or children!

Discipline: Children are expected to follow rules and guidelines set forth by our school handbook and program instructors. In the event that the behavior issues cannot be resolved, we reserve the right to dismiss a child for unsatisfactory behavior.

- First offense: Phone call to parent or guardian
- 2nd offense: Meeting with the parent or guardian with the lead Viking Care teacher, principal, and student
- 3rd offense: Student loses after care play options, reduced hours the student can attend may apply
- 4th offense: Dismissal from the program