

MA SCHOOL

BEFORE

&

AFTER

SCHOOL

2014-2015

General Information

The Before/After School program is located at Multicultural Academy, 5550 Platt Road, Ann Arbor MI. The phone number is 734-677-0732. Parents must escort their children in to the building and let a staff member know of your arrival. No child will be allowed to leave the building unless accompanied by an adult. When you are picking up please let one of the staff members know of your presence upon your arrival. If you pick your child up in the playground you must accompany your child into the building to get their things. Prior notification must be given if someone other than a parent is picking up. For security reasons a driver's license must be presented for identification. Please be patient with the After School staff as they get to know you. Remember their first priority is your child's safety.

All Students will be signed in and out by a parent. The sheet will be with the teacher in the before/after school room. Sign in must have signature of person picking up and time they were picked up.

The primary goal of our After School Program is completion of written homework assignments. This is followed by a variety of activities, such as supervised play, group projects, arts and crafts, and outdoor play. If the weather permits the children will play outdoors (with supervision) in the schoolyard.

Children will be given a snack each day to the After School Program. Those attending Before School will be offered breakfast with milk or juice if so desired. Students may bring their own snack if they prefer.

Please be sure that everything your child wears or brings is labeled with his/her name. There is a crate in the library for lost and found items.

All students will be expected to conform to the guidelines established in the Multicultural Academy School Handbook. The following violations may be grounds for dismissal from the program:

Frequent discipline problems

Frequent late pick-ups

Frequent late payments or returned checks

Procedures

1. Registration

Emergency information must be on file for each student intending to use the Before/After School Program. Please complete the attached information form and return it to the school office. No child will be able to attend the program until the Emergency Form is completed.

2. Designation

With registration, each child will be enrolled as either a full-time or part-time user. A full-time user is a student who attends the program every day that school is open. Part-

time users attend only on the days designated at registration. All students, both full-time and part-time, must register and complete the emergency form in order to be officially enrolled in the program.

3. Change of Plans

Full-time users will be expected to use the program each day that school is in session. Part-time users will be expected on those days indicated at registration. If a change of plans occurs and a student is to be released from our program for a day, a parent's written note should be sent to the school office, or verbal notification given the day before. If a part-time student needs to use the program for days they have not been registered for, a note must be sent in at least one-day prior and an okay must be given, depending on attendance for the day in question. You will be notified if your child will not be allowed to attend on that particular day.

Please let your child know if your plans for the day have changed, this will alleviate phone calls from the office.

Medicine

If a student must take medications, we encourage that they be given at home rather than at school. Any student that needs to take medications during the program, either on a regular or temporary basis, must bring these medications (in the original pharmacy container) to the school office for storage during the day. All medications, both prescription and nonprescription, must be administered in the office by MA school staff. The school must have permission, in writing, in order to administer medications of any kind. (Medication Form is located in the front office.) Parents should note on the Emergency Form any medications that your student will be taking. Please remind your student that medications (prescription or nonprescription) may not be carried during the school program, but must be stored in the office.

NOTE: Exception to this would be an inhaler for asthma or an epipen. If your student must carry either of these, we must have a note from your physician.

Illness

In order to reduce the spread of contagious disease at MA, your child can not attend the program if he or she is contagious. Students with obviously contagious conditions (such as "pinkeye") will be sent home.

If a student becomes ill during before/after program, he or she should notify the teacher, who will help make appropriate arrangements with the MA staff for the student's care and/or pickup by a parent or guardian.

Once a parent is called with an ill child, it is their responsibility to make arrangements for the child to be picked up in a timely manner. The school is not responsible for transportation arrangements.

Keeping ill children home until they are fully recovered ensures that they will be ready for the demanding work of school when they return, and reduces the spread of contagious disease to other students. We also encourage frequent hand washing at the MA Program.

Head Lice

Whenever parents or guardians detect head lice in their family, it is essential that the school nurse be alerted immediately, even if treatment has been undertaken already. This allows the school staff to check other members of the child's class and to alert all parents in the class. In this way, the spread of lice to others can be reduced.

It is important to realize that normal shampooing is not adequate treatment. A prescription shampoo or specialized over the counter shampoo is necessary to destroy head lice. All nits must be removed before returning to school. Nits can be removed by picking them or using a very fine toothed comb manufactured for this use.

A student returning to school after head lice treatment must be accompanied by an adult who will remain at school until the student has been checked. A school official will determine if the student can be admitted back to the classroom. The student will be excluded from school program if parents have not completed treatment and/or live lice are present. A head lice notification letter will be sent home to parents of students in the classroom.

Head lice is a common yearly occurrence in schools, since they are so easily transmitted. Precautions taken early can limit the spread.

Staff Qualifications

The MA Afterschool program is staffed with qualified professionals.

Its directors have a BS degree and its staff has at least 60 college credit hours. A criminal history clearance is completed for all employees. This information is maintained in the Human Resource Department and the corporate offices of the Service Providers.

A checklist is maintained and available at MA that verifies all employees and regular volunteers have undergone the following procedures:

- Criminal History Background Clearance
- Child Protective Services Central Registry Clearance
- Health Physical and TB test (every two years)
- Cardiopulmonary Resuscitation (CPR) Certification (yearly)
- First Aid Training
- Blood Borne Pathogen Training

A signed statement by all employees, volunteers and vendors is maintained on file at the school. The statement indicates they agree and understand:

- that Child Abuse and neglect are against the law.
- the MA Afterschool Program policies regarding child abuse and neglect.
- their responsibility to report suspected child abuse and/or neglect.
- their responsibility to report to Director and their employer any investigations of themselves for child abuse and neglect.

All employees, volunteers and vendors have signed a Criminal Background Statement on file indicating that they have not been convicted of a felony involving harm or threaten harm and that they have not been convicted of child abuse or neglect.

Staff Training

MA staff is required to attend annual trainings which may include: MA program policies, emergency procedures, child/youth development, behavior management, community resources for school-aged youth, abuse and neglect training, program planning, implementation and evaluation. To meet state licensing regulations, each site submits an annual training plan that requires all staff members to complete and track ongoing professional development hours.

Breakfast and Snacks:

The MA Program will provide breakfast and/or a light and nutritious snack daily to program participants. Snacks follow the nutrition and sanitary guidelines and traditionally include one liquid (milk or juice) and a bread product (cookies/crackers). Breakfast includes one liquid (milk or juice) and cereal, bagels and/or fruit. The snack menu is posted each month at school. Parents/guardians should identify on the registration form any food allergies or special dietary requirements for each enrolled student

K-6th grade
Before School Program
7:30-8:20 –Breakfast & Gym

K-6th grade
AfterSchool Program
3:25-4:00 -Gym
4:00-4:45 Homework Club and Snack
4:45-5:30 Art, Comp/ Lib, Games
5:15-5:30 Clean up

Fees and Payments

Before and After School Program Fee
PROGRAM

DAILY & WEEKLY

AM only

\$3.00 Daily
 \$12.00 Full Week

PM only

\$6.00 Daily
 \$25.00 Full Week

Late Opening Days: (Weather delays) Program will not be opened.

Half Day School Days: **There will be no program on half day’s for after school.**

Method of Payment

Tuition is due every Monday, or the first day of the week your child plans to attend. For drop in service that was not planned in advance, payment is due upon pickup or by the next school day to avoid late fee. A \$5.00 late payment fee will be added to all late payments. Please make sure that if you send the payment to school, it is in an envelope marked Before and After School. Payments may be given to the teacher, the school secretary, or to one of the Before/After School staff. All checks are made payable to “MA School”. PAYMENTS MUST BE MADE EVERY WEEK AND BALANCES SHOULD NOT BE CARRIED OVER TO THE NEXT WEEK. If a bill is not paid by Monday, there will be a \$1.00 per day late fee applied, unless contact with the director has identified a specific problem and other payment arrangements have been approved by the director for that week. Please note: a \$20.00 fee will be applied for all checks returned to us by the banks.

Charges for Overtime

If you are late in picking up your child from the After School Program, a fee will be applied in the amount of \$1.00 per minute late after 5:35 P.M. Some of our After School staff have other jobs to report to and must leave on time. Frequent late pick-ups will result in dismissal from the program.

Please note the following policies:

All children report to the first gym every day and wait for all classes to be dismissed. Once they are in that room, they become the responsibility of the after school staff and we assume the liability for them, therefore, we will charge you for that day.

Communication

Please direct questions, concerns, and suggestions to Peggy Yenor. You may call the school at 734 732-0677 or send in a written message. All concerns will be addressed.

Each child will receive five “free” sick days. We charge for all other absences.

MA School is not responsible for lost or Damaged articles

Any damage to the premises, (school property), incurred by Students is the responsibility of the parent or legal guardian.

A student may be disenrolled from the program for any reason, at the sole Discretion of the Director.

Schedule

The Before/After School Program will begin on first day of school and run through the end of the last full week in June. (The program end is subject to change.) The After School Program will not be in session on days we do not have school nor ½ days of school.

In case of emergency closing, such as for inclement weather, the After School Program WILL NOT be in session.

Parents of the Before School Program will be expected to make other arrangements in those rare instances when they arrive for the program and school is cancelled after their arrival.

The hours of the Before School Program are 7:30 A.M. – 8:30 A.M. the hours of the After School Program are from 3:25 P.M. – 5:30 P.M.

PLEASE NOTE: The program meets only on regularly scheduled school days.

I have read and understand all policies stated in the Before School / After School Program Handbook.

Parent/Guardian Signature

Child's Name: _____	Grade: _____
_____	Grade: _____
_____	Grade: _____
_____	Grade: _____
_____	Grade: _____
_____	Grade: _____

_____ We will be using the program on a part-time basis.

_____ We will be using the program on a full-time basis as indicated below.

Please fill in the DAYS AND TIMES:

Before School days: _____

After School days: _____

Please fill out the attached emergency information sheet. Please print clearly.

MA BEFORE AND AFTER SCHOOL

Emergency Form 2014_2015

Grade_____

Student Name

DOB_____

Address_____

City_____ Zip_____

Parents

email:_____

Parent/Guardian Information

Mother

Name_____

Address_____

Home Ph #_____ Cell Ph#_____

Employer_____

Work# w/area code_____

Father

Name_____

Address_____

Home Ph #_____ Cell Ph#_____

Employer_____

Work# w/area code_____

Child lives With ___Both Parents ___Mother ___Father ___Other

If there is someone other than the parent/guardian who may be picking up your child/children, please put their names & relationship to the child/children here:

If there are persons who **may not** pick up your child/children, please put their name & relationship to the child here:

Does your child have any food or other allergies & does he/she take medications for these allergies?

Health concerns and or medications for these health problems?

EMERGENCY CONTACTS (other than parents)

1. Name _____ Relationship _____

Address _____ City _____ St. ____ Zip _____

Home# _____ Work # _____ Cell Ph# _____

2. Name _____ Relationship _____

Address _____ City _____ St. ____ Zip _____

Home # _____ Work # _____ Cell Ph# _____

3. Name _____ Relationship _____

Address _____ City _____ St. ____ Zip _____

Home # _____ Work # _____ Cell Ph# _____

ALL STUDENTS MUST HAVE 3 EMERGENCY CONTACTS OTHER THAN PARENTS

**MA Before/After School Program
Discipline Policy**

Dear Parents,

This is the behavior policy in the Before/After School Program:

Children who are disrespectful or who misbehave will be issued a warning, which must be signed by a parent and returned the following day. If the behavior continues the parents will have to meet with the program supervisor and this meeting may result in your child's 1-day exclusion from the program. Continuous misbehavior will result in total exclusion. Our main concern is safety and order for all the children.

Please sign and return this sheet as acknowledgement that both you and your child understand and will comply with the above policy. We appreciate your cooperation.

Parent's Signature _____

Student Signature _____ *Grade* _____

Sincerely,

*Peggy Yenor
Director, Before and After School Program*