

James Faulkner Elementary School  
Before and After School Program

Parent Handbook

2015-2016



200 School Street  
Stoddard, NH 03464

(603) 446-3348  
[jfes.us](http://jfes.us)

## About the Program

James Faulkner Elementary School's before and after care program strives to teach the children respect for themselves, their peers and adults on a daily basis. We engage in gym games, outside play and arts & crafts. We have homework time every day. Children without homework may read, listen to a book, or do a quiet activity. If you arrive during this time we ask that you come in quietly so as to not disturb our hard workers! We include each child in every activity & we have A LOT of fun!

Please send your child with appropriate outerwear and footwear every day. Sneakers are best both in the gym and on the playground.

## Arrival / Dismissal

### AM Program

The earliest drop off time for the before school programs is 6:30 am. Although our staff arrives a bit earlier to set up, please do not walk your child inside until 6:30 am. If you arrive close to school drop off time, you have the option of signing your child into the program (the full daily fee will be charged) or waiting until you are able to release your child to school staff at 8:45 am.

### PM Programs

Children are released to the after school program by school staff. We take attendance as soon as the children are dismissed to the after school program.

If your child does not show up on a day we expect them, we will call you. We call both parents, cell phone first, then your work number, then home. If we cannot reach a parent we will report the absence to the school office.

If your child shows up on a day we do not expect them, we will call you to be sure you are aware of the schedule change. If necessary, your child will be released back to school staff for bus dismissal or parent pickup. Otherwise, we will care for your child until you are able to arrive, and you will be charged for the day.

### Late Pickup

Please pick your child up by 6:00 pm. A \$ 1.00 per minute late fee will be charged beginning five minutes after the program closes. If you anticipate a late pickup please call 446-3348 to let our program staff aware of the late pickup.

## Snacks

### Daily Snack

Send a snack for your child to eat at the program every day. They are usually very hungry and we do not have kitchen privileges at the school. It is a good idea to pack a snack in a bag separate from your child's regular lunch. While we have snack available daily for children who arrive without their own, we have limited storage space and appreciate your willingness to provide a snack your child enjoys. We will occasionally bring in a special snack for all the children to enjoy. Please let the staff know if your child has any dietary or other restrictions that we should be aware of.

## Electronics

We discourage the use of electronics at the before and after school programs. They must be stored in your child's backpack. We cannot be responsible for loss or theft of your child's belongings. The program director may allow approved devices in certain circumstances, but we do not allow devices that have the ability to access the internet.

## Billing and Payment

### 2015-2016 Before and After School Program Fees

\$7.50 per day/per child - Before School - \$12.00 per day for 2 children

\$10.00 per day/per child - After School - \$15.00 per day for 2 children

For use of both programs:

\$ 15.00 per day/per child

\$ 25.00 per day for 2 children

To keep your account current, payment needs to be made each Friday for the following week of service. Please make checks payable to James Faulkner Elementary School. You will receive a receipt for your payments. All payment forms and payments may be placed in the locked payment box located in the gym.

### Shared Payments

If two parents wish to split payments between them, please let us know what percentage each parent is responsible for. Each parent must fill out a separate Family Billing Form and pay the required amount.

If a separate Family Billing Form is not filled out by each parent, the parent registering the child in our program will be charged the full amount, regardless of custody arrangements.

If either parent account becomes delinquent, the child will not be able to attend until full payment has been made. Both parents will be notified of the delinquent status.

### **Late Payments**

To keep our fees affordable for working families, we cannot allow payments to fall behind. All past due balances from the previous school year must be paid before your child may attend in the fall. Each Monday, a \$5 fee will be added to all accounts with outstanding balances. Your child will not be allowed to attend until payment is made.

### **Payment Plans**

If your account falls behind due to a temporary setback, contact our office to set up a payment plan. Please let us know as soon as possible so that we can work with you to keep your child in attendance. If agreed upon payments are not made, your child will not be allowed to attend until full payment, including the required prepayment amount, is received.

## **Safety**

### **Identification**

We will ask for a picture ID if we do not recognize someone coming to pick up your child. Please understand this is for your child's safety. We will NOT release the child if we do not know the person picking up and they cannot provide an ID. Please make sure all your contact information is correct on your child's registration. We will use this information to verify that the pick-up person has parental permission.

### **Allergies/Medications**

If your child has any allergies, please mention this to our staff in person, as well as listing allergies on your child's registration. Please remember we do not have access to the nurse's records, please let us know of any health concerns we need to be aware of.

If your child needs ANY type of medicine we need to have it at the program. The medicine

MUST be labeled with the child's name & have the pharmacy label on it. Along with the medicine we must have a document with your doctor's signature as well your child's dosage schedule. We provide a medication form that can be filled out if needed. Place the medication and paperwork into a Zip Lock bag and include a photo of your child. The medication must be brought to the program and given to the site director.

All medications should be picked up by the last day of school in June. Remaining medications will be discarded. We are unable to store them over the summer.

### **Injuries**

We provide Band-Aids and cold packs for those minor bumps and scrapes that sometimes happen when children are at play. Our staff is trained in both child and adult first aid and CPR. If your child is injured, an accident report will be filled out for your review. If your child cannot be comforted, or follow up care might be needed, we will give you a call. Emergency services will be called if any of the following occur: Head injury with loss of consciousness or altered behavior, chest pain, severe shortness of breath, severe abdominal pain, unexplained or severe headache, seizures, or difficult to control bleeding.

### **Access to Children / Orders of Protection**

If a certain person is not allowed access to your child per court order, court documents and a photo of the restricted person must be provided to the program director. If you have any concerns about a non-custodial parent please communicate directly with the program director. We will do all we legally can to keep your child safe.

## **Behavior Policy**

It is our goal to provide a safe and fun environment for every child that attends our program. To ensure this, all students are required to follow the program-wide Behavior Policy.

The goals of our programs are to help children:

- Develop a sense of caring and respect for one another
- Build caring and co-operative relationships with other children and adults
- Develop a range of social skills and help them learn what constitutes acceptable behavior

- Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement

We aim to encourage appropriate behavior through:

- Praise for positive behavior
- Talking to children with the courtesy and respect that we expect of them
- Redirecting, teaching, or guiding the child toward a different activity choice

### **Inappropriate Behavior**

When confronted with negative behavior, staff will be clear to distinguish between 'disruptive' and 'unacceptable' behavior.

'Disruptive' behavior prevents other children from enjoying themselves.

If a child behaves in a way that is disruptive while at the program they will receive up to three verbal warnings. A verbal warning would be a staff member redirecting, teaching, or guiding the child toward a different activity choice. A school discipline form will be used if disruptive behavior continues beyond the three verbal warnings.

'Unacceptable' behavior refers to non-negotiable actions such as the use of profane language, violence, physical or emotional bullying, destruction of property, or causing harm to him or herself, another child, or a staff member.

Unacceptable behavior always requires a School Discipline Form.

## **School Discipline Form**

The School Discipline Form is used to inform the parents of the behavior and as a written record of the action taken. The School Discipline Form will be given to the adult who picks up the child. The director will try to be available to discuss the Problem Solving Report confidentially at pick-up, but this is not always possible. We may need to discuss the report by phone at a later time.

We ask you to work with us and talk with your children at home about our policy. It is our hope that a warning from home will help the child's desire to change the behavior at the program. If the parent feels that the disruptive or unacceptable behavior cannot be avoided, the child should not return to the program.

If your child continues to receive School Discipline Forms the following actions may take place; conference with parents, creation of behavior plan, loss of privilege to attend the Before and After School Program, expulsion from the program.

### **Children with Special Needs**

We accept children with special needs as long as they are able to function successfully in a group setting. If the program is unable to meet the developmental needs of your child, an alternate suggestion will be recommend.

## **Discontinuation of Care**

We reserve the right to discontinue care if any of the following occur:

- Required registration, billing or medical paperwork has not been received
- Payment for services is not received per our Payment Policy
- The child's behavior continues to be disruptive or unsafe per our Behavior Policy
- The child no longer attends JFES
- The child has been suspended, or expelled from JFES
- The child is repeatedly picked up after the program end time
- Lack of cooperation from parents or guardians in resolving differences or

meeting the child's needs

- Abusive or threatening behavior of parents, guardians or alternate pick-up persons toward program staff, other parents, or any child attending the program
- We feel that we are unable to meet the developmental needs of your child



