



R.E.A.C.H. Program
Before and After Care
Family Handbook
2018-2019

Dear Families,

Welcome to the R.E.A.C.H. Program at CREC Museum Academy. We provide quality childcare to students in Pre-K to 5th Grade. Our program is designed to incorporate the school's museum theme in addition to foundational goals and activities provided during the program.

RECREATION

EXHIBITS

ART

CARING COMMUNITY

HEALTHY LIFESTYLES

Your child will enjoy various activities such as Drama Club, African Drumming, Gymnastics, Art, Science Club, as well as developing service learning projects that support the community and learn about living a healthy lifestyle.

The R.E.A.C.H Program is dedicated to providing your child with a positive environment and giving children the opportunity to experience fun and exciting enrichment activities.

This handbook outlines the programs policies and procedures. Please be sure to read the information provided and sign the letter of acknowledgement on the back page of this packet.

We look forward to working with you and your child throughout the year. Please feel free to offer suggestions to improve the program and contact me if you have any questions or concerns.

Best regards,

Teresa Mason

R.E.A.C.H. Program Coordinator

Program Policies and Procedures

The R.E.A.C.H. Before and After Care program follows ALL school and District policies and procedures, with some additional policies and procedures specific to the program.

Expectations

CREC Schools believe in a positive approach to behavior management that emphasizes behavior expectations, consequences and positive recognition.

Children in the Before and After Care program can expect to:

- Have a safe, supportive and consistent environment
- Receive respectful treatment
- Have discipline that is fair and consistent
- Receive nurturing care from staff members

The Before and After Care program expects that children will:

- Be responsible for their actions.
- Respect the school rules that guide them during the day.
- Remain with the group and childcare staff at all times.
- Take care of materials and equipment properly and return them to their place when done.
- Please see Rules and Expectations section.

Parents/guardians can expect that in the Before and After Care program:

- Their children will be cared for in a safe and supportive environment.
- They will be told about any misbehavior on the part of their child.
- They will be informed about any changes in the Before and After Care program.

The Before and After Care program expects that parents/guardians will:

- Pick up their child on time.
- Pay fees on time.
- Keep child's emergency and authorized pick up records up-to-date.
- Pay attention to any communication from the program regarding their child's behavior and cooperate in all efforts to bring about improvement in the situation.

Hours of Operation

Before Care:

7:30 am to 8:15 am

- Students may not come to Before Care prior to 7:30 am.
- Students must be walked in and signed into the program each morning by an adult. This is for your child's safety; there are NO exceptions.
- Please park only in designated parking areas.
- Only students registered for the Before Care program may be in the building prior to 8:15 am

After Care:

3:00pm to 5:30 pm

- An adult must walk in and sign the student out of the program each day. Only adults listed on the registration form will be allowed to pick up students. If you need to add someone to the list, please do so in writing or email (to the program coordinator and school secretary.) For the safety of students, NO telephone requests will be honored.
- Students MUST be picked up by 5:30 pm.
- Late pick up fees are \$10 for first 10 minutes late; additional \$10 for next 10 minutes late, and are payable immediately.
- Recurring late pickups may result in your student's dismissal from the program.

Scheduled Early Release Days:

- Childcare is provided to all students registered for After Care.
- There is no drop-in care provided for unregistered students.
- There is no After Care the day prior to Thanksgiving, the day prior to the start of winter break and the last day of school.

Inclement Weather/Emergency Closings:

- With a delayed opening, the opening of the Before Care program will be delayed the same amount of time.
- With an early closing, there will be no After Care. Parents are expected to pick up their students at dismissal time.

Registration:

All students must be reregistered each year. Registration does not roll over from year to year. Registration forms are available on the school website at www.crec.org and are due prior to the start of school each fall. Students will not be permitted to participate in the Before and After Care program without a completed registration form. There will be a 24-hour wait period for the student to attend the program after registration is complete. Drop-in care is not allowed for any reason.

After the start of school, new registration forms for the Before and After Care program must be completed prior to the desired start date. Parents who have a balance on their account from the previous year will not be able to register their student until the balance is paid in full.

Any changes in your student's participation in the Before and After Care program must be made in writing_ indicating the change and the effective date and sent to Teresa Mason tmason@crec.org. Request for any change will require a 24 hour notice and will be granted at the digression of the program coordinator. Reimbursements are not given if the student has attended the program during the month of cancellation unless previously approved by coordinator.

Children's Personal Property:

Children's personal property (coats, clothing, school bags etc.) must be clearly marked with the child's name. Any personal property which remains at the end of each day will be taken to the school's lost and found. Although attempts will be made to help children stay organized, neither CREC, the school nor the Before and After Care program are responsible for lost items.

Lost or Stolen Items:

Neither CREC, the school nor the Before and After Care program are responsible for lost, stolen or broken toys, clothing or other items. We ask that students not bring toys to the program. We provide all materials for students' enrichment.

Enrichment Activities:

Some of the enrichment activities have included Drama Club, Art, African Drumming, Dance, Gymnastics, Science Club and Cooking Club.

Tuition Payments:

Payments are due on the first of the month. Invoices will be emailed five days prior to the due date. Failure to pay on a monthly basis will result in suspension of services.

Late Fee Payment: There will be a 24-hour wait period after an overdue payments is paid before the student may return to the REACH program.

Rules & Expectations for Staff & Students:

Parents must be aware that if a student is being disruptive to the group or not following the rules stated in this handbook, the following protocols are expected to be carried out by program staff:

1. Reminder: Staff will take the student aside and explain the rules and expectations. Let them know that there will be consequences the next time they are spoken to about inappropriate behavior.

2. Warning: Staff will ask the student to take 10 minutes to sit out at a separate table or next to a staff member. Staff will remind them that if you have to speak to them again about inappropriate or disruptive behavior, they will be written up and a notice will go home to their parents.

3. Consequence: Staff will take the student aside and have them sit with them for the remainder of the class and write up a report to be shared with a parent at pick-up time.

Note: If the student receives more than 3 written notices they will received a one week suspension from the program. If behavior continues, the student will be permanently removed from the program.

Consequences for Students Not Demonstrating Expected Behaviors:

Parents shall be aware that any acts of violence, physical or verbal aggression are in violation of the CREC Magnet Schools policies and may result in the suspension and/or dismissal of your child from the program. Additionally, if a student exhibits any behavior that may cause harm to themselves or is a violation of the school safety rules, this may also be grounds for dismissal from the program.

Contacting the School After Hours: Designated security is available for families to reach Before and After Care personnel after school hours, should an emergency arise and families need to get in touch with After Care staff regarding a change in pick up. The phone number is 860 231 -7800

Other Questions or Concerns

Please contact:

- **Program Coordinator**—Teresa Mason tmason@crec.org 860-231-7800 x 8506
- **Principal**—Shandra Brown s.brown@crec.org 860-231-7800
- **Assistant Principal**—Barbara Perrone bperrone@crec.org 860-231-7800

By signing below, I acknowledge that I have read and reviewed the REACH Program Family Handbook for CREC Museum Academy and understand parent and student expectations.

Student Name: _____ Grade: _____

Parent Name: _____

Parent Signature: _____ Date: _____

2018-2019 Before Care and After Care Tuition Outline

	Per Week (for 36 weeks)	Per Month (for 10 months)	Annually	Sibling Per week	Sibling Monthly rate
Before Care M-F (\$4.50 per day)	\$22.50	\$81	\$810	\$20.25	\$72.90
After Care M-F (\$15.00 per day)	\$75	\$270	\$2,700	\$67.50	\$243
Before and After Care M-F (\$ 17.55/day)	\$87.75	\$315.90	\$3,159	\$78.97	\$284.31
Early Dismissal Days Only (13 days in SY18-19)	Option A 12:00- 3:00- \$18.00 Option B 12:00- 5:30- \$40.00		A) \$234 B) \$520	A) \$16.20 per early release B) \$36.00 per early release	

The following options are available, on a first come, first serve basis, to a limited number of students for a **monthly rate only**.

Description	Per Month (for 10 months)	Annually	Sibling Per Month
Before Care—M, W, F	\$48.60	\$486	\$43.74
Before Care—T, Th	\$32.40	\$324	\$29.16
After Care—M, W, F	\$162	\$1,620	\$145.80
After Care—T, Th	\$108	\$1,080	\$97.20

Payment is due **before** services are provided.

Monthly payments are to be made before the 1st of each month. Please be sure to pay by check or money order and allow 10 business days for processing. Weekly payments are due the prior Friday.

Payment for Early Release days is due on **September 1, 2018, November 10, 2018 and January 1, 2019**

Option A (12-3 pm) is 3 payments of \$78

Sibling discount \$70.20

Option B (12-5:30 pm) is 3 payments of \$173.33

Sibling discount \$156

**Please note there is no proration made for short weeks and no extra charges for weeks with early dismissals.

Failure to pay will result in an immediate suspension from before and aftercare program.