

INTRODUCTION

The After School Program, provided by Teays Valley Church of God is designed for students, grades K-5, who are enrolled at Scott Teays or Eastbrook Elementary. At all times, students are supervised by caring, competent, and qualified staff members.

Hours of Operation

Program runs from bus delivery at Teays Valley Church of God to 6:00pm Monday-Friday. Our program follows the Putnam county school calendar and is closed when the schools are closed.

Bad Weather days

If bad weather causes school closings before school begins, the afterschool program will be closed. If schools close while school is in session, children will be transported to Afterschool location. The program will be open for four hours after arrival.

Contact Information

Teays Valley Church of God

Contact Number: 304-757-9222

Program Site Number: 681-235-3106 (this number rings into the After School Program only and is staffed from 2pm - 6pm)

DESCRIPTION OF AFTER SCHOOL PROGRAMMING

Snack Time

Snack breaks are scheduled daily. Snacks are provided by the program.

Homework

This session is optional for students participating in the After School program. During this time, students are encouraged to complete their homework. Some assistance will be provided by staff members. Please keep in mind that students may not complete all of their homework during the designated time. We encourage parents to make sure all work is completed at the end of the day.

Recreational Time

Following homework time, students will have time to engage in recreational activities. Students will have access to board games, puzzles, arts & crafts, etc.

REGISTRATION PROCESS

There will be a maximum 30 of students accepted into the program for the 2017-2018 school year. We will be accepting enrollments on a first come first serve basis and maintain a waiting list. If an opening becomes available we will contact the next person on the list.

There will be a required, non-refundable registration fee of \$30 per family.

Checklist of Items required before your child can participate in the program:

- Completed Enrollment Agreement
- Completed Registration Form
- Completed Discipline Policy Form
- Registration Fee

TUITION

Full Time	Monday-Friday	\$50 (regardless of attendance)
Part Time	Daily	\$13 (per day)

Fees are expected to be paid weekly. Payments are considered late if payment is not received within 30 days of the delivery of service. Late fees will be applied to past due accounts when any part of the account is 60 days past due. Excessive late payments will result in exclusion from the program until all past due amounts are paid. If you need assistance you may contact the Financial Secretary to make payment arrangements.

IMPORTANT REMINDERS ABOUT PAYMENTS

- There is a late pickup fee if you do not pick your child up before 6:00 p.m. The fee is \$1 per minute after 6:00 p.m. due at the time of pick up. Contact After School Staff to let them know you will be late.
- Place payments in the Drop Box provided by the facility exit doors. Payments will ONLY be accepted by After School Personnel at the Check-out table during periods of temporary displacement (ie: when the program has Movie Day at the Youth Facility).
- We gladly accept payments by mail. You may pay by mail via personal check or bill payment services offered free of charge by most banks.
- We reserve the right to refuse services to students who have past due accounts.

Discipline

All children attending the program are expected to follow all rules and regulations in the afterschool student discipline policy. Students who fail to follow the rules may receive Discipline Reports. The consequences for misbehaviors include, but are not limited to, removal from an activity and/or suspension from the After School program.

Children who have been suspended from the program due to behavior may not attend until a reinstatement conference is held between the Director of the After School Program and parent/guardian. Fees will not be refunded for absences due to suspension. Depending on the severity of the discipline report and/or the number of discipline reports received, a student can be removed permanently from the program.

Health/Safety/Medication

Children's allergy or medical information should be noted on the registration form. HIPAA procedures will be followed to keep this information covered and out of the general public site. Minor injuries will be handled at After School and parents will be called if medical attention is needed or if there is a questionable incident. Parents and 911 will be called for all serious injuries.

Although staff plan safe activities, it is inevitable that injuries may occur. If your child is injured while participating at After School, we will follow appropriate measures to insure their safety. Trained staff will care for the child until necessary help arrives. A parent will be notified immediately.

Trained staff will handle scrapes, bumps, and bruises, and notification will be made to the person picking up the child.

Children's Dress Code

Children must follow the dress code set by Putnam County Schools.

Attendance

Attendance is taken daily at the start of the program. Children whose parents have failed to pay their fees by the due date will not be allowed to attend the program. Other arrangements will need to be made by parents for their care until fees are paid in full. Children not picked up at the school dismissal time will have their parents called at that time. If the program cannot contact the parents, the program will follow the procedures established by the school for abandoned children.

Dismissal/Sign-Out Procedures

Children may only be signed out of the program from the designated sign out area; children will be dismissed from this location only. Students will only be released to ADULTS listed on the enrollment/contact form. All ADULTS must provide identification at the time of pick up. Students will not be released to minors.

Reporting Child Abuse/Neglect

Although the after school supports each individual's choice of child discipline, everyone, including parents, is prohibited from administering physical punishment of any kind at the afterschool site. If a staff member observes or receives a report from a child or other person that a child has been violated in any way, at the afterschool program or elsewhere, it must be reported immediately so that steps can be taken to protect the child. Teays Valley Church of God is a "mandatory reporter" which means that we are required by law to report suspicions of abuse or neglect to Child Protective Services.

Parent Roles and Responsibilities

- Pick-up child(ren) on time

- Adhere to payment policies and procedures
- Keep program informed of any changes in emergency contact information
- Notify program if child is going to be withdrawn from the program
- Notify program of any change in the child's health if participation is limited

As always, our main concern for all children is their safety and comfort. It is important for the After School program to maintain good relationships with all of the significant adults in the child(ren)'s life. Any matters related to custody agreements, payment concerns, legal matters, etc. should be discussed at an appointment with the After School Director. If you have any concerns in regard to the program, please address it in an appropriate and calm manner. Inappropriate actions by parents may result in termination of services. Parents are expected to direct any questions about incidents that involve their child(ren) to the After School Director.

Teays Valley Church of God