

Freeman Public Schools

Falcon Program  
Before & After School Care

Parent Handbook  
2011 - 2012

## Introduction

Welcome to The Falcon Program, Before & After School Care. The Program is not an extension of the school day but will complement the learning experiences of the school setting. We strive to be less structured with more informal learning opportunities. The Program is designed for children in kindergarten (age 5) through sixth grade (age 12) and is nonprofit/administered by Freeman Public Schools. The Parent Handbook is a valid part of the enrollment agreement between The Falcon Program, Before & After School Care, and the parents/guardians of children who are enrolled in The Falcon Program.

## Goals

The Program will provide quality childcare that parents can rely upon throughout the school calendar year, as defined by Freeman Public Schools.

The Program will provide affordable, accessible childcare services that enhance the physical, social, emotional and educational development of children with an emphasis on help with homework, fun and games, character building activities and much more!

## Hours of Operation

The Falcon Program, Before & After School Care, will operate during the school calendar year. The Program will be available from 6:30 am to 8:00 am and from 3:35 pm to 6:00 pm. A late pick-up fee of \$5.00 per 5-minute increment will be billed for pickups occurring after 6:00 pm.

On days the district has a late start, The Program hours will change accordingly. (ex. 2 hour late start, Program opens at 8:30 am.) If the district unexpectedly closes during normal school hours (due to bad weather or other unforeseen events) or on days when there is no school, The Program will not operate. Radio stations KWBE (1450) and KFOR (1240) and TV Channels 10/11 (KOLN/KGIN) and 8 (KLKN) will all carry school closings due to inclement weather or any other emergency closings.

On scheduled 1:00 pm dismissal days (refer to the official school calendar) The Falcon Program will be available.

## Admission Requirements

The Falcon Program encourages children of all backgrounds to attend. The Program does not discriminate on the basis of sex, disability, race, color, creed, religion, national origin, or ethnic background.

*Eligibility:* A child may be enrolled in The Falcon Program at any time, subject to the Program's availability. Children must be enrolled in kindergarten through sixth grade and attending Freeman Public Schools.

Parents/Guardians must provide the following prior to attendance:

1. A completed Enrollment Form and a Student Schedule
2. A non-refundable, registration fee of \$20.00 for uninterrupted enrollment in the Program. If a family chooses to un-enroll, and then re-enroll, the registration fee will be due again.

### Fees and Payment Policy

The Falcon Program salaries and supplies are supported in part by fees. Freeman Public Schools provides the space, utilities, some equipment, and custodial services as an in-kind donation to The Falcon Program.

The Falcon Program, Before & After School Care, consists of ten sessions per regular school week. There is a four session per week, minimum contract. If additional days are needed during the contracted time, every effort will be made to accommodate each request. Letting the Director, Kristine Adams, know if you are planning **not** to attend any contracted days for the following week by Monday at 6:00 pm, will allow you **not** to be charged for that session. Each child is allowed a maximum of 4 planned, non-charged sessions per semester.

The cost is \$4.50 per each morning session, and \$7.00 per each afternoon session. Included in this fee is milk and juice in the morning and a nutritious afternoon snack. There will be no additional fee for early out days for contracted students (4 sessions per week). Drop in rates below will apply for non-contracted students.

A discount of \$.25 per afternoon session for the second and third child in each family is offered.

1. Parents will receive a tuition statement on the first school day of each week. Tuition is due upon receipt. A late fee of \$1.00 per day will be added to accounts not paid in full by Thursday at 6 pm. Continuous late payments could result in termination from The Program.
2. Non-sufficient fund (NSF) checks are held until cash or a money order is received by the Program to cover the amount of the check and the bank charge for the NSF check. Upon notification of the NSF check, parents will have five school days in which to pay the charge and tuition in full. Beyond that time, the student(s) will not be allowed to attend The Program until the NSF check is corrected and the amount owed is paid.
3. All of the required enrollment forms must be completed and returned to the Director by the day the child is scheduled to start The Program. A child will not be allowed to attend until these completed forms are returned.

### IRS Statements

A summary of childcare expenses will be provided for tax purposes at the end of the year.

### Drop-Ins

Drop-Ins are defined as any student who does not currently have a contract with The Falcon Program, Before & After School Care. Drop in's will be accepted depending upon daily enrollment and opening availability. Parents will be required to pay the non-refundable, one-time registration fee of \$20.00 as well as the session fee for that particular session the day of the session used. The cost is \$6.50 per morning session, \$10.00 per regular afternoon session, and \$20.00 for sessions on early out days. In order to utilize the Drop-In Program, parents must notify the Director at least 24 hours in advance of the session the child will attend.

### Breakfast/After School Snacks

Freeman will offer a breakfast program each morning after 7:45 am. (Please talk with office regarding cost.) Parents may send breakfast items with their child for the morning session if they wish. Milk, juice and tableware is available as well as a microwave, refrigerator, and toaster. We have a limited amount of space but if you'd like to bring a week's worth of breakfast items, please bring it in a sealed container with your child's name on it.

A nutritious snack will be served shortly after children arrive for the afternoon session. If your child has a food allergy, you will be expected to provide a doctor's note verifying the specific allergy and provide your child's snack for that day. A menu is posted on the parent board.

### Health and Safety

If your child has a known medical condition (asthma, allergies, diabetes, etc.) be certain the staff knows what to do if a problem should occur during Program hours. Please make sure that appropriate medication is available and that the appropriate forms for its use have been submitted.

In case of accident or illness, parents of the child will be called immediately. In serious cases, the child may be taken to the hospital by emergency vehicle for treatment and the parents will be called as soon as possible.

If a child becomes ill during program hours or has any one of the following: contagious disease, fever over 100 degrees F, vomiting or diarrhea, s/he will be separated from the other children and parents/guardians will be immediately notified to make arrangements to pick up the child as soon as possible.

### Absences

If your child will not be attending any contracted days, because of scheduled appointments, vacations, or other planned absences, please notify the Director as soon as possible. If the Director is notified by Monday at 6:00 pm one week in advance, you will not be charged for

the session(s). Each child is allowed a maximum of 4 planned, non-charged sessions per semester.

If your child is ill, even though you call or e-mail the school to report the illness or pick up your child from school due to illness, you are **personally responsible for notifying the Director** of the Falcon Program, Before & After School Care **via e-mail (kadams@freemanschools.net) or voice mail (ext. 135)**. If a child does not arrive at the Program as intended, the staff will contact the parents. If the parents cannot be reached, the staff will contact the child's emergency contacts.

### Release of Children

Children will arrive at and leave The Program according to the schedule written by parents on the appropriate forms. Parents **MUST** sign in and sign out their child on a daily session basis. Children will be allowed to leave with persons other than the parent only if permission has been given on the Enrollment Form or in writing by the parent. If a parent has an emergency requiring the child to be picked up by someone not listed on the student's Enrollment Form, the parent/guardian needs to personally notify the Program staff.

### Insurance

Families are encouraged to provide their own insurance coverage. A policy for Accident Coverage for Students is available for purchase through a company used by Freeman Public Schools. Further information is available from the Falcon Program Director.

### Discipline Policy

Children are entitled to a pleasant and harmonious environment at The Falcon Program. The Program cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as any verbal or physical activity that may include, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, and/or ignores or disobeys the rules that guide behavior during the school day and Program time. If a child cannot adjust to The Program setting and behave appropriately, then the child may be discharged. Reasonable efforts will be made to assist children in adjusting to The Program setting. Disruptive behavior will be dealt with at The Program and then discussed with the parents and Program staff.

### Changing of Schedule or Withdrawal from the Program

Parents wishing to change their child's schedule or withdraw their child from The Program must let the Director know by a written statement at least ten business days prior to the change or withdrawal. If ten business days advance notice is not received, full tuition will be charged for ten days from the time notice was received or the child's last attendance date whichever is later.