

Seminole Elementary & Primary

After School Care Program

Welcome to the Seminole Elementary After-School Program! This handbook contains important information for parents and children who will participate in the after-school program. Please keep this handbook for future reference. If you have any questions about any of the information in this handbook, please contact the after-school care program director at 806-252-6885.

The After-School Program brings a no cost after-school child care service to children at Seminole Elementary school whose parents work, attend school or are in job training programs. The program provides a safe, secure, and nurturing environment for children during the after school hours and offers a variety of activities.

The program will start immediately after the close of the school day. Elementary children should report to the Multipurpose Room. Primary students will gather just outside the library where Mrs. Kildow will meet them in the gym.

The After-School Program is designed to enrich the students' school day with engaging activities. The activities will be offered in an informal setting where students are given the opportunity to choose from a variety of activities.

Eligibility

All children enrolled at Seminole Elementary & Seminole Primary are eligible to participate in the program if they are living with both parents who are employed, a single parent who is employed, and parents attending colleges, universities, or other types of schools or engaged in job training programs during the hours of the after-school program.

Hours & Days of Operation

After-School services will be provided on regular school days, beginning after school until 6:00 p.m. The program will not operate when school is closed, including school holidays.

After-School will also be closed on early release days.

When school is cancelled or dismissed early due to bad weather, there will be no after-school care.

Please make sure the After-School Program as well as your child and their classroom teacher knows what your child is to do, and where they are to go in the event of the after-school program being cancelled due to weather.

Snacks

Part of the after-school program is caring for the nutritional needs of children. Each day, we will provide a snack and juice.

Transportation

Busses **will not be available** to take students home from the After-School Program.

Transportation arrangements are the parents' responsibility.

Picking Up Your Child

When the after-school program ends at 6:00 p.m., your child needs to be picked up in front of the Elementary Campus (east end doors across from the playground).

If your child will walk home from the after-school program, we need a written statement giving your child permission to do so. If a child walks home after the After-School Program ends, we will have them sign themselves out, noting the time.

Late Pickups

If for any reason your child cannot be picked up by the time the program closes, parents or guardians should contact one of the people authorized by them to pick up their child.

If the child is not picked up within 15 minutes after closing, the Director will try to contact the child's parents first and then other persons authorized to pick up the child. Children will only be released to authorized persons. Chronic late pickups may be grounds for a child's termination from the program.

Absences

If a child is to be absent from the After-School Program, parents must call to notify the school office of the absence prior to the end of the regular school day.

Illnesses

Sick or moderately sick children should be kept at home where they have the opportunity to rest and are less likely to infect other children. Children kept at home during the regular school day **may not** be sent to the After School Program.

If a child becomes ill during the After-School Program, the director (or designee) will contact a parent or other responsible person named on the child's registration form to pick up the child. Staff will have the child rest quietly until he or she can be picked up.

The After-School program requires each child to have emergency contact information on file before they attend the after-school care program. In addition to listing contact information for parents or guardians, this form asks for information on other people who may be contacted in an emergency situation when the parents or guardians are not available. A medical release form is included on our enrollment form.

Discipline

The After-School Program will stress positive discipline. In the event disciplinary actions do not result in the desired behavior, the child may be referred to the Director. Parent conferences may be arranged where there are repeated offenses.

For the success of the program, children must be cooperative, not disruptive or abusive to themselves or to others.

Termination from Program

Students may be terminated from the program for:

1. chronic late pick up
2. conduct which disrupts the program's activities or jeopardizes the safety and welfare of the program's staff or participants.

Prior to termination from the program the Director will meet with the student and the parents of the student to discuss with them the problems and to give them a reasonable time to take corrective action. **If the Director has to meet with parents three times about the child's behavior, that child will be terminated from the After-School Program.** In an emergency situation where for health and safety reasons a child is immediately terminated from the program, a follow-up meeting with parents or guardians shall be offered.

Description of Activities

HOMEWORK

All children will have a structured homework time. Not all children will complete their homework during this time. The After-School Program staff will be available if students need help with their homework. Parents will maintain full responsibility for ensuring accuracy and completeness of all assignments.

PHYSICAL ACTIVITY

We will provide at least 30 minutes of outside time per day. This may include organized games, free play and time to socialize. When weather prevents outside time, indoor activities will be substituted.

ARTS AND CRAFTS

Children have the opportunity to be creative each day. We will provide paper, markers, crayons, scissors, glue, and a variety of other items for the children's use.

GAMES & ACTIVITY TIME

A variety of activities that will be offered include board games, reading, free art, science and nature activities, and quiet games. The activity choices are varied during the program day and during each week.

TECHNOLOGY

Children have the opportunity to attend hands-on sessions in small groups to expand their knowledge of computer-based applications, internet usage, and to complete projects.

AFTER SCHOOL PROGRAM REGISTRATION PACKET

Thank you for your interest in the Seminole Elementary and Seminole Primary After-School Program. Please carefully read through this packet and fill out the registration form at the end. On the back of registration form are several statements that you must read and initial.

Once school has started, we will have a parent meeting that you must attend. You will be contacted once a date and time has been set.

PRIMARY STUDENTS (2nd & 3rd graders)

Your child will go to the gym in the Primary building and wait for Ms. Kildow. She will instruct them on where to go for the duration of After-School. This is where your child will need to be picked up.

If you have any questions, please contact:

Charla Karr
After-School Program Director
806-252-6885
ckarr@seminoleisd.net