

**Elementary & Primary  
AFTER SCHOOL PROGRAM  
Registration & Handbook**

Thank you for your interest in the After-School Program. Please carefully read through this packet and register your student online on our [SISD After School Program webpage](#). Online registration will open August 8, 2017.

**We are accepting a limited number of students! Please submit your application as soon as possible. Spots will be filled on a first come, first served basis provided that your employment, school or training can be verified. You will be notified as to whether or not your child has been accepted no later than Tuesday, August 15, 2017.**

If you have any questions, please contact:

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

**Seminole Primary & Elementary**

## After School Care Program Handbook

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 the information in this handbook, please contact Andrea Kissick, the after-school care program director.

The After-School Program brings a no cost after-school child care service to children at Seminole Elementary & Seminole Primary 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 report to the Primary South gym.**

The After-School Program will not be an extension of the regular school day. While some structure is necessary for order and control, activities will be offered in an informal setting where children are given the opportunity to participate in 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 parents or guardians who are employed, 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 immediately 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 and when school is cancelled or dismissed early due to bad weather.

### DATES THAT AFTER SCHOOL CARE WILL BE CLOSED

September 4	Labor Day Holiday	December 2	Early Release	April 16	Student Holiday/Staff Planning
September 25	Student Holiday/Staff Planning	December 25-January 8	Christmas Holiday	April 23	Bad Weather Day
October 13	Student Holiday	February 19	Student Holiday/Staff Planning	May 25	Last Day of School/Early Release
October 16	Student Holiday	March 12-16	Spring Break		
November 6	Student Holiday/Staff Planning	March 30	Good Friday Holiday		
November 22-24	Thanksgiving Holidays	April 2	Bad Weather Day		

## **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**

Buses **will not be available** to take students home from the After-School Program. Transportation arrangements are the responsibility of the parents/guardians.

## **Picking Up Your Child**

When the Elementary and Primary after-school program ends at 6:00 p.m., your child needs to be picked up at:

2nd and 3rd graders - use the south circle drive & the south west door of the Primary building

4th and 5th graders - front doors on the east of the Elementary building across from the playground

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

## **Late Pickups**

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

If the child is not picked up within 5 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, please call the school office to let us know.

## **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 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 in 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/guardians 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.

## Listed below are the statements you must agree to on the application.

I understand that in the event my child's behavior becomes severely disruptive, unsafe to him/herself or others or my child does not respond to intervention, I will be called to pick him/her up immediately.

I understand the After-School Program reserves the right to terminate my child from the program if behavior becomes a problem.

I understand that staff members are not held responsible for my child's personal belongings.

I acknowledge the district's acceptable use policy for computer use and recognize the same policy applies to my child's use of computers in After School Care Program.

I understand the After-School Program will operate from the close of school to 6:00 p.m. each school day. The program will not operate during school vacations, school holidays, or early release days.

If weather or other emergency forces the closing of regular school, the After-School Program will also be closed.

It is my responsibility to be sure my child is picked up from the After School Program at the Elementary or Primary campus by 6:00pm.

I will arrange for another authorized person to pick up my child if the person responsible for my child's pick-up is to be late, and that if no other arrangements can be made, I will make every effort to call the school to notify After-School Program staff of my expected tardiness.

I understand If my child is repeatedly picked up late, he/she may be terminated from the program.

It is my responsibility to notify the school if my child is going to be absent from the After-School Program.

It is my responsibility to keep the After-School Program informed of any changes in emergency contact information.