



Before and After School Care

Parent Handbook

Updated June, 2019

Purpose

Our program is designed to help families by providing quality, affordable care in a supervised, safe, secure and nurturing environment. Our teachers are well trained and knowledgeable about child development, needs and activities.

Hours of operation in the morning are between 6:30 and 9:30 am, and in the afternoon between 3 and 6:30 pm.

School is closed for the major holidays, winter and spring breaks. Please refer to the school calendar.

Registration Process

There are a limited number of students accepted in the program. Applications are accepted on a first come first served basis.

Before your child can participate, the following items must be submitted:

- Application
- Non-refundable Application fee (Returning families- \$60 / New families- \$80)
- Deposit of \$250. This deposit will be your payment for the month of June.
- Emergency card
- Signed contract
- Smart Tuition form
- Handbook Acknowledgement form

Tuition Fee Schedule

GCDS uses Smart Tuition for payment on the first of each month. Payment is due whether or not the child is attending due to vacations, scheduled appointments or other planned absences.

Sign in and Sign out Sheets

The names of the registered students are on the sign in and sign out sheets located by the red entrance door. State law requires that parents sign in their children upon arrival and sign them out before leaving in the evening. Children are only released to adults, not minor siblings. No child will be released to a person who does not have the necessary identification or who is not authorized by a parent.

Late Pick Up Policy

There is a late pick up fee of \$25 for the first 15 minutes or any portion thereof and \$1.50 per minute thereafter. The staff member who remains with the child is paid immediately in cash to the teacher on duty. We do understand that traffic can be challenging, and things happen. If you know you are going to be late, please call us.

Absences

If your child will not be attending on a given day because of a scheduled appointment, illness, or any other planned absence, please notify GCDS in advance. Absences without prior notification may be mistaken for a missing child and unnecessary concern and time in search of the child. If a child does not arrive as intended, the director will contact the parent first and then other emergency contacts, and the public school for clarification of the whereabouts of your child.

Withdraw From the Program

We do not like to lose any child from GCDS, however, if you choose to withdraw your child from the program, a two-month written notice is required. You will be charged for those two months whether your child attends or not.

Inclement Weather Policy

Closings due to Inclement Weather: GCDS is open almost every day. If a severe weather pattern is in our immediate area, you will receive an email from Miss Poland stating whether we are closed or coming in late that day.

Discipline Policy

All efforts will be made to guide children in appropriate behavior. There are clear and appropriate behavioral expectations for the children. Rules are introduced from the beginning so that children understand the rules. The teachers will keep parents informed of the children's progress and behavior, especially when there are concerns. Children who do not follow the rules may be suspended until a conference and behavioral management plan are in place. Fees will not be refunded for absences due to suspension. Read and sign the Discipline Policy and return to the School Age Mailbox located in the foyer.

Snack Time

GCDS is a participant of the Healthy Howard Program. A morning and afternoon snack is provided daily. Parents can choose to send in a snack from home, if desired. Please remember that we are a nut free environment!

Homework

One of our degreed teachers will assist your child with the homework. Please keep in mind that the students may not complete all of their homework during the designated time. We encourage parents to make sure that all of the work is completed at the end of the day. Please send in a book in your child's backpack to read if homework is completed early.

Play Time

Following Homework Time, students will have time to engage in recreational activities. Students will have access to computers, board games, puzzles, arts and crafts, etc. Students will be given more than thirty minutes of outdoor time, weather permitting. We believe children want and need to be outside running, jumping and other movements that can only be accomplished outside!

Injured Child Policy

If your child has an injury that may require more than our first aid skills, or your child has been bumped on the head, we will make an immediate attempt to contact the parent or emergency contact person. If necessary, we will call 911. Please make sure your contact information is always current.

Please sign and return

Glenwood Country Day School
Before and After Program
Handbook Acknowledgement

I have received, read and understand the Before and After Program Handbook.

Signature _____ date _____

