



# Glastonbury-East Hartford Magnet School

## **Before and After Care Program**

### **Family Handbook**

Welcome to the GEHMS Before & After Care Program. Please take the time to read our Before & After Care Family Handbook, as it is designed to provide you information about our program, policies, and procedures. The registration form includes an acknowledgement that you have read, understand, and agree to adhere to all the policies, procedures, and expectations outlined in this handbook.

## **Our Philosophy**

At GEHMS Before and AfterCare, We Believe....

- In providing a warm secure environment designed to encourage decision-making, problem solving, individual expression, and freedom within limits, where children respect and enjoy each other in a group setting.
- In providing a flexible, developmentally appropriate play and success-oriented opportunities which complement the home and school by encouraging physical, social, emotional, and intellectual growth as well as positive feelings of self-worth in a group setting.
- In providing open communication with parents to provide support and encourage involvement.
- In providing competent, caring, and professional staff who understand and meet the needs of children in group settings.
- In creating a welcoming atmosphere where parent suggestions and ideas are always appreciated. We encourage your thoughts at any time.

## **School Policies and Procedures**

The Before and After Care programs follows ALL school and District policies and procedures, with some additional policies and procedures specific to the After Care program. All families are expected to observe and follow ALL safety guidelines including any amendments due to Covid19.

## **Registration**

All children must be registered before attending the Before/After Care Program.

**There is NO Drop-Ins or last minute availability due to staffing**

Registration does not roll over from year to year and is not guaranteed. Registration is via google form and will be sent out each summer in advance. No student is permitted to

participated in Before or Aftercare without completed registration. Any changes in your child's participation must be made in writing indicating the change. [vradican@crec.org](mailto:vradican@crec.org) and [sbusby@crec.org](mailto:sbusby@crec.org)

**THERE ARE LIMITED SLOTS AVAILABLE, SO THOSE WHO REGISTER FIRST WILL RECEIVE A SPOT FIRST.**

**TO BE CONSIDERED REQUIRES having paid your initial deposit AND having all magnet school residency and registration documents in order**

### **Fees**

Please note: School vacations, holidays, and weather/emergency closings are not prorated on your account.

- BeforeCare ONLY \$130.50/month
- AfterCare ONLY \$242.50/month
- Before AND Aftercare \$343.00/month
- Early Dismissal Days ONLY \$495/year

### **Hours of Operation**

#### **Before Care 7:30am – 8:40am**

- The Before Care program opens at 7:30 am.
- Entrance via loop around building by the Cafe.
- Students may not be dropped off before 7:30 am as there is NO supervision available.

#### **After Care: 3:40 pm – 5:30 pm**

An adult must sign the child out of the program each day. Enter via the front entrance and see Security. Only adults listed on the registration form will be allowed to pick up students. If you need to add someone to the list, please email the Program Coordinator at [vradican@crec.org](mailto:vradican@crec.org). For the safety of students, no telephone requests will be accepted. ID required

#### **Scheduled Early Release Days 12:10pm – 5:30 pm**

- All children must be preregistered in advance.

- Families already registered for our daily after care program will not incur any additional charges for early release days.

### **Late Pick-Ups**

Students MUST be picked up by 5:30pm. If your child is picked up late, you will be assessed a late fee according to the below plan:

- \$10 for the first 10 minutes late (or any part of).
- \$10 for each additional 10 minutes (or any part of)
- All late pick up payment fees are due immediately at time of pickup.
- Recurring late pickups may result in your student's termination from the program.

### **Inclement Weather/Emergency Closings/School Closings**

Delayed Opening: When there is a delayed opening, Before Care will be delayed the same amount of time. For example, if a 2-Hour Delay is called, Before Care will open at 9:30 am.

Early Release: When there is an early closing due to inclement weather, AfterCare will be closed. Families are expected to pick up children from school at the dismissal time.

Holidays/Vacations: The After Care Program will not operate on following days:

- November 23<sup>rd</sup> (day before Thanksgiving holiday)
- Last Day of School

### **Expectations**

The **Before** and **After Care programs** expects that children will:

- Be responsible for their actions.
- Respect the school rules that guide them during the day.
- Remain with the group and child care staff at all times.
- Play and work with materials and equipment appropriately.

**Parents/guardians** can expect that in the Before Care and After Care programs:

- Their children will be cared for in a safe and supportive environment.
- They will be informed about any changes/updates in the Before Care and After Care program.

- Maintain effective communication
- Provide invoices in a timely manner or when requested.

**Parents/guardians** are expected to meet the requirements of Before and After Care programs:

- Pick up your child promptly, no later than 5:30.
- Before Care and After Care invoices will be correct and timely.
- Keep child's emergency and authorized pick up records current and up-to-date.
- Notify Program Coordinator/Program Assistant of any changes/updates regarding their child (i.e. change in pick-up time, registration information, etc.)

### **Behavioral Expectations**

Before and AfterCare will enforce the same behavioral expectations as they do throughout the school day. Mrs. Vicki Radican, AfterCare Coordinator will follow school procedures including creation of behavior trackers, communication with families and notification to administration as needed.

Acts of violence and physical aggression are in violation of the CREC Magnet Schools policies and may result in the immediate suspension and/or dismissal of your child from the program.

### **Personal Property Expectations**

Children's personal property (coats, clothing, school bags etc.) must be clearly marked with the child's name. We ask that students **NOT** bring toys to the program. We provide all materials for students' enrichment. Although attempts will be made to help children stay organized, neither CREC, the school nor the Before or After Care programs are responsible for lost or stolen items.