

MASON CITY SCHOOLS
Student Activities Department

EXTENDED CARE/HOMEWORK CLUB

PARENT/STUDENT
HANDBOOK

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Rules/regulations may be changed without prior notice.

EXTENDED CARE/HOMEWORK CLUB

OVERVIEW

Welcome to the Student Activities Department's Extended Care/Homework Club. The purpose of this program is to provide our students with a safe and friendly environment where they can stay while parents are working before and after school hours.

In the morning, students will have quiet time to finish homework, watch television, play games and have a light breakfast.

In the afternoon, students will participate in activities such as intramural sports in our gym or outside if weather permits, quiet board games, and other activities. In addition, we offer After-School Enrichment Programs and most importantly, students will participate in our "Homework Club" Monday through Thursday afternoons. Friday afternoons have been designated "Special Days" where children will be offered a variety of other fun activities such as parties, movies, games; such as bingo or capture the flag.

OBJECTIVES

1. Provide a safe environment for children who would be unsupervised before and/or after school.
2. Provide assistance with homework assignments during the afternoon session. This will give the family extra time in the evening to spend quality time together without the stress of homework.
3. Provide students with positive role models, new friendships as well as social growth.
4. Provide age appropriate activities.

LOCATION

Students will report immediately to the commons/cafeteria area of Western Row, Mason Early Childhood Center and Mason Intermediate before school and when the regular school day is complete. The Program will utilize the commons/cafeteria as well as the gym and various classrooms.

HOURS OF OPERATION

Extended Care/Homework Club will be open every day school is in session. The program will close for school holidays, teacher in-service days, snow days, etc. Hours of operation will be 6:30am until the start of the school day (Session I) then again at the end of the school day until 6pm (Session II).

When the school is placed on a snow delay, the program will begin at the regular time, 6:30 a.m. unless otherwise noted with Mason City School's announcements on the radio, television or on the web site at www.masonohioschools.com. Children that attend only in session II (afternoon session) may use the extended care morning program during delays.

If school is dismissed early due to snow or other emergency, we will continue to be open for two hours after dismissal.

FEE SCHEDULE AND ATTENDANCE

1. Non-refundable annual registration fee of \$60.00 per family.
2. A refundable fee of \$100.00 (per student) for one session or \$150.00 (per student) for both sessions is due upon registration. This fee will be used to cover any unpaid fees at the end of the school year or when

your child is removed from the program after proper notice. Refunds will be mailed directly to you from our Finance Department two (2) to four (4) weeks after your child's final day. This time is needed to ensure that all payments have been posted and cleared through your bank. If you would like the \$100.00/\$150.00 deposit may be rolled over for the following school year, if your child is returning to the program. This deposit may be used to cover hourly expenses when you remove your child from the program or at the end of the year, hourly charges must be paid on a weekly basis and kept current at all times.

3. There will be a charge of \$6.00 per hour with a minimum of five (5) hours per week for each session your child has been registered to take. After five (5) hours you will be billed every fifteen (15) minutes.
4. We will permit children to attend a session that they are not registered for a few times per month. If possible, please notify the Assistant Coordinator of your building before arriving in the morning or by telephone for the afternoon. If a child attends a session that they are not registered for on a regular basis every month, you will be billed the minimum amount of hours for weeks moving forward.
5. If your child is out of school because of illness, vacation, etc. the minimum amount will be charged for each session your child is registered to take.
6. If it becomes necessary to remove your child from the program, a two (2) week written notice must be given to the Coordinator. You will be responsible for payment for the entire two (2) weeks with a minimum of five (5) hours each session in which your child is currently registered to participate.
7. If your child does not attend the program for two (2) weeks, without notifying the Coordinator, the child can be dismissed from the program. You will be responsible for payment during these two weeks. The registration process, including all fees, will be needed to reinstate your child.

PAYMENT POLICY

Extended Care/Homework Club is a self-supporting program. All funds are generated through tuition. Our staff payroll, insurance and all operating expenses depend on prompt collection of tuition payments. Invoices will be ready by Tuesday (or the second day of the week) for hours used the previous week. Parents will be required to make their payment by Friday of the current week. If the payment is not made on or before Friday, a 10% service fee will be added.

The Coordinator may excuse your child/children from the Program if payments are not made for two weeks, or if their deposit money will not cover the balance of their invoices. You will be given a 24-hour notice to find new child care.

You may make your payments by check or money order made out to Mason City Schools/ECP or on line by setting up an account. You will need your child's student ID to set up their account. There will be a fee charged by the Finance Department for all non-sufficient fund checks.

ATTENDANCE

It is the responsibility of the student/parent to remember when the child is to report to Extended Care/Homework Club. We will not be responsible for children who forget to report to Extended Care/Homework Club.

EMERGENCIES

Emergency medical forms are kept on site in the office. Parents or other authorized adults listed on the emergency forms will be contacted in case of an emergency or if your child becomes ill. It will be the parent/guardian's responsibility to provide the Coordinator with any emergency contact changes. **Please note this section will be updated in spring 2018.**

DISPENSING MEDICATIONS

There will be no nurse on duty during Extended Care/Homework Club time. However, if your child is on medication, the Coordinator or another staff member will administer medication if all proper medication forms are completed and on file with the department. These forms can be found in the Extended Care/Homework Club office. It is preferred that the medication be kept in the original packaging/bottle and parents/guardians will be responsible to make sure there is an adequate supply of medication in the Extended Care/Homework Club office.

LATE ARRIVAL POLICY

Late the first five times, \$1.00 per minute; late six to ten times, \$2.00 per minute; late eleven to fifteen times, \$3.00 per minute; late sixteen times to twenty times \$4.00 per minute, etc. This is by no means permission to be late picking your children up. It is very important to us that you arrive before 6:00 each afternoon. If we feel it is getting out of control we do reserve the right to remove your child from the program immediately. All late payments will be due immediately.

If someone other than the parent/guardian is going to pick up a child, a written notice or phone call must be given to the Coordinator. Please be sure the person that is picking your child up knows that photo identification will be required. If this is not done, a child will not be released until his or her parent/guardian is contacted.

For the safety of your child, the Coordinator of the Extended Care/Homework Club must know if there are any persons who would be not permitted to pick your child up. Please make sure you put this in writing and personally hand to the Coordinator.

All parents/guardians are to enter the school building through the appointed entrance. A sign will be posted on the proper door. Please do not enter the building from any other door.

SNACK

A drink and a snack will be provided for students. Snacks/breakfast will change from day to day. If your child has special dietary requirements, it will be the parent/guardians responsibility to provide an appropriate snack and/or drink and to make sure the Coordinator is aware of this need. No child will be permitted to bring his or her own snack unless he or she has have received prior permission from the Coordinator.

AFTER SCHOOL ENRICHMENT PROGRAM

Students attending the Extended Care/Homework Club will be able to participate in the After School Enrichment Program (which is a division of the Student Activities Department) as all Mason children are given the opportunity to participate. Each session will be held for approximately four weeks, one afternoon per week for approximately one hour and fifteen minutes each day.

There will be an additional fee involved in participating in the ASEP program. Information about Enrichment classes will be announced throughout the school year.

AFTER SCHOOL ACTIVITIES

Children will be permitted to attend activities not sponsored by the Student Activities Department directly after school. These programs include such things as yearbook staff, choir, scouts, etc. If a child does attend one of these programs and then wishes to attend Extended Care/Homework Club the parent must make arrangements with the Coordinator as well as the party responsible for the activity to provide safe means of getting the child to the Extended Care/Homework Club. Parents will be charged from check in time until the child is picked up.

RULES/REGULATIONS

We want our students to enjoy their time with us at Extended Care/Homework Club. The following rules have been set to ensure the children's safety and well-being while at the program.

1. No running, jumping, etc. will be permitted anywhere in the building except the gym. Active time will be kept in the gym during intramural sports or outside.
2. No electronic gaming devices. Approval for electronic reading devices will need to have prior approval by the ECP staff. The Student Activities Department is not responsible for lost or stolen items.
3. Children are not permitted to talk in loud voices. Other activities will be going on in the building while we are present and it is important that we do not disturb other groups.
4. "Foul language" and "name calling" will not be permitted at any time.
5. Children must respect the property of the school as well as the program's property.
6. Children will be given options to play various organized sports in the gym or outside, weather permitting. If this does not interest a child and they would rather play a quiet game, study or meet with friends this will be an option for them as well in the commons area.
7. All students will participate in the Homework Club portion of the program. Students should carry their student planner with them each day. The Extended Care/Homework Club staff will check the planners periodically to make sure that each student is doing his or her homework along with checking to see if the student needs extra help in a particular subject. If a child does not have homework, it is suggested that the student bring a book to read or perhaps a notebook, so that the student can practice their writing skills, etc. Children are expected to clean up after themselves (i.e., snack papers and containers

- thrown away, supplies put away, coats, backpacks stored in proper area, etc.)
8. Children are to behave in the same manner as they are expected to during the regular school day.
 9. The staff of the Extended Care program will not be responsible for messages left for children. Children are not permitted to use cell phones. Children will not be permitted to use the school phones unless it is an emergency.
 10. The Coordinator or staff may add additional rules as they see appropriate.

CONSEQUENCES/DISCIPLINE

Our approach to discipline will focus on self-control. Rules have been developed to set limits for the following reasons:

1. Possible harm to oneself.
2. Possible harm to others.
3. Damage to property.
4. Infringement on the rights of other students and staff.

We feel our goal is best accomplished by utilizing the following guidelines:

1. The Coordinator and staff are to act as limit setters; listening, clarifying and supporting choice making.
2. Positive language and manners will be used to communicate limits and provide simple, consistent explanations.
3. An environment structured to help children remember limits will be provided.
4. Children are recognized with praise for respecting limits.

A child who is having problems staying within the guidelines of the program will be removed from the group to a designated time-out area until they are able to return and deal with the situation in an appropriate manner. Parents will be notified in the case of serious or recurring problems.

There is the possibility that a child's enrollment may be terminated for serious or recurrent infractions. Parents will be given a 24-hour notice prior to termination.

PROGRAM CONTACT WITH PARENTS

In the case of divorces, Extended Care/Homework Club staff will communicate only with the parent who registers the child and who is responsible for payments. If both parents wish to be contacted by the staff, i.e. when there is a discipline issue or a billing/invoice question, a written statement giving consent to the Extended Care/Homework Club staff must be provided to the Program Coordinator with both parent's signatures.

PARENT PARTICIPATION

Parents are encouraged and always welcome to participate in our Extended Care/Homework Club. Suggestions, constructive criticism and favorable comments are always welcome. Our goal is to provide quality programs that meet the needs of each child. We will need your input to meet these goals.

Negative parent behavior will not be tolerated. If a parent has concerns or issues with the staff or the program, they need to make an appointment with the coordinator to calmly discuss the matter. Should a parent yell or shout at a staff member, their child will be removed from the program immediately. Such behavior scares the children and is unacceptable.