

CREC Magnet Schools
Medical Professions and Teacher Preparation Academy
Before and After Care Programs

Family Handbook

Welcome to the CREC MPTPA Before and After Care program.

This handbook is designed to give parents and guardians insight into our Before and After Care program. It includes detailed information about our program, policies and procedures. Please read this handbook carefully and keep it for easy reference during the school year. The registration form includes an acknowledgement that you have read understand and agree to adhere to all of the policies, procedures and expectations outlined in this handbook.

The Before and After Care program's goal is to provide a safe learning environment for students that inspires social confidence, promotes creativity and encourages the development of the whole child. We accomplish this through project based learning, diverse enrichment experiences, and relationship building opportunities. The program will offer a variety of activities including a time for snack and homework completion, indoor/outdoor play, games, art and science projects and various enrichment activities provided by external vendors.

The staff always welcomes suggestions and ideas that will help us make your child's time at the Before and After Care Program more beneficial and rewarding. We do not have access to school files. We welcome you to share your thoughts and ideas with us at any time. We can be reached at slugo@crec.org

Best regards,

Ms. Shakira Lugo
Before and After Care Program Coordinator

School Policies and Procedures

The Before and After Care Program follows ALL school and District policies and procedures, with some additional policies and procedures specific to the Before and After Care program.

Expectations

CREC Schools believe in a positive approach to behavior management that emphasizes behavior expectations, consequences and positive recognition.

Children in the Before and After Care Program can expect to

- Have a safe, supportive and consistent environment
- Receive respectful treatment
- Have discipline that is fair and consistent
- Receive nurturing care from staff members

The **Before and After Care Program** 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.
- Take care of materials and equipment properly and return them to their place when done.
- Please see Consequences section.

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

- Their children will be cared for in a safe and supportive environment.
- They will be told about any misbehavior on the part of their child.
- They will be informed about any changes in the Before and After Care Program.

The **Before and After Care Program** expects that parents/guardians will:

- Pick up their child on time.
- Pay fees on time.
- Keep child's emergency and authorized pick up records up-to-date.
- Pay attention to any communication from the program regarding their child's behavior and cooperate in all efforts to bring about improvement in the situation.

Hours of Operation

Before Care—7:30 am to 8:15 am

- Students may not come to Before Care prior to 7:30 am. Students must be walked in and signed into the program each morning by an adult.
- This is for your child's safety; there are NO exceptions.
- Please park only in designated parking areas.
- Only students registered for the Before Care program may be in the building prior to 8:15 am.

After Care—2:15 pm to 5:30 pm

- An adult must walk in and sign the student out of the program each day. Only adults listed on the registration form will be allowed to pick up students. If you need to add someone to the list, please do so in writing or email (to the school secretary.) For the safety of students, NO telephone requests can be honored.
- Students MUST be picked up by 5:30 pm. Late pick up fees are \$25 for first 15 minutes late; additional \$10 for next 10 minutes late, and are payable immediately.
- Recurring late pickups may result in your student's termination from the program.

Scheduled Early Release Days

- Childcare is provided to all students registered for After Care.
- With preregistration, childcare is available for \$30/day for children NOT registered for After Care.
- There is no After Care the day prior to Thanksgiving, the day prior to the start of winter break and the last day of school.

Inclement Weather/Emergency Closings

- With a delayed opening, the opening of the Before Care program will be delayed the same amount of time.
- With an early closing, there will be no After Care. Parents are expected to pick up their students as soon as possible.

Registration

All students must be reregistered each year. Registration does not roll over from year to year. Registration forms are available on the school website or [by clicking HERE](#), and are due prior to the start of school each fall. Students will not be permitted to participate in the Before and After Care program without a completed registration form.

After the start of school, new registration forms for the Before and After Care Program must be completed prior to the desired start date.

Any changes in your student's participation in the Before and After Care Program must be made in writing indicating the change and the effective date and sent to slugo@crec.org (with a copy to Peggy Roell at BeforeAfterCare@crec.org).

Tuition & Billing

Tuition for the 2016-2017 school year is:

	Per Week (for 36 weeks)	Per Month (for 10 months)
Before Care M-F	\$35	\$120
After Care M-F	\$90	\$360
Before and After Care M-F	\$115	\$430

Care4Kids

CREC is a Care4Kids qualified childcare provider. Please see www.ctcare4kids.com or call 888-214-5437 to determine whether you may qualify to receive Care4Kids financial assistance (especially if you qualify for free or reduced lunch). It is the family's responsibility to obtain, file, and keep all documents current and up to date. Parents/guardians are responsible for any Before and After Care fees not covered by Care4Kids. All payments made by Care4Kids will be applied to your current balance and noted on your invoice.

Children's Personal Property

Children's personal property (coats, clothing, school bags etc.) must be clearly marked with the child's name. Any personal property which remains at the end of each day will be taken to the School's lost and found. Although attempts will be made to help children stay organized, neither CREC, the school nor the Before and After Care program are responsible for lost items.

Lost or Stolen Items

Neither CREC, the school nor the Before and After Care Program are responsible for lost, stolen or broken toys, clothing or other items. We ask that students not bring toys to the program. We provide all materials for students' enrichment.

Enrichment Activities

Various enrichment activities are included in the fees of the After Care program.

Consequences for Students Not Demonstrating Expected Behaviors

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

Contacting the School After Hours

Please contact Shakira Lugo should an emergency arise after hours and families need to get in touch with After Care staff regarding a change in pick up. The phone number is 860-223-0726.

Other Questions or Concerns

- Please do not hesitate contact: **Before and After Care Coordinator**—Shakira Lugo
slugo@crec.org 860-223-0726
- CREC **Coordinator of Out-of-School Activities**—Peggy Roell
BeforeAfterCare@crec.org 860-509-3647