

Laurel After School Program



2018-2019

Parent/Guardian Handbook

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INTRODUCTION

Welcome

Dear Parents and Guardians!

This handbook is designed to give parents and guardians a helpful insight into the Laurel After School Program (LASP) offered by the Laurel Public Schools. It includes detailed information about LASP activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

The After School Program strives to provide an atmosphere where children can enjoy, grow, and learn. The staff always welcomes suggestions and ideas that will help us to make your child's time at the LASP beneficial and rewarding. We encourage you to share your thoughts and ideas with us at any time.

If you have any questions about the content of this book, please feel free to give us a call.

Best regards,

Allyson Robertus
Program Director
(406) 628-3381

Rebecca Haffey
Site Coordinator
(406) 628-3347

AFTER SCHOOL PROGRAM CONTACT INFORMATION

The After School Program is located at the (Old) Middle School
410 Colorado Ave
3rd Floor
Laurel, MT 59044
(406) 628-3347

To report an absence, a change of pickup information, or a pickup delay, please call the After School Program.

CONTACT INFORMATION

Laurel After School Program (LASP) offers care for elementary students enrolled in Laurel Public Schools grades K-8. Our mission is to provide each student a diverse education in a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning. The LASP team joins parents and community to promote community involvement to assist the students in developing skills to become independent, encourage multicultural appreciation, and to foster well rounded individuals.

2018-2019 LASP SCHEDULE

Age: Kindergarten-4th Grade has first priority for acceptance. Students enrolled in grades 5-8 will be considered on a space available basis. Please contact the program coordinator for consideration.

Dates: August 27, 2018 – May 31, 2019

Cost: Full-time (Before and After School) \$200.00/Month

Part-time (Mornings only) \$60.00/Month

Part-time (After School only) \$175.00/Month

Daily Rate \$20.00

There is a non-refundable registration fee of \$30.00 per student

STUDENT PARTICIPATION

Students participate in activities such as:

Healthy snacks

Homework help

Reading and Math support

STEAM (Science, Technology, Engineering, Art and Math) Activities

PROGRAM POLICIES AND PROCEDURES

REGISTRATION

All registration forms must be completed for your student's file BEFORE they may attend. All records and information received regarding your student(s) will remain confidential.

Parent/Guardian Communication

- Provide monthly attendance calendars if your child is not on a regular 5 day a week attendee.
- Pay monthly student fees by the 10th of each month prior to attending either by stopping by or mailing the payment to 410 Colorado Avenue (Old Middle School).
- Visit with Site Coordinator and/or Director regarding concerns related to students or the program.
- Inform the Site Coordinator either by phone call or email if your student will not be attending the program as scheduled.

COMMUNICATION

LASP maintains an open door policy. Please feel free to direct questions or concerns to the Site/Program Coordinator or Community Ed Director at any time.

Any questions regarding tuition, policies, staffing, activities, or a child's participation in the Program may be directed to the Site Coordinator at **406-628-3347** or Program Director at **406-628-3381**.

If a concern involving a staff member arises, please speak directly to the staff member involved. If the matter cannot be resolved directly with the staff member, the Site Coordinator will meet with the staff member and arrange a meeting with the staff member and parent to discuss and resolve the concern.

The first priority of the staff is to focus as much attention as possible on the children. In order to meet the needs of the children and the staff during program hours, we ask that parent(s) or guardian(s) limit their conversation with staff members to subjects involving their child. Please feel free to call us at any time.

STUDENT RESPONSIBILITIES

- In order to maintain positive environment, students will be expected to do the following:
- Follow all bus rules, by remaining seated and facing forward at all times.
- Keep hands, feet and objects to self.
- Respect others and their differences.
- Respect property and equipment.
- Use only pleasing words.
- Conduct themselves in a positive manner, emphasizing the six pillars of Character Counts (Respect, Responsibility, Caring, Citizenship, Trustworthiness, and Fairness)

DISCIPLINE YOUR CHILD

The LASP program is an extension of the regular school day and as such follows the same guidelines outlined in the elementary handbook. When a discipline problem develops, the staff will attempt to redirect a child to an appropriate activity whenever possible. Please refer to your school specific MBI handbook for steps and processes followed to help support student behavior. (www.laurel.k12.mt.us)

LATE FEE

The monthly tuition must be paid by the 10th of the month. A \$25.00 late fee may be applied to the fee. After the 15th of the month your child can not attend.

If tuition payment becomes a problem, please contact the Program Director so that a payment plan can be arranged and participation in the program can continue.

DAILY ROUTINES

SCHEDULE CHANGES

Although every effort will be made to accommodate schedule changes, any changes in a child's attendance at LASP are subject to availability.

Any reduction in participation of 50% or more requires a sixty-day written notice. Fees will not be refunded due to a child's absence or withdrawal from the Program. Written notice of a schedule change should be submitted to the Program Director.

SCHEDULE OF OPERATION

On regular school days, the Laurel After School Program operates as follows:

- Before School Program: will operate Monday through Friday starting at 7:00am. Breakfast will not be served. All Students in grades K-8 will be bussed to their appropriate school by Laurel Public Schools busses.
- After School Program: will operate Monday through Friday starting at the dismissal of the school through 6:00pm. Students will be bussed to the Administration building located at 410 Colorado Ave, at the end of the School day. NO student may walk to the Program unless Parents/Guardians have signed a release.

PIR DAYS

LASP will be open on all PIR days for full time LASP enrolled students. All full time LASP enrolled student will be charged a \$20.00 additional fee per day of care. A minimum of 15 students must be signed up for the PIR day LASP care in order to hold LASP services. Students that are not enrolled full time in the LASP program will not be considered.

HOLIDAYS

LASP will NOT be open on all Holidays and all NO School days not associated with a PIR Day. See District Calendar for the Holiday and No School day assignments.

New Year's Day	January 1
Good Friday	Friday before Easter
Spring Vacation Day	Easter Monday
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Thanksgiving Day	Thursday in November
Day after Thanksgiving	4 th 4 th Friday in November
Christmas Eve Day	December 24th
Christmas Day	December 25th
New Year's Eve Day	December 31st

SNOW DAYS AND DELAYED OPENINGS

LASP will be closed whenever school is closed due to inclement weather, or declared emergency. Credits will not be issued for days when school is closed due to snow, and no additional charges will be incurred when the duration of the program is extended in June.

When the opening of school has been delayed due to weather, the Laurel After School Program will operate as scheduled. If you have any questions about our operating schedule on a day when school has been cancelled or delayed, please call **(406) 628-3347** for the day's schedule.

LASP will be closed whenever Laurel Public Schools are dismissed early due to inclement weather or whenever there is an unexpected event that impacts the safe use of our site. Whenever there is an early dismissal, children who normally attend the After School Program will be sent home on the bus. Please make sure that someone will be home to meet your child and that your child knows exactly what to do if he or she arrives at home and you are not there.

CHECK-IN PROCEDURES

When a child who is scheduled to attend LASP does not arrive, and the program has not received an absence call from the child's parents, we will contact parent(s)/guardian(s) for confirmation of attendance. Please do not forget to notify us if your child is not attending.

PICK-UP PROCEDURES

LASP utilizes a checkout system to ensure that each child is dismissed to the proper person at the end of the day. Children will not be allowed to leave unattended. Parent(s)/Guardian(s) must walk into the school building, show identification, and checkout with staff. **Please have your ID ready.**

Children will not be released to anyone other than a parent, guardian, or person listed on the child's permission form unless the child's parent/guardian notifies the staff in writing prior to pick-up time.

LATE PICK-UP POLICY

LASP closes at 6:00 p.m. We ask parent(s)/guardian(s) to arrive by 5:55 p.m. in order to allow the children enough time to tidy up and gather their belongings. If a 6:00 p.m. arrival is unlikely, please take a moment to call us at 406 628-3347 so a staff member can speak to the child about the delay.

A late fee of \$1.00 per minute may be charged for a pickup after 6:00 p.m. An entry in the late pickup log will detail the time of pickup and the amount due. Late fees will be added to the child's tuition bill. After the third occurrence of a late pick up the Program Director will be notified. Continual late pick up may result in a child's suspension or removal from the program.

GENERAL INFORMATION

HOMEWORK POLICY

LASP stresses the importance of homework and sets time aside every day for the children to complete their assignments. Please let us know if you prefer to have a child complete his or her homework at home. Children who do not wish to use homework time to complete their homework may use the time to read a book.

SNACKS

Snacks will be provided each day. Due to food allergies all snacks during LASP daily program will be provided for your student. These are healthy snacks. We will enforce a **NO** nut zone this

includes all nuts, not just peanuts. If your child has a special dietary restrictions we will make special arrangements on a by person arrangement.

HEALTH & SAFETY

Any child with the following symptoms should not remain at LASP:

- Temperature –101
- Diarrhea, severe cold, cough, sore throat, upset stomach, and/or vomiting.
- Skin eruptions or rashes will be considered reason for exclusion unless there is a note from the child's doctor in the school file stating that it is not contagious.
- The rules and regulations for the control of communicable diseases are determined by the State Health Department and administered locally by River Stone Health.

When children become ill at LASP: In the case of mild illness, the child's parent(s) or guardian(s) will be contacted, and the child will be made comfortable, isolated as much as possible from the other children and closely watched until parents or guardians arrive to pick up the child.

EMERGENCY PROCEDURES

If a child becomes seriously ill while at LASP, a parent or guardian will be contacted to pick up the child immediately. If a parent or guardian is not directly reachable, attempts will be made to contact them through the emergency contact listed on the emergency medical form.

ACCIDENTS

Accident procedures followed by LASP staff will depend on the severity of the injury. In the case of a minor injury (cuts, bruises, etc.) simple first-aid will be applied immediately and the parent(s) or guardian(s) notified. If parent(s) or guardian(s) cannot be reached right away, an emergency contact person will be called. In all cases of an accident, an accident report will be completed and copy given to the parent or guardian; a copy will also be kept on file at LASP.

MEDICATION

No medication will be given by LASP staff members. All morning medication must be given by the parent(s) or guardian(s) and arrangements need to be made with the child's school to administer any afternoon medication.