



AFTER SCHOOL & SUMMER CAMP

PARENT HANDBOOK

2024 – 2025



Dear Parents/Guardians:

The faculty and staff of Thomas Metcalf School are pleased to offer you and your children the services of our After-School Program Summer Camp. The attached handbook contains important information and outlines our expectations, policies and procedures.

The handbook is a vital part of the enrollment agreement between the program and the parents/guardians of the children. Please take a few minutes and read over all the material enclosed. We look forward to another fun, enriching, and safe year.

The After-School Program now consists of three elements.

1. We offer care for students after school from 3:00-5:15, Monday thru Friday and on early dismissal (1:00 p.m.) days;
2. We offer a summer camp, running 10 - 11 weeks (this varies by schools start/end date).

Please feel free to contact us with any questions or concerns at 309-438-7238 or 309-838-7965,

Any rate changes in this handbook will go into effect June 1st 2024 (or the first day of summer camp).

Sincerely,

Nick Lisowski

Nflisow@ilstu.edu

ASP Cell 309-838-7965

Program Coordinator

REGISTRATION

The Metcalf After School Program currently runs on a drop-in basis. Please call if you would like your child to attend but are not sure they know where to go. If your child will be involved in extracurricular activities during the After-School Program, please put that in writing to the Director including the day, time, and place. This enables us to account for all children who should be present on a given day, middle level children can sign themselves out unless the parents express in writing that they do not want them to have this privilege, this allows them to get to their activities without parents needing to sign them out.

All students remaining at school after 3:20 p.m. who are not directly supervised by an adult are required to attend the After-School Program and those students' parents/guardians will be charged for services provided.

Please help us with this by directing your children to attend the program when appropriate.

EXPECTATIONS

Parents'/Guardians' expectations of the Program

Parents/Guardians may expect that:

1. Their children are cared for in a safe, supportive, and caring environment.
2. They may visit with the Director about concerns related to their child or the program.
3. They will be informed of both positive and negative behaviors of their child. When the negative behaviors cannot be resolved between the staff and the child, the parents will be informed to help improve the situation. If the situation cannot be resolved the child may be suspended or terminated from the program at the Program's sole discretion.
4. While we hold ourselves to the same or higher standards, the ASP and Summer Camp is license exempt thus it is not regulated by DCFS rather by Thomas Metcalf Elementary School.

Program's expectations of the Parents/Guardians

The Program expects that parents/guardians will:

1. Payments are made on or before the 15th of every month unless otherwise directed. A \$25 late fee will be assessed for the first week, after that the child will not be allowed to attend until the bill has been paid in full.
2. Pick up the child at the appropriate time, each day.
 - a. For afterschool on regular school days, that is NO LATER than 5:15 p.m.
3. Be responsive to any communication from the Director, i.e. newsletter, calendars, and requests. Parents Place bulletin board.
4. Comply with all parts of the After-School handbook.
5. Sign their child out daily (\$1 fine may be applied daily if parent fails to comply, this is for your child's safety).
6. Signing up for extra events requires us to have sufficient staff available to supervise the students, for this reason ½ of the event fee will be charged for canceling without sufficient notice, a \$5 fee will be added for free events that a child registers for and doesn't attend.

Children's expectations of the Program

Children may expect:

1. To have a safe, supportive, and consistent environment.
2. To use all program equipment, materials, and facilities on an equal basis.
3. To receive respectful treatment.
4. To receive discipline that is fair and non-punitive.
5. To receive care from staff members who are actively involved with them.

Program's expectations of the children

The program expects that the child will:

1. Be responsible for his/her actions.
2. Respect school rules, the program handbook/rules, and supervisor's rules at all times.
3. Respect staff, peers, and equipment.
4. Remain with the group at all times.
5. Take care of materials and equipment properly and return them to their place when done, or before taking out new ones.
6. Check in to After School Program **IMMEDIATELY** after school.
7. Check into After School Program if involved in any extracurricular activities that start more than 30 minutes after school is out.

BEHAVIOR ISSUES

The following possible options may be used when a student's behavior requires attention but are at the discretion of the director:

1. Verbal Warning about behavior.
2. Time-out to observe appropriate behavior and think about actions.
3. Change of stations.
4. Suspension from stations for a day or week.
5. Discussion with parents.
6. If problem persists, the parent/guardian will be called and expected to pick up the child.
7. Suspension from the program.
8. Termination from the program.

We also adhere to all applicable School rules, policies, procedures, and handbooks.

PROGRAM BILLING AND PAYMENT

The After-School Program fees will be based on a sliding fee scale fixed by the Federal Food Reimbursement Program. If you feel your family is eligible for free or reduced lunch, please complete a form on the Metcalf website. Billing statement will be emailed monthly, and all payments will be due by the end of the month or date specified on the statement. You can see your balance displayed upon checking your child out (it will display current billing that may be delayed up to two weeks or more). Payments are due the 1st of every month, a \$25 late fee will be assessed for the first week, after that the child will not be allowed to attend until the bill has been paid in full, A \$20 service charge will be billed if a check is returned. If a check is returned 3 times, any future payments must be paid in cash or Money Order. If you are unable to keep up with monthly payments, you will be required to pay weekly. Please contact the director to arrange payment by other organizations. Checks should be made out to Thomas Metcalf School or ISU. Please indicate on the check that the payment is for the After-School Program. Also, include the last names of your children if different from your own name. Payments can be made by dropping a check or cash off or online through the Touchnet system.

AFTER SCHOOL PROGRAM FEES

After School Program

Full Pay--\$62.50 per week or \$12.50 per day per child (K-8)

Reduced Lunch rate--\$35.00 per week or \$7.00 per day per child (K-8)

Free Lunch rate--\$20.00 per week or \$4.00 per day per child (K-8)

(Pre-k charges may be hire due to increased student to staff ratios)

Other fees

Fall / Spring Fun Days - (Must be signed up)

1pm care additional charges

\$6 Full Pay

\$4 Reduced Lunch rate

\$2 Free Lunch rate both

NOTES:

The first and second child in a family will be charged full price. Additional children per family will be charged half price, as long as all children are in attendance at Metcalf.

Payments are due by the 15th of each month.

Late pick-up and failure to sign out fees will be charged at \$1.00 per minute/incident

No School Days

The After-School Program does not provide care on school holidays unless a "Fun Day" is planned. Don't forget to make other care arrangements for those days.

Important Reminders

The hours of Metcalf's After School Program are **3:00 to 5:15 p.m.**

Metcalf's After School Program is available **on regular school days, 1:00p.m. on early release days, and 7:30 on late start days (see "Late Start" section of this document for more information).**

Since the intent of the program is to provide a safe, fun, structured environment for students, participation in the After School Program is required for all students who cannot be picked up by 3:30 p.m. on regular days and by 1:30 p.m. on early dismissal days. This includes students who remain at Metcalf waiting for an extracurricular activity to begin and students who are waiting to be picked up after an extracurricular activity concludes.

Metcalf's After School Program ends promptly at 5:15 p.m., and participants in the program are expected to be picked up at that time. If students are habitually picked up late, we may, at our sole discretion, discontinue a student's participation in our program.

****Electronics including but not limited to; E-readers, tablets, laptops, Gameboys... may be used in the Middle school room and with the discretion of the staff, only school appropriate material (although no social media of any kind) may be accessed on all devices. We do not allow our students to have or use phones or smart watches at the After-School Program. We have a phone located at the desk that all students are welcome to use to contact parents (or parents contact them). Thank you for your cooperation and helping us to continue to keep our program a fun and safe location for children to spend their time.**

Be aware, by letting your child bring these devices you are giving the After-School Program permission to monitor all devices. If we ask the child for their device, they are expected to immediately give it to the staff without hesitation (please review this with your child). Please send these items at your discretion and at your own risk, the After-School program and its staff are not responsible for any items from home in any way, including but not limited to theft or damage to the item.

AFTER SCHOOL PROGRAM SAMPLE ACTIVITY OPTIONS

(Subject to change by Program)

A **snack** will be provided in the cafeteria between 3:00 and 3:15 p.m. each day as part of the After School Program. All students will be offered a snack, If your child has any allergies the allergy information MUST be submitted in writing to the director and we will find them an alternative, children are also able to bring snacks from home if they so choose.

Craft/activities – Students will have an area that offers them options for their creative side. It will have items to build and create along with options for more structured activities. This does vary by day.

Outside/Gym – Students will be provided with seasonal recreational activities and necessary equipment for either outdoors or indoors activities and games when space is available.

Special programs – Every semester we try to offer something special in addition to our daily activities. These are sign up bases and limited on space but offer play based learning in an area your child is passionate about (this is often space limited and dependent on instructors). Some examples of things offered in the past; sign language, Spanish, cooking, tutoring... (these may have an additional fee to cover additional teacher/material costs)

Middle School Area-- In addition to all the above, students in 5th through 8th grade have the option of participating in a Middle School Room which has, Nintendo switch, TV's, movies, PS4, couches, games, and other S.T.E.A.M. materials (most of this requires signed waiver).

AFTER SCHOOL PICK UP PROCEDURES

Parents or other authorized pick up persons must pick up their children NO LATER than 5:15 p.m.

A late fee of \$1 per minute may be assessed. The adult picking up the children will be asked to sign his/her name and time at check out. Failure to sign out may also result in an additional \$1 fee being assessed (this is for your child's safety). The child's parent can authorize an alternate pick up person by naming that person on the School Emergency Information, or by giving full information (name and number) to the director, authorized pickup list must be approved by both parents, any discrepancies submitted in writing to the director will not be added to the approved pickup list. **We will not allow a child to leave the Program with an adult who has not been authorized or without proper identification.**

If it is past the appropriate pick up time after 5:15 p.m., Program representatives will place calls to authorized pick up persons to pick up the child. If we are unable to contact anyone the police will be notified.

As clearly stated herein, Metcalf's After School Program ends promptly at 5:15 p.m. Please be on time to pick up your child or children! If you are continuously late, the Director of the program may cancel your children's future attendance as outlined herein. Please be considerate of the staff who dedicate time to your children.

Summer Camp

***These are being evaluated and may increase due to the increase in minimum wage.**

Summer Camp Fees

Full time-

Full Pay--\$195 per week/ \$180 second child
Reduced Lunch--\$100 per week/ \$80 second child
Free Lunch--\$70 per week/ \$40 second child

Part time- Must attend/pay for 2 days per week.

Full Pay--\$60 per day
Reduced Lunch--\$40 per day
Free Lunch--\$25 per day

Other fees-

Pool pass (must acquire on your own)
Activity fee \$120 per child
End of year trip may have an additional costs (not done yearly)
(Helps to pay for charter bus, lunches, activity we are doing, extra time for staff...)

Camp runs from 7:45am – 5:15pm, late pick-up and failure to sign out fees will be charged at \$1.00 per minute/incident.

Applicant's names will be taken only after they inform the director in writing (email). This list is simply to express interest in attendance, your child names will be place into a bucket and pulled at random if spots are available. We use this process for several reasons, including but not limited to; ensuring an appropriate age division to ensure the camp can run smoothly, to ensure everyone gets a fair chance to attend the camp as spots are limited and so on. That being said and for this reason, there are exceptions as we do give priority to sibling (to a current camper), new students to Metcalf (K), family's that use the After School Program regularly, and other similar or special.

Summer camp is only available for Metcalf students going into the 6th grade and younger. Students still wanting/needng supervision after 6th grade will be admitted as a camper/helper through an application process and approval by the director.