

## PROGRAM

Each day at the After School Program we will play organized games and activities. Outdoor play at the Child's Place Playground will be scheduled periodically weather permitting.

## REGISTRATION, WEEKLY, & DAILY FEES

A \$20.00 non-refundable registration fee will be charged for each youth that attends the program. \$35.00 fee per week, \$5.00 discount per sibling, payment is due on Monday at pick up time of each week of attendance. Payment must be made prior to your child attending. Do not give any payments to your child or place any payments in your child's belongings. We will not accept any payments from your child. If your child does not attend you do not have to pay. A daily fee of \$20.00 per child, per day (no sibling discounts for daily fees).

## ARRIVALS & DEPARTURES

Your child will be picked up at the school at the time of dismissal each day. The Kindergarten children will be picked up from the gym and walked to the Doster Center by our staff members. The City buses, driven by a CDL (Certified Drivers Licenses) driver will pick up the children from the Primary, Elementary, Intermediate, & Daniel Pratt Schools at dismissal time each day. Only parents, older siblings, grandparents, guardians, or pre-designated adults may pick up the children.

Parents/Guardians may list additional people to pick up their child from the center in advance on the registration form.

In an emergency situation, you may call the office, and give your driver's license number (if you have previously written it on the child's registration form) as a code to the office staff that it is truly you, to allow someone else not on your pick up list to have permission to pick up your child. Please remember this is for your child's safety.

## ITEMS BROUGHT FROM HOME

Please encourage your child to leave all toys, electronic devices, hand held game systems, playing cards, etc..., They will not be allowed to play with them during our program. The City, Parks and Recreation or our staff will not be responsible for any lost or broken items they may bring. If seen by our staff it will be taken up from the child and held until the parents/guardian arrives.

## DISCIPLINE

The Department will closely align its discipline policy with that of the school. The children would feel comfortable in knowing what is expected of them. However, parents must realize that the After School Program personnel do not have the same leverage with the children as the school does. It is not a required program, whereas a child may be disciplined by a teacher, sent to the principal, or be suspended from school. The After School Program staff does not have the "matter of fact control" which the school possesses. Because of this, we need parental cooperation in assuring a respectable After School Program for all participants. Children rely on adults to set parameters for their behavior. Such limits are necessary in providing program continuity and protecting individual rights. Discipline will be administered reasonably and fairly. Children will be made aware of all rules and responsibilities. Positive reinforcement is our preferred approach. Warning Slips will be used to effectively curb misbehavior.

When rules are broken, the following procedures will be enforced:

1. Verbal reprimand.
2. Time-out. Removal of the child from the group setting and issuance of a 1<sup>st</sup> Warning Slip.
3. Privileges revoked and issuance of a 2<sup>nd</sup> Warning Slip.
4. If the child's behavior becomes disruptive to the overall welfare of the program and all other avenues have been exhausted, then a conference between the children's legal guardians, the Recreation Coordinator & the Program Director will be arranged to discuss removal of the child from the program. No refunds will be made if this occurs. A 3<sup>rd</sup> Warning Slip will be issued at this time.
5. First fighting offense will be an automatic 3 day suspension from the program, with a one day in the program detention. (the child will not participate in any activities for one day before they can return to the program) Parents will still be responsible for payment of these days even though the child will not be attending.
6. Second fighting offense will be an automatic removal from the program. The parent will still be responsible for the payment of the rest of the week during this occurrence.

**HOMWORK** - Each day there will be time allowed for homework for those who have it.

**SNACKS** - We will provide snacks and kool-aid for the children when they arrive at the Doster Center.

**WE MUST BE NOTIFIED ON DAYS YOUR CHILD WILL NOT BE ATTENDING!!!!**

Anytime your child/children do not attend the After School Program, regardless of the reason, we must be notified by 2:00pm on the day of.

If not, there will be penalties if you should fail to do so.

**1<sup>st</sup> Offense:** You will be given a verbal warning.

**2<sup>nd</sup> Offense:** There will be a penalty of \$20.00, before your child may return to the program.

**3<sup>rd</sup> Offense:** Your child will lose his/her slot in the program. In order to re-enroll your child to the program you will have to pay a \$20.00 penalty fee, plus pay a \$20.00 registration fee (a total of \$40.00), before your child may return to the program.

**LATE PICKING UP**

An additional \$5.00 fee per quarter hour will be charged for each child left after 6pm (example: 6:01pm is \$5.00, 6:16pm is \$10.00, 6:31pm is \$15.00 and so on) This fee must be paid at the time the child is picked up or the next day before time to pick up the child at school. The child may not attend until this fee is paid.

**ADMINISTERING MEDICATIONS**

We do not have a nurse on the premises, and will not be able to administer medications of any kind (not even Tylenol) to your child. Do not send any medicine by your child, they will not be allowed to take it themselves.

**A WEEK CONSTITUTES THE CITY OF PRATTVILLE WORK SCHEDULE, NOT THE BOARD OF EDUCATION SCHOOL SCHEDULE.**

**VACATION CLUB DAYS**

**Nov 24-26 /December 22 & 23, 29-31 / March 27/ May 28**

These are days when school is out and parents have to work.

Children must bring their lunch. (unless otherwise specified)

**HOURS: 7:30AM – 5:30PM**

Fee: \$20.00 per child per day. (Field trips may be an additional fee)

**SPRING BREAK CAMP & FALL BREAK CAMP**

**7:30AM-5:30PM, March 21 – 25 2015 & October 12-13, 2014**

Cost: \$20.00 daily, per child and \$75.00 for the week per child.



**City of Prattville  
Parks and Recreation**

**2015 – 2016**

**AFTER SCHOOL  
PROGRAM**

**Kindergarten – 6<sup>th</sup> Grade  
3:00pm – 6:00pm**



**August 12 – May 27**

**HOURS OF OPERATION**

**OFFICE HOURS - MONDAY – FRIDAY, 8AM – 6PM  
DOSTER CENTER 595-0808 (ADMINISTRATIVE  
OFFICE)**

