

Dear Mae Boyar ASC families,

Welcome to the 2017/2018 ASC year. Please help us to ensure a happy, healthy, safe environment for your child(ren), by reading and following the policies and procedures listed below:

- **PARENT IDENTIFICATION:** If you are a new parent, authorized for a child's pickup, or are not recognized, you may be asked to show your personal identification. Please know that the safety of your child(ren) is our top priority.
- **PARTICIPANT ACCOMMODATIONS:** The Mae Boyar ASC is dedicated to helping every child in the program have a positive and fun experience. In order to achieve this goal, it's important that parents regularly communicate with leadership staff. Please let the Site Director know of any reasonable accommodations that can be made to ensure that your child achieves success within the program. Any information that may help us troubleshoot, or avoid any issues with your child throughout their time in the program should be communicated on a regular basis. Although we cannot accommodate a one to one ratio for your child, our staff can work alongside aides that have been appointed to your child should they need one. The program typically functions with a 1 to 10 participant ratio, with many of the planned activities taking place in a group setting. Should it be observed by the Site Director that this setup is not creating a successful environment for you child, a parent /director conference will be scheduled to discuss all options.
- **DAILY SNACKS:** Snack is given to those who are signed up to remain in the program after 3pm. Snack is paid for by those participants in their monthly tuition. We will not be able to give out snack to 3pm pick up participants, and those who leave before snack is served. Snack varies, and is listed on our website for your convenience. Please make note that snacks are subject to change.
- **FOOD ALLERGIES:** If your child has food allergies we ask that you **please** provide their daily snack. Some of what we will serve for snack **may contain peanuts, dairy, Soy, or gluten.**
- **FRONT PARENT TABLES:** Important parent notes, parent reminders, sign in/out sheets, child BOO-BOO reports, and signup sheets for upcoming full days is left on this table. **Please make sure you read and check this table daily.**
- **DK & KINDERGARTEN 3PM PICK UP:** M, T, TH, & FRI your child will be in our main room. You will be signing your child out in this room.
- **Wednesday Early Out/DK & KINDERGSARTEN 3:00 Pick Up:** Pick up is in room 211 from 1:15-3:00 and you sign out your child there. 3 pm program participants are to be picked up promptly by 3pm. Late pickups after 3:00pm will warrant a **late fee**. Continued **late** pickups could be grounds for dismissal from the program.
- **DK AND KINDERGARTEN 6PM PICK UP:** M, T, TH & F from 2:50pm until 4:30pm each day DK & Kindergarten are in **room 211** (behind the hand ball courts on the school campus). After 4:30pm your child moves down to our main room. **Please see the above information for Wednesday early out days.**
- **1<sup>st</sup> GRADE-** M, T, TH & F 1<sup>st</sup> GRADE is picked up from the 1<sup>st</sup> grade school yard at 2:30pm, and brought over to room 211. They remain in this room until 4:30pm. Your child moves down to the main room after 4:30pm. On **Wednesdays**, all 1<sup>st</sup> graders are picked up from the school lunch tables at 1:15pm and brought directly to the room 211. Supervision is provided by the school yard duties from 12:40pm until 1:15pm on Wednesdays.
- **2nd THROUGH 3rd GRADE:** M, T, TH & F 2<sup>ND</sup> & 3<sup>RD</sup> GRADERS are picked up on the 1<sup>ST</sup> -3<sup>RD</sup> grade playground yard at 2:30pm. On **Wednesdays** we pick up all 1<sup>ST</sup> through 5<sup>TH</sup> graders at the lunch tables. Supervision is provided by the school yard duties from 12:40pm- 1:15pm at the lunch tables.

- **4<sup>TH</sup> & 5<sup>TH</sup> GRADERS:** M, T, TH, F all 4<sup>TH</sup> & 5<sup>TH</sup> GRADERS are picked up at the upper playground by the basketball hoops. On **Wednesdays** all participants eat lunch at the lunch tables with the Brookside yard duties, and we pick up them up at 1:15pm there.
- **LATE PICKUP:** Any time after a 3:00pm pick up (if this is your scheduled pick up time) or after 6:00pm is considered late. A late fee (**please see late fees in parent paperwork**) will be processed and billed to your account. Please understand that many of the staff have other obligations after 6:00pm and that continued lateness could be grounds for dismissal from the program.
- **WHEN YOUR CHILD IS NOT ATTENDING:** Brookside does not notify us should your child be out of school. If your child will not be attending one of their regularly scheduled days at the club, we kindly ask that you please contact us at least 15 minutes prior to their pick up time. Multiple phone calls to contact parents can be very time consuming, and disruptive to the flow of the daily pick up routine, as well as a safety concern. We have an answering machine (please see # listed below) and you may leave a message at any time, as we check messages every day.
- **CHILD'S ILLNESS:** Children who arrive to AM/PM ill, either from the Brookside nurses office or their class, will not be permitted to stay at AM/PM. Parents will be contacted to have their child picked up immediately. Your child must also be **24 HOUR SYMPTOM FREE** before returning to club after an illness. Please make sure you keep your emergency contacts updated throughout the year; the people on your emergency list must be able to pick up your child in a timely manner if need be.
- **HEAD LICE:** In the event that your child contracts head lice, we ask that you notify us immediately so that we may take precautions to prevent the spreading of lice to others. At no time is a child's name given out due to privacy, should your child contract lice. **Make note that we have a STRICT NO NIT POLICY REGARDLESS OF BROOKSIDE'S POLICY.** Before returning to the club, your child must be **24-hour symptom free regardless of the time of Lice treatment.**
- **LUNCHES, SNACKS, STORAGE:** We cannot do lunch heat ups, store snacks, or extra clothing items, or have you use our refrigerator space. Please put warm food in thermos containers, use ice packs for keeping food cold, and store extra snacks and clothing items in your child's backpack. **WE ASK THAT DK STUDENTS DO NOT BUY HOT LUNCH! AND WE WANT YOU TO KNOW THAT KINDERGARTENERS CANNOT BUY HOT LUNCH ON EARLY OUT WEDNESDAYS!**
- **EXTRA CLOTHES:** We highly suggest if your child is in **DK OR KINDERGARTEN** that you pack an extra set of clothes in their daily book bag. We do not have **extra clothing** to loan in the event of an accident.
- **SCHOOL TEACHER CONFERENCES-** School hot lunch is not served on these days. We are at full capacity, so we will **not be accepting any vouchers** on these days. All DK & Kinders will go directly to room 211 after school.
- **HOMEWORK TIME IS FOR 1ST-5TH GRADE ONLY:** We have allotted homework time between 3:15-4:15pm M, T, TH & F and Wednesday from 1:30-2:30. Your child should have all the materials (pencil, paper, etc....) to complete their work. Should you want your child to do their homework here, there is a staff member that can help if necessary with the basics, such as directions. However, it is your child's responsibility to have all their supplies, know their homework and complete it. Homework time is a **PRIVILEGE**; if your child is disruptive during this time they can and will be asked to leave the homework area. **KINDERGARTEN teachers have asked that ALL kindergarteners do their homework with a parent at home.**
- **LOST & FOUND:** Please make sure that your child takes home all of their personal belongings each day! We will only keep lost and found items for one week. We will donate all unclaimed items the following Monday of each week.

- **BEHAVIOR REPORTS/BEHAVIOR CONTRACTS:** Behavior reports and/or contracts can be written (please see parent paperwork/ CODE OF CONDUCT) when a rule(s) have been broken. Continued unacceptable behavior can be grounds for a parent conference with the director, a behavioral contract to be written, or a suspension or dismissal from the program. **We have a zero tolerance for bullying and/or physical violence towards others or oneself.**
- **FULL DAYS/ AM/PM PROGRAM OPEN:** We are open full days on school buy back days and some holidays (please see PARENT paperwork for these days), from 6:45am-6:00pm for those who pay for morning care, and from 8:30am-6:00pm for all others. The full day must fall on your child's regularly scheduled day in order to attend and you must sign up on the full day posted sheet on the front table.
- **BOO-BOO REPORTS:** We fill out BOO-BOO reports (please check the front table at the room your child's in) for injuries on site. If your child has any sort of head injury, you will be notified immediately and asked to pick up your child.
- **SIGNING IN / OUT EACH DAY:** You must come into the main building or second building to sign your child in or out. **This goes for morning care as well.** Your child or their sibling may not sign in or out without prior approval. Your child may also not sign themselves out to go home, without prior approval. **We will ID anyone we do not know and check to see who is authorized to pick up your child. Please make sure if you are sending someone other than yourself that they have their ID and that they are on your authorized pick up list! We are not able to make any changes on your personal E-PACT file.** If you wish to add people to your authorized pick-up list, or make any changes you must do so via E-PACT yourself. If you know that someone other than yourself will be picking up your child for the day, please put this in writing and give to either the Director, or one of the Assistant Directors.
- **CHILD RESPONSIBILITY:** We strive here at Mae Boyar to make every child be responsible for themselves. This includes putting away any toys, games, or supplies they take out. Should your child have any item checked out when you arrive for pick up, we will ask that they put this item away before leaving. Please support this policy by making sure your child has done this before leaving.
- **OUTSIDE TOYS & ELECTRONICS:** Please do not have your child bring any toys, electronics or personal items from home to the ASC program without prior permission.
- **CELL PHONES:** We understand some of the children in the program carry cellphones. During the day we understand that children may want to contact a parent. Your child will need prior permission from a staff before taking out their cell phones. **We ask that prior to attending the ASC, a conversation is had with you and your child(ren) about the policy at the club about the usage of their phone.**
- **Voucher Usage & Changing, Dropping or Adding of Days:** We are a FULL Capacity program with a wait list. Requesting to use your voucher must be authorized by the Site Director, or Assistant Directors only! Any changing of your child's current schedule cannot be done here on site, and must be done through the Community Center #818-865-9304.

We are committed to the excellence of our program. Please feel free to contact us with any questions and/or concerns.

Mae Boyar AM/PM # 818-991-8631 (24 hour voice message machine)

\*Director: Bryn

\* Assistant Director: Alyssa

\* Assistant Director: Brooke