WASHINGTON AFTER SCHOOL PROGRAM (WASP)

Message

We are pleased that you have chosen us to provide after school care for your child. We will provide care and supervision for students in grades K-6 here at Washington Grade School. If you have any questions or concerns, please feel free to call the school office anytime at (785) 726-3136. We look forward to caring for your child.

Program Goals & Objectives

Our goal is to provide quality child care after school for children enrolled in grades K-6 here at Washington Grade School only. We strive to ensure that each child has a positive, pleasant experience after school in a safe and supportive environment. The program will offer a variety of activities that will have structure but will also be enjoyable for all those that attend. We will provide activities such as recreation and games, arts and crafts, music, computer time, snacks and homework time. Free time will also be provided for students to pursue their own interests in a friendly environment. Our Goals will be:

- To provide a safe and positive Environment
- To provide supervised activities to enrich learning
- Permit freedom with set limits
- Provide a caring and competent staff

Calendar



The program will be in operation according to USD 388 school district's official calendar.

The hours of operation will be:
3:25 p.m. – **6:00 p.m.** each school day.

There will be no WASP on in-service days, early dismissal days, and the day before Christmas Break.

In the event school is cancelled due to inclement weather (snow day or early dismissal) the program will not be in session. On days when school is not cancelled or dismissed early but inclement weather is forecast to impact the WASP hours of operation, a decision will be made by 1:00 p.m. if WASP will be in session or cancelled for the day.

Fees



This program will strive to be self supporting, with school district support. At the beginning of **each** school year, there will be an initial **$10 registration fee** per family. Care will be provided at the following rate:

3:25 – 4:30 = 65 minutes cost: **$4**

3:25 – 6:00 = 155 minutes cost: **$6**

Supervision begins at **3:25.** Child care is charged by the above mentioned rates each day. Therefore, a student staying until 6:00 p.m. each day, will be charged $6 per day. The total for a five-day week would be $30 for the week and approximately $120 per month depending on the number of school days in any particular month.

Payment Policy



Bills will be calculated and distributed at the beginning of each month to the parents, or put in the child's backpack. "Drop-Ins" are possible and must be approved by the director in advance. Payment is due **each month by the 5th day.** Checks should be made payable to Washington Elementary School. Your payment can be made in person to the school secretary or to the WASP Assistant Director. If you choose to mail your payment it must be post marked on or before the 5th day of the month, the month it is due. Failure to do so could result in your child being denied the privilege to stay after school in the WASP Program.

Student Pick-up

No child will be released to any person other than the child's parent or guardian, or person designated by the parents. The person picking-up the child must make verbal contact with a WASP staff person and sign-out on the appropriate form. All children must be picked up no later than 6:00 p.m. A late fee of $1 for every five minutes will be assessed if pick-up is made later than 6 p.m. You will be notified of the amount of your late fee on your next monthly billing statement. Children instructed to walk home or ride a bike will be allowed to do so but must sign out when they leave. We need to know in advance if this is your request. We will not allow children to walk home from the program if arrangements have

not been made in advance on the proper form. If you decide to call in this request, we will document the call.

Tax Information

The federal identification number for the after-school program will be provided if requested. We will keep copies of your payments for child care after school

Snack



A nutritious snack will be provided each day to every child in the program. The snack will be served early at approximately at 3:30 p.m. each day.

Personal Belongings

Parents are advised not to have their children bring personal items to the program. If you do, it is at your own risk. Any personal property which is left at the program will be taken to the school's office and placed in the lost and found. If space is available, each child will have a place for their coat and school bag. All belongings should be labeled with the child's name on each item. *Washington Grade School is not responsible for lost or stolen personal belongings.*

Health

The health and safety of the children are a primary concern for us here at WASP. We will have copies of your child's medical forms that you filled out for school. These forms will be used in case of emergency. Parents will be notified to pick-up their child if the child displays any of these symptoms:

- A fever over 100 F
- Vomiting
- Diarrhea
- Contagious disease
- An accident requiring medical attention

If your child will not be attending the program due to illness, doctor appointments, etc., please inform director or the school secretary or send a note with your child in advance.

Personnel

Staffing is under the supervision of the Washington Elementary School Principal. The Program Director is responsible for the daily operation of the program including activities, educational programs, and scheduling. Staff includes care givers (aides) who have previous experience working with children. All staff and volunteers are carefully screened to ensure quality care.

Complaints

Any parent who has a concern, complaint, or idea related to the after-school program should contact the director or the building principal.

Injury/Emergency Procedure

All children enrolled in the program must have a completed medical release form on file. The form will give the program personnel permission to seek medical attention for your child in the case of an emergency.

Accident Procedure



For minor accidents the staff will administer first aid. If a serious accident occurs, staff will contact parents. In the event a parent cannot be reached, staff has the authority to call the family physician or the emergency unit for treatment.

Discipline Plan

The student is expected to maintain appropriate behavior. All school rules are enforced during the after-school program. If a child should choose not to practice appropriate behavior, a staff member will carry out the following plan.

First: Reconfirm the directions

Second: Redirect

Third: Call Parents

Fourth: If behavior continues, the parents will be notified and a meeting will be scheduled to discuss possible removal from the program.



Visiting the Program

Parents and guardians are always welcome to visit the program and are permitted unlimited access during operation hours for the purpose of contacting their children or evaluating the care provider. Please notify the Director or Assistant Director when entering the facilities and you will be directed to the area where your child is participating in activities.

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