

# Sanderson Academy

## Before and After School Program

### Enrollment and Billing Information

~ BEFORE AND AFTER CARE ARE LOCATED IN ROOM 2. We ask that you please use the back door through the garden - take the sidewalk next to the Pre K/K playground and follow it around to the garden. When you get in the garden walk the sidewalk to the door on your right with the stairs.)

~ Before and After Care is available for grades Pre-K to 6th!

~ Enrollment calendars will be given out before the first of each month. Sign ups for each day are appreciated. If for some reason you do not need care that day please give a 24 hour heads up for both before and after care, if you don't let us know you may still be charged for that day. If you do sign up ahead of time for days, send in a note or an email at the beginning of each week for the teachers so they know the plan as well.

#### **Payment Policy:**

Cash or checks should be made payable to Mohawk Regional School District. In the memo, write the child's name and after care. There is also an online payment option at [www.mohawkschools.org](http://www.mohawkschools.org).

Payment for the prior week of before and after care is due at the beginning of the following week. Drop-ins are welcome if necessary, but please send a note in the morning if possible. Payment for these students will be due at pickup, and if payment is not received the student will not be able to return until it is.

**\*Before Care: 7:30-8:30**

**\*After Care Pre-K: 2:30-5:30**

**\*After Care K through 6th: Dismissal-5:30**

*As after care staff we would appreciate it if you fill out a monthly schedule each month for planning and staffing purposes due to the high volume of students we could have.*

*If your child will be attending after care that day, simply send in a note in the morning stating so. Please make sure to include your child's emergency contact information. Payment will be expected at pick-up. If necessary, you can also call the front office and let them know your child will be attending.*

**Cost:**

\$5.00 for Before Care

\$15.00 for pre-k on normal release days

\$10.00 for k-6th on normal release days

\$20.00 for early release at 1:50

\$25.00 for early release at 12:30

*\*After care and Before Care WILL NOT be open during school vacations or snow days.*

*\*After care WILL NOT be open for any early releases due to bad weather.*

*\* Before care WILL BE OPEN an hour before school starts when there are delays.*

**Contact information for staff**

Alexis Svoboda (After-Care Coordinator) Cell Phone: 413-768-8064

Amanda Shero (Before care staff) Cell Phone: 413-325-1268

**After Care Schedule** (Due to COVID-19, much of the time will be outside, weather permitting. Be sure to send your child(ren) with appropriate clothing.)

**2:30-3:15:** Pre-K Pick-up, snack and storytime (Room 24)

**3:15-3:35:** K to 6th Snack

**3:35-4:15** Recess (outside structure on sunny days, or inside on rainy days- possible rooms include the gym)

**4:15-4:30** Group Activity

**4:30-5:15** Free Time (arts and crafts, tabletop games, playdoh, free play, card games, drawing, reading, etc.)

**5:15-5:30** Clean Up

**5:30** Pick-up Time

Schedule may change if the day is exceptionally nice, we often spend a longer time outside on the play structures or might take children on a nature walk.

## **Before Care Schedule**

- ~ Please use the door located in the garden! (directions indicated above)
- ~ Please sign your child in.

**7:30-8:00** Students will choose an activity to do until everyone arrives.

**8:00-8:30** We will go outside (weather permitting) or to the gym. Days that 100 Mile Club is in the gym we will stay in room 24.

**8:30** Students in pre-k go to their classrooms. Kindergarten goes to the small playground. All other grades go to the basketball court.

Students will have a breakfast item available such as a muffin or nutri-grain bar. If you do not want your child to have one then let us know. Students also have breakfast available at 8:30 in the cafeteria.

## **Sanderson Academy's Before and After Care Policies**

\*Policies are subject to change if the coordinator and principal feel something is not working or unfair. This is a new program and we want it to be right for our community.\*

### **Discipline Policy**

We will use Responsive Classroom to be consistent with the school policy. The coordinator will refer to the principal if a child's behavior becomes disruptive to the group. Parents will be notified and a plan developed with all of the students' needs in mind. If the behavior continues we may have to suspend the child from the program until further notice. We will make every effort for everyone to be included in the program.

### **Payment Policy:**

Cash or checks should be made payable to Mohawk Regional School District. In the memo, write the child's name and after care. There is also an online payment option [www.mohawkschools.org](http://www.mohawkschools.org).

Payment for the prior week of before and after care is due at the beginning of the following week. Drop-ins are welcome if necessary, but please send a note in the morning if possible. Payment for these students will be due at pickup, and if payment is not received the student will not be able to return until it is.

**Late payment policy:**

Failure to pay bills on time could result in termination from our program. Our program is hard to run without payments given on time. We use this money for our snacks and our staff, so please be sure to pay in a timely manner.

**Late Pick-up Policy and Costs:**

After care pick-up is 5:30 and no later. If a family is late, they are subject to a late fee charge of \$5 for every 5 minutes after closing time.

**After care Snow and Weather Policy:**

In the event of a snow day or other school cancellation, parents are expected to make their own arrangements for their children. If school is let out early due to bad weather, it is also up to the parents to pick up their children or make arrangements for them to be picked up.

*\*After care and Before Care WILL NOT be open during school vacations or snow days.*

*\*After care WILL NOT be open for any early releases due to bad weather.*

*\* Before care WILL BE OPEN an hour before school starts when there are delays.*

The principal will make a decision by 12:00 that day if it will be safe enough for staff and parents to drive. Our goal is to keep everyone safe and to give families enough time to make other arrangements for their children. ***A phone call will be made to each family by the office and we will make sure that everyone is contacted directly.*** Please let us know if you have any questions or concerns.

## Signature Page

Sign and return this page before your child attends the program.

Child(ren) Name(s) \_\_\_\_\_

### After Care Hiking Permission Slip

Our after care program at times will be hiking behind the school on the Ashfield Trail located directly in the back of the building. We have first aid-certified after care providers and will have a first aid kit, walkie-talkie, cell phone, and at least one other person available on these trips.

Yes  No I give my child to hike off the school property and participate in nature walks and other activities on the Ashfield trails behind our school.

Caregiver Contact information:

Caregiver: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Caregiver Contact information:

Caregiver: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

(over)

## After Care Dietary Needs and Restrictions

The after care program provides a snack for all children in attendance before we start our activities for the day. Current snacks available include crackers, all-natural fruit, juice boxes, and organic fruit snacks with cheese sticks available for children who don't want or cannot have the fruit snacks. For reference on what your child can eat, please list any specific dietary needs or restrictions your child has (ex. gluten-free, vegan, food allergies, sugar-free, etc.)

Food Allergies: \_\_\_\_\_

Dietary Needs/Restrictions: \_\_\_\_\_

Other: \_\_\_\_\_

### Please read and sign the following

- I understand that bills go out in the beginning of each week and are due by the beginning of the following week.
- I understand that the program is over at 5:30 and that for every 5 minutes I am late I will be charged \$5.00.
- I understand that repeated late fees may result in termination from the program.
- I understand that I am responsible for letting the school know my child's after school plans whether you sign up ahead of time with the calendar (which is preferred) or by phone or note sent to the school.
- I understand that my child will only be released to people on the pick up list or have been granted permission with a note or a phone call.
- I understand that the after care and before care program are not responsible for lost or stolen items and that all toys from home should stay at home.
- I understand the behavior policy and if my child's behavior continues they may be suspended from the program. (Remember after care is a privilege and we want everyone to have fun!)
- I understand that whoever picks up will sign my child out. This is the only way for us to know what time they left. Failure to do this will result in charge for the whole afternoon.

**By signing, I acknowledge I have read, understand and agree to the policies and procedures as defined in the packet I have received.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# SEPTEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 NO SCHOOL	7 B: _____ A: _____	8 B: _____ A: _____	9 B: _____ A: _____	10 B: _____ A: _____	11
12	13 B: _____ A: _____	14 B: _____ A: _____	15 B: _____ A: _____	16 B: _____ A: _____	17 B: _____ A: _____	18
19	20 B: _____ A: _____	21 B: _____ A: _____	22 1:50 RELEASE B: _____ A: _____	23 B: _____ A: _____	24 B: _____ A: _____	25
26	27 B: _____ A: _____	28 B: _____ A: _____	29 1:50 RELEASE B: _____ A: _____	30 B: _____ A: _____		

- One form per child per household
- Please place a check mark for each care session your child will attend
- **Late fee:** \$5.00 per every 5 minutes Late

**Key:**  
**B- Before Care**  
**A- After Care**

**Aftercare Coordinator:** Alexis Svoboda

**Contact number:** 413-628-4404, Extension 235 (Please note: you may need to call three times before the phone is answered, this is a general school telephone number, care coordinators may not be available (playground, etc)).

Child Name:	Age:	Grade:
Parent Name:		Telephone:
Parent Name:		Telephone:
Emergency Contact:		Telephone:
Food Allergies:		Other Allergies:
Restrictions: (Example movies)		Medications:
Teacher's Name:		Special Needs/Other:

**Admin Use:**  Teacher received copy of before/after care schedule

**Other phone numbers:** Alexis Svoboda 413-768-8064, Amanda Shero 413-325-1268

