

## After-School Recreation Program - GENERAL POLICIES/PROCEDURES

### ***ELIGIBILITY OF PARTICIPANTS***

Participants must be Wilmore Elementary School (WES) or Jessamine Early Learning Village (JELV) students. Program size is limited to 50 students.

### ***DATES, TIMES, and FEES***

*Homework Hour* will be held as a separate program from 2:45-3:45pm. This is the time that WES students are dismissed. This hour will be for homework only. Staff will be available to assist students, but not for individual tutoring. For those students without homework, or who finish early, there will be some quiet games and activities available.

The *After-School Program (ASP)* will begin at 3:45pm and end at 5:30 PM Monday - Friday, beginning the first day of school. The program is held at the Wilmore Elementary School (WES). Children attending from JELV will ride a bus to WES. Fee payments are as follows:

**Cost to participate in both the Homework Hour and the ASP is \$25 per week (student attends 2 or more days of the week). If student only attends 1 day during the week, the cost is \$8. (Additional child = \$22).**

**Cost to participate in only the ASP is \$20 per week (student attends 2 or more days of the week). If student only attends 1 day during the week, the cost is \$6. (Additional child = \$17).**

**Cost to participate in only the Homework Hour is \$2 per day (\$1 per day for Wilmore Elementary School faculty/staff).**

### ***PICK-UP PROCEDURES***

We will be watching for parents from the front of the school between 5:20 and 5:30 PM. If you need to pick up your child before 5:20 PM, please come inside. We will be using the playground, the gymnasium, and the cafeteria.

**You must sign your child out each afternoon when you pick them up.** Children who walk home will have to sign themselves out. If your child walks home and needs to leave early, they must have a signed note from you or they will not be allowed to leave.

An extra \$5 fee will be incurred if your child is not picked-up by 5:30 PM, to be paid before they return the next day. This is to cover staff costs.

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### ***BEHAVIOR STANDARDS***

Our rules are simple and enforced to provide a safe environment for everyone.

- No fighting or harmful behavior to other participants or staff.
- No stealing, foul or offensive language, or disrespectful behavior towards anyone the participant may come in contact with.
- No leaving the group or the facility without notifying a staff person.

### ***DISCIPLINARY PROCEDURES***

Each disciplinary case is treated individually based upon severance of the incident and past occurrences of the participants. Discipline options include verbal warnings, time-out of activities, contacting parents and eventual removal from the program. Discipline is not expected to be a problem.

### ***WHAT PARTICIPANTS NEED***

Participants will need to have on tennis shoes, appropriate clothing, and a positive attitude. Please do not bring any expensive or valuable personal items that could be easily misplaced or left behind. **Please do not let your children bring trading cards and electronic devices (walkman's, game boys, etc.) as they are not allowed during this program.**

### ***MOVIES***

Movies may be viewed occasionally. Staff will use good discretion on showing movies suitable to all the age groups in the program. Only recent releases rated 'G' or 'PG' will be viewed.

### ***SNACKS***

Snack time will be daily from 3:45 - 4:00 PM. Some type of drink, juice or milk and fruit, crackers, cookies, etc. will be provided. Please let us know if there is something specific your child CANNOT have.

### ***MEDICINE***

If we need to dispense prescription medicine to your child, it needs to be in the original bottle with the prescription label on it. All medicine, non-prescription and prescription must be accompanied by a note for each day it is to be used.

*Please keep this copy of our general policies for future reference.*