



## Neodesha After School Program Policies and Procedures

*(We follow the policies and procedures outlined in the Heller and North Lawn handbooks that you received when you enrolled your child.)*

Our goal is to establish and maintain a behavior management system that will reinforce the following positive behaviors:

- Respect Others
- Respect Property
- Stay with your Group
- Leave Personal Belongings at Home

### **Inappropriate Behavior**

If my child's behavior seriously violates the safety of any child or staff, I understand that he/she may be temporarily excluded from the program. In these circumstances, I agree that a parent or authorized adult will pick up my child within 30 minutes of notification.

### **Discipline Action**

1. Should inappropriate behavior occur, the concern will be discussed with the student, and a written warning will be given.
2. Should inappropriate behavior continue, a second warning will be given, and the parents will be notified.
3. Should inappropriate behavior still continue, a third warning will be given, and the student will be suspended for 3 After School Program days.
4. Continued behavior problems may result in permanent dismissal. (Refunds will not be given.)

Parents may set up a meeting with the program director to discuss individual needs and concerns. We use a consistent, positive approach including redirection, diversions and separation, and always promoting self-discipline. Parents will be notified if there is a consistent behavior problem. Please remember that this is not a mandatory program, and it is a privilege for your child to attend.

### **Illness**

It is in the best interest of your child and the other children if you keep your child at home when he or she is ill. Children with a fever, diarrhea, or vomiting will not be admitted to the program. If a child becomes ill while at the program, a parent will be called immediately to pick up his/her child. Parents will be notified regarding contagious illnesses. Children will be readmitted when they are not longer contagious.

### **Attendance & Late Pick-Up**

Parents must notify staff if their child will be late or absent. This is for the safety of the child. If the child is registered to come and does not appear, we will check first with the school to see if the child was absent, and then we will call the parents and emergency contact numbers to locate the child.

### **Child Pick-Up and Drop-Off**

Children must sign/check in upon arrival at the program, and parents must sign out the child in the office when a child is leaving. Parents will give the program the names of all persons authorized to pick up their children. Staff will ask for picture ID of anyone they do not know. Persons not listed as authorized to pick up the child will not be allowed to check out a child. A late fee of \$5.00 per minute after 5:30 pm will be charged for failure to pick up the student on time. If no one has picked up the child by 6:00 pm, local law enforcement will be contacted that your child is in need of care.

I have read and agree with the terms above

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Date

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Student Name

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Parent/Guardian Signature