

# **Marion Community Unit School District #2**



## **AfterCats Information Booklet**

**2022-2023**

# AfterCats Parent and Student Information Booklet

## **Purpose**

The purpose of the AfterCats Program is to provide quality after-school care for children in kindergarten through eighth grade at the child's home school.

## **Vision Statement**

To provide a safe environment where children are actively learning and growing while participating in enriching activities.

## **Goal**

The goal of the AfterCats Program is to provide a place where students can go after school and enjoy activities in a safe atmosphere.

## **Operational Hours**

The AfterCats Program is open Monday through Friday 3:00 p.m. -5:30 p.m., during regular school days. When school is in session for a half day, this program is open from the time of dismissal, usually 11:30 a.m. until 5:30 p.m. Child care will not be provided when school is not in session (school holiday, snow day, emergency dismissal day or during school vacation).

## **Admission**

Students enrolled in grades K through 8 are eligible for the program. A non-refundable registration fee of \$10.00 per child is required. The fee is due when enrollment papers are returned to the site coordinator. **Every student must be enrolled prior to his/her first day of attendance in the program.**

## **Discharge**

A student may be discharged from the program for any of the following reasons:

- Severe or continuous disruptive behavior occurs
- Late student pick up exceeding two times
- Payment is habitually late
- Lack of payment

The removal of a child may be requested by the site coordinator or building principal during a parent conference and/or in writing.

## **Fees and Payment Plan**

Fees are due on Fridays or the last day your child attends the program each week at a rate of \$4.00 per hour. No partial rates are available. For example, if the child is picked up at 3:00 p.m., the charge is \$12.00. The program has a \$10.00 non-refundable registration fee per student. This ensures that your child has a place in the AfterCats Program. If you have overpaid or have paid in advance, a credit will be applied to the following week. Fees can also be paid monthly or bi-monthly. Returned checks must be redeemed with cash. Cash will be required for all future payments if a second check is returned.

Online payment is available. An email will be required to use this service. The AfterCats Coordinator will communicate when the service becomes available.

## **Arrival and Departure**

- **Arrival** - Each child attending the AfterCats Program should go directly to the designated area. Any child that has an after-school activity should check in immediately when his/her activity is finished. Upon arrival, the site coordinator will have a check-in system.
- **Absences** – If your child is absent from school, please remind the school office to notify the AfterCats staff. When a child is in attendance during the regular school day and has been scheduled to attend AfterCats, but will not be attending, please notify the school office and a message will be given to the AfterCats staff.
- **Unscheduled attendance** - On occasion, emergencies will arise and childcare will be needed on a day not previously scheduled. If this situation occurs, parents are asked to call the school so that a message may be left for the site coordinator to expect the child.
- **Departure** – The person that picks up the child will need to sign him or her out. If someone other than a parent or legal guardian is scheduled to pick up a student, the site coordinator must have his/her name, and phone number on record. Photo identification may be requested. This is a procedure to help ensure the safety of the students enrolled in the AfterCats Program.

## **Snack**

A healthy snack and drink will be provided for students each day. On the days school has early dismissal lunch arrangements will be made. Additional information will be provided closer to the early dismissal day.

## **Student Discipline**

Students are expected to conduct themselves in a manner that promotes respect for each other, teachers, staff members, and the program facilities. The following rules apply to the AfterCats Program:

- Follow directions of the site coordinator
- Use quiet talking while in the building
- Use recreational games and equipment appropriately
- Be courteous
- Keep hands, feet, and objects to oneself
- Use appropriate language
- Stay in assigned areas

All students are expected to follow basic school rules. Additional consequences may be assigned by school administrators.

**The AfterCats Program Site Coordinator reserves the right to take necessary and appropriate action to ensure that all participants are treated fairly and justly. If a student chooses to break the rules, the following reinforcements are options for the site coordinator to use:**

- Verbal warning
- Positive verbal reinforcement to correct the misbehavior
- Redirection of activities
- Loss of privileges
- Time-out away from other students and activities
- Note sent to parents
- Parent/student conference that may include the site coordinator and/or the building principal
- Removal of the student from the AfterCats Program

The above order may be used in normal circumstances, or the site coordinator may select to bypass steps as the situation warrants.

# AfterCats Parent/Student Information Booklet Acknowledgment

Please sign and return this form to acknowledge that you have received and read the 2022-2023 AfterCats Information Booklet.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## AfterCats Parent Contract

1. I agree to pay a non-refundable registration fee of \$10.00.
2. I agree to pay for the hours that my child is scheduled to attend the AfterCats Program. I will pay according to schedule. The 1<sup>st</sup> hour starts at 3:00 p.m.; 2<sup>nd</sup> hour begins at 4:00 p.m. and 3<sup>rd</sup> hour starts at 5:00 p.m..
3. I agree I will pick up my child by 5:30 p.m. or earlier, and I understand that it is my responsibility to provide alternative arrangements for picking up my child if I am unavailable. I understand that after 5:30 p.m. my emergency contact will be called and a \$5.00 charge will be added.
4. I understand that if I am late picking up my child more than two times, my child can be removed from the AfterCats Program.
5. I understand that I am responsible for payment of services on the week of actual services.
6. I agree that Community Unit School District #2 will not be held responsible for any injuries occurring to my child.
7. In the event of an emergency, I give my permission to the site coordinator to have my child treated by medical personnel. The staff member in charge shall make reasonable attempts to contact me prior to any emergency medical treatment.
8. I understand in the event of continued late payment of fees, late pick-up of my child, or for any other good cause, the AfterCats Program reserves the right to remove my child from the program.
9. I understand that if the program is terminated because enrollment is not sufficient or for any other reason, all money paid by me for the period after termination will be refunded to me.

Parent/Guardian Signature: \_\_\_\_\_

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

# AfterCats Student/Parent/Staff Agreement

## AfterCats Site Coordinator:

I understand the importance of the after-school experience to all students and the community and my position as a role model. Therefore, I agree to:

1. Follow ISBE guidelines
2. Provide enjoyable enrichment opportunities for all children participating.
3. Communicate regularly with you regarding your child's progress.
4. Help each child grow to his/her full potential.
5. Provide a safe environment.

Site Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Student:

I know my education is important. It will help me become a better person and citizen. I must be willing to do my part. Therefore, I agree to:

1. Pay attention and complete my homework.
2. Actively participate in activities.
3. Be responsible for my behavior.
4. Help keep my school safe.
5. Respect and cooperate with others.
6. Follow safety rules

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Parent/Guardian:

I realize that my child's education is very important and that my participation in his/her education will greatly help my child's achievement and attitude toward school. Therefore, I agree to:

1. Provide a safe environment for my child.
2. Encourage my child to participate in activities.
3. Make sure my child gets enough sleep each night.
4. Pick up my child on time from the program.
5. Volunteer as needed.
6. Work with AfterCats staff on discipline matters.
7. Provide encouragement and support for my child's enjoyment of the program.
8. Support & follow the school's safety rules

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_ Phone Number \_\_\_\_\_

# AfterCats Registration Form

## Student Information

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

## Parent/Guardian Information

Name(s) with whom the child lives:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Cell Phones: \_\_\_\_\_

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

## List of Authorized Individuals for Pick Up

Parent/Guardian: Please list below the individuals who have your permission to pick up your child. Your child will be released **ONLY** to those listed. If changes need to be made, notify the Site Coordinator.

Name: _____	Home & Work Phone: _____
Name: _____	Home & Work Phone: _____
Name: _____	Home & Work Phone: _____
Name : _____	Home & Work Phone: _____

## Emergency Information

Please give the name and phone number of two people who may be contacted in case of an emergency or illness, when the parent or guardian is not available. These people should live in the vicinity of the school district during the hours the program is in operation.

Name of person: \_\_\_\_\_

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

Name of person: \_\_\_\_\_

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

Child's doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

List allergies (i.e. medications, foods, bees, etc.):

\_\_\_\_\_  
List medical conditions (i.e. asthma, heart conditions, seizures, etc.):

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# AFTERCATS MEDIA RELEASE



I, \_\_\_\_\_, give my permission for my child, \_\_\_\_\_,

to be photographed or filmed for newsletters, highlight videos, and/or other publications pertaining to the AfterCats Program for the 2022-2023 school year.

Signature \_\_\_\_\_

Date \_\_\_\_\_