



PICADOME AFTER SCHOOL ALL-STARS

Program Handbook

Contact Phone Numbers:

859-333-3281 During after school hours of 2:35 pm -6:00 pm

859-381-3563 During school hours

After School All-Stars Rev 4/22

Picadome After School All-Stars is a quality after school program for Picadome students in K-5th grade. Students enrolled in All-Stars will be placed on teams according to grade level and each team has an adult team leader. It is our goal to provide engaging and enriching opportunities for our students after school in the areas of academics and recreation.

The Picadome Elementary School community is committed to ALL students becoming lifelong learners through academic success and responsible citizenship.

Activities

Students will be engaged in academics, art, technology, physical activity, and enrichment activities with their team and leader. All students will receive a snack. Students are placed on teams with students of similar age. All students are expected to remain with their team and travel to various rooms within the building and to the outdoor play areas. There may be times when we use the Science room which does contain various animals and fish. These are the same animals they are exposed to during the school day.

Operating Hours

The After School All-Stars program is open from 2:35 pm-6:00 pm on each day school is open.

- If school is dismissed early by the district, All-Stars will not open. The school will need to be informed how your student will be leaving school at the early dismissal time.
- All-Stars is not in session during days when school is closed, cancelled or released early.

Student Pick-Up

- Please enter the building through the back door closest to the playground. There will be a reception table in close proximity to the door. The receptionist will radio the appropriate team leader for your child to be dismissed. All parents and guardians will need to wait in the reception area for their child.
- **Be prepared to show a photo ID.** Your child's safety is our number one priority.
- Your child will be released only to persons listed as authorized to pick up the student. No exceptions can be made to this rule.
- If you need to add someone to your child's pick-up list, you may add them in person at the check-out table, send a written note, or add them on the Smartcare App.
- **All students must be picked up no later than 6:00 pm. A late charge of \$2.00 per minute/per child will be charged for any child picked up later than 6:00 pm. The charge is due at the time of pick up and can be paid in cash, check or on the SmartCare App.**
- If you are late picking up your child more than three times during a semester, your child may lose their eligibility to continue coming to Picadome After School All-Stars. Removal from the program is at the discretion of the director or principal.

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Fees & Charges

- A \$30.00 registration fee will be required to enroll your child in All-Stars. The registration cost for families with two or more children attending All-Stars will be \$40.00.
- A prepaid monthly tuition fee, \$11 .00 multiplied by the number of school days in that month, will automatically be collected for each student on the 5th of each month. *A schedule of fees is included with the registration packet.* Should your child not attend All-Stars on any given day during the month, the payment amount will NOT be adjusted.
- All tuition fees are automatically withdrawn from your bank account or credit card on the 5th of each month.
- Tuition fees are not refunded due to sickness, vacations, family emergencies, availability of another childcare provider, other school activities, or complete closing or early closing of the program due to weather.
- If school is dismissed early by the district, All-Stars will not open for that day. You will be contacted by the school to see how your child will be leaving school at the early dismissal time.
- Picadome After School All-Stars is not in session during days when school is closed, cancelled or released early.
- **A late charge of \$2.00 per minute will be charged for any child picked up later than 6:00 pm. The charge is due at the time of pick up and can be paid by cash, check or on the SmartCare App.**
- In the event an automatic withdrawal is returned for insufficient funds or a closed account, contact will be made to collect tuition. There is an automatic \$30 service charge from Smartcare. If your account does not have sufficient funds, you will be responsible for any additional charges incurred from the collection of the returned automatic withdrawal. If insufficient funds are not covered after 3 business days, the student will be removed from the program. The student can return to the program once payment is made, provided there is a space available. After three insufficient funds notices, removal from the program is at the discretion of the director and/or principal.

Withdrawal

- You have the option of withdrawing from the All-Stars After School program at any time during the school year. All-Stars must receive written notice 30 days prior to withdrawal to stop all automatic payments. No refunds will be given for early withdrawal during any given month.
- If you withdraw from Picadome Elementary School, that will not automatically withdraw you from the after-school program. Please notify the director if you child will no longer be attending the school or the program.
- Re-admission to the program is not guaranteed once you have withdrawn. The registration fee will be charged each time a family enrolls in the after-school program. If no space is available in the program, your child will be put on a waiting list.
- **It is the responsibility of the parent and guardian to inform the classroom teacher about new transportation arrangements by sending in a note to the teacher with a parent signature.**
- No refunds will be given for early withdrawal during any given month.

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Behavior Management

Picadome After School All-Stars will use a positive and proactive approach to behavior management. Students will know what is expected of them and team leaders will guide students in making appropriate decisions. In order to provide a safe and comfortable after school environment, all students will be expected to follow Picadome's Guidelines for Success:

Purpose

Respect

Integrity

Determination

Excellence

Behavior Reports & Referrals

In the event that a student is having difficulty following Picadome's Guidelines for Success during the after school program, verbal prompts will be utilized to shape the behavior. If repeated prompting is unsuccessful in changing the behavior, a Behavior Report will be completed by the Team Leader or Director in charge. The report will have the area of difficulty will be marked on the report. Behavior Reports will be on hand for parents/guardians to review and sign during pick up. If you have any questions or concerns, please ask to see the Director on duty. If your child receives three behavior reports in one semester, you may be contacted by the director or principal to discuss intervention strategies. If your child receives five behavior reports during a semester, your child may be suspended and/or removed from the after school program.

A behavior referral will be issued for serious infractions, and copied to the principal. Behavior referrals are reserved for aggressive behavior (physical or verbal), destruction of property, disrespectful behavior, dangerous behavior, and repeated disruptions to the after school environment. The Director on duty will review the behavior referral with you at the time of pick up. A signed copy will be kept on file. If behavior is dangerous, the Director on duty may deem it necessary to contact you to pick up your child from the after school program immediately. Dangerous behavior or multiple behavior referrals may result in suspension or removal from the program and is at the discretion of the director and/or principal. *Failure to adhere to the Picadome Elementary School behavior policy, acts of physical aggression, violence or threats towards students or staff, may result in immediate dismissal from the after school program. This decision will be made at the discretion of the director and/or principal.*

Homework

Picadome After School All-Stars will provide an environment for your 2nd- 5th grade child to complete their homework and daily reading assignments. We ask that you please continue to check their homework for completion and to stay up-to-date on topics being covered in the classroom.

Accidents

Accident reports will be completed and parents will be informed of any type of injury that occurs while your child is in the All-Stars program. If you decide that the injury will require medical treatment, please let the receptionist or director know within 24 hours.

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Emergencies

Effective emergency and crisis management is recognized as an essential element of safe school planning. Our staff has received training to be prepared for emergencies should they occur. The students and staff will follow the same emergency protocols set forth during the school day.

Emergency Evacuation Procedures

o Fire Drill

- Cafeteria, library, computer lab and classrooms - out the closest back door and go to the grassy area at the back of the playground.
- Gym and music room - up the back steps. Exit thru the overhang to the side grassy area.
- Students should stand in line with their team at a zero voice level.
- Team Leader should use their roster to account for all students.
- Radio to Director any missing students.

o Severe Weather/Tornado Drill

- All students in the building – go downstairs to the gym. Students sit or on their knees with their hands over the head facing the wall.
- Playground – come inside immediately and go to the gym. Students sit or on their knees with their hands over their head facing the wall.
- Team Leader should use their roster to account for all students.
- Radio to Director any missing students.

o Lockdown

- Playground – go to the farthest corner of the property away from the school. If possible, go to SCAPA by way of Ridge Road in the back of the school.
- Cafeteria – go into the nearest classroom or into the back of the kitchen.
- Computer Lab/ Library – go under the computer desks or into one of the library offices.
- Gym/Music Room – go into the music room or gym bathrooms.
- Classrooms/Bathrooms – stay where you are.
- LOCK THE DOOR. Cover windows of doors/windows if able. Leave lights on.
- Zero voice level. Stay away from doors and windows if possible.
- Team Leader should use their roster to account for all students.
- Radio to Director any missing students.

o Earthquake

- Playground –gather in an open area away from structures and wires. Drop, Cover & Hold On.
- Cafeteria – get under tables and hold on.
- Gym/Music Room- Students drop down on hands and knees with arms over the head and neck.
- Computer Lab/ STEM Lab/ Library – get under tables and hold on.
- Team Leader should use their roster to account for all students.
- Radio to Director any missing students.

If students and staff need to evacuate the building and move off-site, our first location is to go to SCAPA at 400 Lafayette Parkway (right next to LHS). Our second location is to go to Lafayette High School at 401 Reed Lane.

Kentucky State Child & Parents Rights

(1) All children receiving child care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

- a. The right to be free from physical or mental abuse:
- b. The right not to be subjected to abusive language or abusive punishment: and
- c. The right to be in the care of adults who shall meet their health, safety, and developmental needs.

(2) Parents, custodian, or guardians of these children specified in subsection (1) of this section shall have the following rights:

- a. The right to have access to their children at all times the child is in the care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
- b. The right to be provided with information about child-care regulatory standards; and how to file a complaint;
- c. The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child; and
- d. The right to information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child-care provider. Identifying information regarding children and their families shall remain confidential;
- e. The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child care home, or the provider or program receiving public funds within the past year; and
- f. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

(3) The child-care provider who is licensed pursuant to KRS 199.3896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program.

Effective 7/15/1998

Division of Regulated Child Care, 275 E. Main Street, 6E-B Frankfort, KY. 40601 502-564-7962

Questions

A Director will always be on duty during Picadome All-Stars and will be glad to address any questions or concerns you may have.

Contact Us

We can be contacted between 2:30-6:00 pm at 859-333-3218. If you need to contact somebody during school hours, please call Picadome's Front Office at 859-381-3563. These phones cannot receive text messages.

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Please sign the form and return to Picadome All-Stars.

The state of Kentucky requires that we have a signature on file for each student stating that their parent or guardian has received a paper or digital copy of Picadome After School All-Stars Handbook and understands the program guidelines.

Student Name _____

I, _____, have read and understand the Picadome After School All-Stars Handbook guidelines.

_____ I have read and understand the behavior management system and expectations. I also understand that the science room may be used and contains live animals and fish that are part of the school day Science class.

_____ I have read and understand the financial agreement for participation in the program.

_____ I understand that late charges of \$2.00 per minute will occur if I am later than 6:00 pm.

_____ I understand that my child's participation in Picadome All-Stars is contingent upon following all of the guidelines set forth in this handbook.

Parent/Guardian Signature

Date