

**THE DOLPHIN CLUB
AFTER SCHOOL PROGRAM
HANDBOOK**



**Southern Elementary
2:45-6:00**

Director: Luke Calton & Ginger Perkins
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381-3589 or 381-3659

THE Dolphin Club

an after-school childcare program provided by
Southern Elementary

Southern Elementary School's Commitment to Quality:

At Southern Elementary School, each student's success is a reflection of and an investment in the success of the community. Valued members of our learning community will intentionally model for each student's desired behaviors and attitudes in our after-school program. These include:

- A genuine appreciation for children and their unique talents, stages of development, life experiences, and ways of learning.
- A sincere interest in the valuable insights and ideas of both children and adults.
- A genuine love for teaching and learning.
- A dedication to continuous improvement, the implementation of current, research-based best practices, and quality initiatives.
- A commitment to high standards and clearly communicated expectations.
- A strong belief in the value of goal-setting and the careful monitoring of progress.
- A commitment to collaboration and collegiality, working positively, supportively, and productively together with students, staff and parents.

As a result, students will value learning and will be able to work effectively with others to accomplish a task while respecting individual differences. Our students will hold high standards for themselves and will gain a sense of internal accountability, enabling them to become valuable contributors to society and responsible community members.

Fayette County Public Schools and Southern Elementary does not discriminate on the basis of gender, race, and/or handicap in the educational programs or activities which it operates.

Student Pick-up

- Please enter Southern Elementary by parking in the visitor parking in the front of the school. Enter the building through the front doors and go to the table designated for check out. The staff member in charge will radio the appropriate classroom and your student will come to meet you in the cafeteria. All students must be checked out through the check-out desk before they will be released.
- Please do not be offended if you are asked to show a photo ID. Please notify anyone picking up your student that they will also be asked to show ID. **Your child will not be released to anyone not listed on the student information form. No exceptions.**
- All changes to the student information form must be made in writing and signed by a parent/guardian.
- Students may not leave Southern Elementary and then be brought back to the program after the dismissal of school. (i.e. after 2:35 students cannot be checked into the program if they have signed out of school the last part of the day.) They also cannot leave to go to the doctor and return to the program.
- Students will be able to do Girls on the Run, Stix, Sound, Academic team, STLP, Art Club etc. and any other program that are in the building and group leaders will sign them into the program when they are finished.
- If you are later than 6:00 picking up your student, you will be charged an additional \$2.00 per minute. **Please be prepared to pay this amount to the staff member in charge at the time of pick-up. After the third late pick-up, your child will be withdrawn from the program.**
- If school is dismissed early by the district for any reason, the Dolphin Club program **will remain open for 3 hours** after the official dismissal time. Any pick-ups after this time will be considered late pick-ups and will be charged accordingly. We will have the dismissal time displayed on the Southern Elementary Website for you to refer to for your convenience.
- PLAN B DISMISSAL: The Dolphin Club program retains the right to close early for special school events or for severe weather. Students must be picked up in front of the school. Partitions will be set up to block school traffic from the program. There will be no fee adjustment when the program closes early. You will receive communication regarding any changes.

School Security

Southern Elementary will continue to be locked up during the entire time the Dolphin Club is in session. All doors to the building will remain locked, except for the front door which will be monitored at all times. We will follow the security guidelines for Fayette County Schools and keep the building secured at all times. **All Dolphin Club parents** must enter the building through the front door to check out their child from the program.

Behavior Management

In order to provide your child with a safe and comfortable after school environment, there will be a basic behavior management system in place.

Children attending the after school program will be expected to abide by the same basic rules they follow during the school day. Those rules are as follows:

- 1.) Follow staff directions.
- 2.) Show respect for other people and property.
- 3.) Use hands and feet appropriately.
- 4.) Be responsible, reliable and respectful

Discipline Referral Slips

If a student is having problems following the above guidelines, and negative behavior continues after verbal reminders, a discipline referral will be given to your child. The specific misbehavior, along with a brief description of what occurred, will be documented on the slip. If your student brings home a discipline referral slip, please review it, sign, and return it with your child the next day. The slips should be self-explanatory and are a way for the staff to let you know how your child is behaving in the after school program. **When the fourth discipline referral slip has been sent home your child will be dismissed from the after school program.**

Incident Reports

An incident report will be issued for serious infractions. In the event your child endangers another student or staff member, becomes physically or verbally aggressive, is destructive to property, or blatantly disrespectful to staff, the director on duty will be notified of the situation immediately and an incident report will be completed. The director will discuss the incident with you when you pick up your child on the day of the incident and you will be expected to review and sign the incident report at that time. If a serious infraction occurs and the director on duty deems it necessary, you will be contacted to come and pick up your student from school immediately. For any serious infraction, your child is subject to immediate removal from the program. Removal will be at the discretion of the after school directors. No more than two serious infractions will be allowed and after the second offense, the student will be dismissed from the program.

Emergencies

Effective emergency and crisis management is recognized as an essential element of safe school planning. Our staff will receive training to be prepared for emergencies should they occur. The students and staff will follow the same disaster and emergency plans as used during the school day. Should there be a need to evacuate the building, parents will be contacted of the relocation area and normal pick up procedures will be followed. Students will practice emergency drills once a month during the after school program. Emergency plans are posted in each room in the building.

Homework

The after school program will provide a quiet environment for your child to work on their assignments, but will not replace parent involvement in the homework process. We feel that homework allows students to develop responsibility and it also keeps parents involved in what their children are learning at school each day. If your child uses this time wisely, they may have the opportunity to complete their daily homework requirements. That way, when they arrive home, they will be free to engage in other activities! Students will be given a minimum of 45 minutes to complete their homework assignments in grades 3-5. Students in grades 1-2 will be given 30 minutes a day to complete homework and/or quiet time. They (grades 3-5) can also check out books in the library for reading at this time. We will have staff members that will be able to help your child with any part of their homework that they may not understand.

ALL STUDENTS MUST COME PREPARED EACH DAY WITH NOTEBOOK PAPER AND PENCILS IN ORDER TO DO THEIR HOMEWORK.

Enrichment Programs

Your child will receive a different enrichment program each day from their group leader(s). Students will have a lot of fun participating in these activities with their group.

Accident Reports

Accident reports will be filled out and parents will be aware of any type injury that occurs while your child is in the The Dolphin Club program. The forms will list the treatment that was given after the accident occurred.

Medication

Prescription medication will only be dispensed if a doctor's note is presented to the director and the medication is in the original labeled container. Parents will need to fill out a Medication Request, as well. Medication Requests need to be filled out on a DAILY BASIS. No over the counter medicines will be given at The Dolphin Club. Please Note: We do not have access to inhalers, etc.... that you have given to the school due to them being locked up after school, so if your child needs an inhaler, Epi-pen, or anything similar, The Dolphin Club needs to have these kept in their LOCKED MEDICINE BOX during the entire year. Please make sure that all medicine of this nature is given to Mr. Nord at the beginning of the year.

Fees

A \$30.00 non-refundable fee will be required for each student wanting to enroll in the afterschool program. (\$40.00 per family) For 2018-2019 the fee is \$187.00 a month for full-time (4-5/week) and \$119.00 a month for part-time (1-3/week). These changes were made in all of the Fayette County after school programs so that all fees and enrollment status would be consistent across the county. A monthly fee schedule will be available at the beginning of the school year. Please note that full time will pay for the entire week regardless if you attend 4 or 5 days. Part time will pay for 3 days a week regardless. Any family hardships should be discussed with the director. Families will be able to apply for financial assistance from the state childcare council. Please see Mr. Calton or Ms. Perkins if you need this information and we will be glad to assist you with the process.

This covers the cost of snacks, art supplies, crafts, and most enrichment materials, and staffing. By signing the contract you are agreeing to pay Southern Elementary for after school care for the 2018-2019 school year. The following guidelines will be used when evaluating your good standing in the program:

- All fees will need to be paid by the fifth day of each month. An additional late fee of \$5.00 per day will be added for each day the payment is late. If the full month's tuition and late fees are not paid by the fifteenth of the month, we will consider your child withdrawn from the program and you will need to pick up your child at the regular school dismissal time on that day.
- If you wish to return to the program, all fees must be brought up to date and you will be put on a waiting list, if necessary.
- Fees are not refunded nor prorated due to sickness, vacations, family emergencies, other school activities, being withdrawn from the program, early closing of the program due to special school events, or availability of another childcare provider.
- There is a late fee of \$2.00 per minute for anyone leaving your child later than 6:00. This fee is due at the time of pick up, not the next month's tuition. After the third late pick-up, your child will be withdrawn from the program.

- Contact will be made ONE TIME in an effort to collect tuition. All accounts must be paid to us by the fifteenth of the month in order for you to remain in good standing. Late fees need to be paid, as well. They will be turned over to the FCPS board attorney for prosecution after 10 days. You may be asked to pay your tuition in cash for the remainder of the year.
- The Dolphin Club is not in session during days in which school is closed. If snow days occur your monthly payment amount will not change. **Fees will simply be transferred to the additional make-up days later in the school year.** North YMCA and High Street YMCA programs are available to parents on a first come first serve basis on snow days to all Fayette County Parents. However, parents are responsible for scheduling alternate day care when school is closed. The director will post any babysitting contacts they may have for you on the The Dolphin Club bulletin board and other childcare opportunities that we are aware of for your convenience.

Schedules

Schedules are posted on The Dolphin Club bulletin board as you enter the front foyer for pick up. Please peruse this board often for new information regarding the program.

Questions

A director or assistant director will always be on duty and will be glad to address any questions or concerns you may have. We ask that you contact the director with any questions or concerns, and not the school principal. The director will contact the school principal if the necessity arises. All questions or concerns to Mrs. McLaughlin will be rerouted back to the director.

Luke Calton & Ginger Perkins - Director