

SQUIRES ELEMENTARY SCHOOL
CASTLE - AFTER SCHOOL PROGRAM
PARENT HANDBOOK

WELCOME to the Squires Elementary Creative After School Technology Learning Environment Program (CASTLE).

A DEDICATED STAFF THAT INCLUDES a Director and Teacher Aides will provide a series of meaningful educational opportunities for your child in the after-school program. Your commitment to this program is the most important factor. Together, we can provide an enjoyable, safe and nurturing environment in which your child can thrive. A daily routine of exercise and various enrichment activities will allow your child the opportunity he/she needs to become a more well-rounded individual. The afterschool program provides a 30-minute homework rotation for 2nd-5th grades. During this period students are to work on homework and/or read for 20 minutes. Students are always welcome to remain longer to complete assignments.

The homework period is independent study. CASTLE employees are available to guide and encourage the thinking process for your student to successfully problem solve and complete their homework. Although homework time is supervised, we do not have the staffing to provide one-on-one instruction time or tutoring.

As a licensed childcare facility through the Commonwealth of Kentucky Cabinet for Health and Family Services Squires after school program must adhere to the guidelines set forth by the Cabinet for Health and Family Services which govern the number of students that can be accepted to the program as well as the student teacher ratio according to ages.

Our goal is to keep each student healthy and happy while attending our program. Please feel free to discuss any concerns with the program Director or make an appointment to meet with the principal, Sabrina Adkins.

HOURS OF OPERATION:

Squires Elementary after school program operates from dismissal until 6:00 p.m. CASTLE is not in session during days in which school is closed. CASTLE is not in session if school is dismissed early.

CONTACTING THE CENTER: The After School Program has a private phone line with voice mail capability. The Director is available from 2:00 p.m. to 6:00 p.m. to receive phone calls or you may leave a voice mail message and it will be answered as soon as possible. The number is: 859-381-3015.

ELIGIBILITY:

Students that are enrolled in Squires Elementary School grades K – 5th are eligible for enrollment in the afterschool program. Enrollment numbers are based on the age of the child, grade level and are in accordance with the State of Kentucky Ratio Guidelines set forth by the Commonwealth of Kentucky Cabinet for Health and Family Services.

TUITION FEES AND PAYMENT/LATE FEE PAYMENTS:

A \$30.00 individual and \$40.00 family, NON-REFUNDABLE fee will be required for each student wanting to enroll in the Squires after care program. The daily fee is \$11.00 full-time and \$12.00 part-time per child enrolled. Anything less than 4 days per week is considered part-time. The minimum attendance for the after-school program is 3 days per week. This covers the cost of art materials and staffing. By signing the contract upon enrollment, you are agreeing to pay Squires the fee for the school year.

The program utilizes a payment app called SmartCare. As you fill out the online application links will direct you to the App for enrollment. All tuition fees are due by the 5th of the month. Students may not begin a new month until the previous months tuition has been paid in full.

Fees are not refunded due to sickness, vacations, family emergencies or availability of another childcare provider.

There is a late fee charge of \$2.00 PER MINUTE for anyone leaving their child later than 6:00 p.m. The late fee is due at the time of pickup, not with the next month's tuition.

CASTLE is not in session during days in which school is closed. Parents will be credited at the end of the School Year for any snow days.

Failure to adhere to the Squires Elementary discipline policy will result in dismissal from the after-care program. Please refer to the section BEHAVIOR MANAGEMENT. The Director will refer all discipline referrals to the principal for review and dismissal.

TAX INFORMATION AND RECEIPTS:
Squires Elementary Ta ID #61-60001059

Parents will receive a statement in January detailing the amount of tuition that has been paid for childcare during the calendar year.

AUTHORIZED ESCORT OF CHILDREN:

CASTLE students are NOT ALLOWED to walk home from the afterschool program per the Commonwealth of Kentucky Cabinet for Health and Family Services regulations. CASTLE students will only be released to the designated parent/guardian listed on the enrollment form. A photo ID is required.

VOLUNTARY WITHDRAWAL OF CHILDREN:

Every parent signed a contract when they registered their child for the CASTLE after school program stating that they are committed to the program for the school year as well as a number of days per week. We understand that emergencies may arise, and you may have to withdraw your student from our program. By withdrawing your child from the CASTLE program, you must understand that a space may not be available when you are ready to re-enroll. By signing a withdrawal form you understand this policy and it is the parent's responsibility to arrange for alternate childcare arrangements for the school year.

CHANGE OF ORIGINAL CONTRACT:

Parents that wish to increase or decrease the number of days their student attends the afterschool program will need to contact the Director to fill out a Change of Original CASTLE Contract form. The original contract will be terminated when the parent signs a Withdraw Form for the Current days the student is attending and the afterschool program. A new contract will be completed and signed by the parent and the Director.

SNACKS:

According to 92KAR 2;120 of the Kentucky Child Care Regulations, Child Care Facility Health and Safety Standards a licensed childcare center snack shall be provided daily. No one is allowed to bring their own snack due to allergies.

IMMUNIZATION CERTIFICATES:

According to the Commonwealth of Kentucky Health and Family Services all students enrolling in the after-school program must have an up-to-date Immunization Certificate on file with the Director of the Program. The physician's name, address and phone number must be on the form. A CASTLE Registration Form is not complete until documentation has been provided and signed off by the CASTLE Director.

BEHAVIOR MANAGEMENT:

Standards of behavior in CASTLE parallel those in the school Classroom. Children are expected to respect the staff and to follow the rules. Our goal is assisting children in learning to take responsibility for their actions and receive the natural rewards and consequences that their actions may bring. Behavior management is a day-to-day lesson in learning to make correct choices as well as learning how to interact positively with both children and adults.

For a detailed Parent Handbook please contact the Director of the Program.

