



# Welcome to the SCS Before and After Care Programs!

## PROGRAM DESCRIPTION:

### **BEFORE CARE**

Seacoast Charter Before Care Program is available for participation Monday-Friday from 7am-8am. Our program will not be running on days when SCS is not in session. Should there be a delayed opening, Before Care will not be in session, as these circumstances are intended to prevent travel during unsafe conditions. Students are asked to bring something into work on/play with during this time. Your child can bring a book or easy to eat breakfast to enjoy.

Before Care will be outside unless the weather absolutely prohibits it. You will see a staff member near the picnic tables closest to the front door. Keep in mind that early mornings are often cold. Please send your child with weather appropriate clothing.

### **AFTER CARE**

The Seacoast Charter After Care Program is available for participation Monday-Friday from 3pm-6pm for all students Pre-K - 8. Our program will not be running on days when SCS is not in session. Should there be an unplanned early release due to weather, the program will not be in session, as these circumstances are intended to prevent travel during unsafe conditions.

The program provides opportunities for students to complete homework, play, read/write in a quiet area, and have a snack if they desire (**snacks should be provided by families, from home**). Students report to After Care as soon as they are dismissed from the regular school day.

We plan to spend our entire day outside, unless the weather strictly prohibits it. We will bring games and activities that can be enjoyed outside, and make as many accommodations as we can for students who need to complete assignments. **Weather appropriate clothes and shoes, refillable water bottles, and snacks are required each day as we do not have extra supplies and snacks for students.**

**Start/End Date:** The programs will begin on the first day of school, and will run throughout the school year until the final full day of school. Closed: All school holidays, early release days, and vacations.

### **For more info contact:**

**Caitlyn PiriniBoyle (Program Director) [Caitlyn@Seacoastcharterschool.org](mailto:Caitlyn@Seacoastcharterschool.org)**

## ENROLLMENT:

### **Registration Form:**

A registration form must be completed prior to starting before a student may participate in the programs. You can find the form [HERE](#).

### **PRICING:**

<b>Before &amp; After Care Rates</b>	
<b>Before Care</b>	
1 Child	
Day	10
Week	40
Month	160
2 Children	
Day	15
Week	60
Month	240
3 Children	
Day	20
Week	80
Month	320
<b>After Care</b>	
1 Child	
Day	20
Week	80
Month	320
2 Children	
Day	35
Week	140
Month	560
3 Children	
Day	45
Week	180
Month	720

- Students must be picked up by 6:00pm every day (ie: in parent/ guardian's possession by 6:00pm) . Failure to do so will result in a late fee of \$1 per minute late. Your child will not be able to attend aftercare again until that fee is paid in full.

\*\*Families with a balance from the previous year will not be permitted to attend the program until the balance is paid in full\*\*  
Please reach out to Caitlyn with any questions regarding your previous balance

## RULES & EXPECTATIONS:

- Follow School-Day Rules Policies
- Participants are expected to show and display respect and cooperation with all program staff, instructors, volunteers, and students at all times.
- Incident reports may be filled out for students who display behavior considered dangerous to themselves and/or others and parents may be contacted.
- All Parents/Guardians are required to sign out their student when picking up from After Care.
- Students are not permitted to leave school grounds before or during the program hours.
- Remain in Program Areas: If you wish to leave the area you are participating in to move to a different area (ie. leave outdoor activity to come inside, or inside activity to go out), a program staff member must be asked, so as to know where students are at all times.

### Electronics Policy:

Personal electronics (ie. cell phones, iPods, or video games) are **not** permitted in Before Care or After Care.

- If a student needs to reach a parent, a staff member will make those necessary calls, or provide the student with a phone to use.
- If your child uses their electronic device during Aftercare, it will be confiscated and given to the parent/guardian upon pickup. If used during Beforecare, it will be confiscated and given back before they go to class.
- If your child needs to use a computer for homework, we will allow a *school issued chromebook* to be used for homework purposes only.
- Your child will not be permitted to use chromebooks if they have been banned from them during school hours, or a parent/guardian has specifically requested them not to.

### Consequences

- Students that do not follow the above listed requirements and policies may receive a note or phone call home, suspension from the program, or, if necessary, they may be dropped from the program.

### Participant Termination Policy

Participants will forfeit their space in the program for any of the following reasons:

- Behavior that threatens physical or emotional safety of others.
- Three or more incidents reports regarding safety or disrespectful behavior towards other students and/or staff members.
- An example Incident Report Form can be found [HERE](#)

NOTE: The Seacoast Charter Before/After School Program staff will notify the parent or caregiver if a student must be dropped from the Before/After School program.

### Homework

- Students are responsible for knowing what they have for homework and bringing all of their materials to Before/After Care. Students may not be allowed to go back to their classrooms for other materials. This is up to the discretion of the staff member.
- Students are only allowed to use school issued Chromebooks to complete homework assignments.

### After Care Dismissal

- Participants are not required to stay until the end of the After Care, however parents will not be refunded tuition should they choose to pick up their child early.
- Participants picked up by a parent or guardian must sign their child out with a program staff member prior to leaving the program.
- **For safety reasons, students may not be picked up from the program by anyone that is not listed on the Enrollment Form, unless an email is sent from the parent/guardian to the program director and the student's teacher beforehand.**

### Medication

- If a student experiences a minor cut, staff will wash out the wound with soap and water and apply a band-aid and/or antibiotic cream.
- If medication is needed, the following steps must be completed beforehand:
  1. It must be registered with the school (email Kylee for a medication form)
  2. Email the Before/After Care Program Director (Caitlyn) with instructions for administration.
  3. A note from a physician is required in order for Before/After Care staff to administer any medications.

### Parents and Caregivers:

- Please keep us updated with your current mailing address and phone numbers at all times so that we may contact families as needed.
- Parents and caretakers with grievances shall be referred to the Program Director (Caitlyn) first and then to the Head of School. If a satisfactory agreement cannot be reached, the parent or caregiver shall be advised as to the next step of the grievance procedure.
- **To contact a staff member after school hours please use Caitlyn's cell phone 207-641-7735. A text message is the most efficient way to give me information if you are running late or need to change plans regarding who is picking up your child.**
- General questions should be directed to Caitlyn through email or calling the front office.

**\*The following information is included on our before and aftercare registration form (where you will sign off on it).**

A parent or legal guardian signature on this form is required to participate in the Before & After Care Programs.

- For Emergency Treatment I authorize the Seacoast Charter Before/After School Programs to arrange for transportation in case of accident or acute illness of my child. In the event it is not possible to receive instruction for my child's care, consent is given to any licensed physician for treatment. I allow the physician to administer medication and to perform necessary treatment for the preservation of my child's health and well-being. I understand that any cost incurred for treatment of sudden illness or accident shall be paid by me.
- This authorization and consent for treatment is given to the Seacoast Charter Before/After School Programs' staff in conjunction with any authorized event. General Release of Liability In consideration for being allowed participant privileges in any program of the Seacoast Charter Before/After School Programs, I hereby assume full responsibility for any risk of bodily injury, death, or property damage and/or while using the premises or any facilities or equipment hereon. I further agree to hold harmless the Seacoast Charter Before/After School Programs' staff and volunteers from any and all claims that may result from any action for damages, including but not limited, to such claims that may result from injury or death, accident or otherwise, during or arising in any way from said activity.
- I acknowledge that this General Release of Liability of the Seacoast Charter Before/After School Programs is binding on me and not my heirs, personal representatives, successors, and assigns.
- Community Field Trips The Seacoast Charter After School Program may take short field trips on occasion that are within the school community. We will always return by normal dismissal time, unless we notify you in advance. I give permission for my child to leave the school property with supervision from Seacoast Charter After School Program staff and volunteers. While taking part in these community field trips I release the Seacoast Charter After School Program from responsibility for any risk of bodily injury, death, or property damage as covered in the "General Release of Liability."
- Media Release I hereby consent to the use of my child's photograph taken in any Seacoast Charter Before/After School Programs' activities for display purposes within the school or on the school website for the Seacoast Charter School.