

CREC Magnet Schools Reggio Magnet School of the Arts Before and After Care Programs



Family Handbook

Welcome to the CREC Reggio Magnet School of the Arts Before and After Care program.

This handbook is designed to give parents and guardians insight into our Before and After Care program. It includes detailed information about our program, policies and procedures. Please read this handbook carefully and keep it for easy reference during the school year. The registration form includes an acknowledgement that you have read understand and agree to adhere to all of the policies, procedures and expectations outlined in this handbook.

The Before and After Care program's goal is to provide a safe after school environment for students that inspires social confidence, promotes creativity and encourages the development of the whole child. We accomplish this through project based learning, diverse enrichment experiences, and relationship building opportunities. The program will offer a variety of activities including a time for snack and homework completion, indoor/outdoor play, games, art and science projects and various enrichment activities provided by external vendors.

The staff always welcomes suggestions and ideas that will help make your child's time in the Before and After Care program more beneficial and rewarding. We do not have access to school files. We welcome you to share your thoughts and ideas with us at any time. I can be reached at amoffat@crec.org or 860-674-8549

Regards,

Amelia Moffat
Before and After Care Program Coordinator

School Policies and Procedures

The Before and After Care program follows ALL school and District policies and procedures, with some additional policies and procedures specific to the Before and After Care program.

Expectations

CREC Schools believe in a positive approach to behavior management that emphasizes behavior expectations, consequences and positive recognition.

Children in the Before and After Care program can expect to:

- Have a safe, supportive and consistent environment
- Receive respectful treatment
- Have discipline that is fair and consistent
- Receive nurturing care from staff members

The Before and After Care program expects that children will:

- Be responsible for their actions.
- Respect the school rules that guide them during the day.
- Remain with the group and child care staff at all times.
- Take care of materials and equipment properly and return them to their place when done.
- Please see Consequences section.

Parents/guardians can expect that in the Before and After Care program:

- Their children will be cared for in a safe and supportive environment.
- They will be told about any misbehavior on the part of their child.
- They will be informed about any changes in the Before and After Care program.

The Before and After Care program expects that parents/guardians will:

- Pick up their child on time.
- Pay fees on time.
- Keep child's emergency and authorized pick up records up-to-date.
- Pay attention to any communication from the program regarding their child's behavior and cooperate in all efforts to bring about improvement in the situation.

Hours of Operation

Before Care - 7:30 am to 8:00 am

- Students may not come to Before Care prior to 7:30am.
- Students must be walked in and signed into the program each morning by an adult. This is for your child's safety; there are NO exceptions.
- Please park only in designated parking areas.
- Only students registered for the Before Care program may be in the building prior to 8:00 am.

After Care - 3:00 pm to 5:30 pm

- An adult must walk in and sign the student out of the program each day. Only adults listed on the registration form will be allowed to pick up students. If you need to add someone to the list, please do so in writing or email (to the school secretary.) For the safety of students, NO telephone requests can be honored.
- Students MUST be picked up by 5:30pm.
- Late pick up fees are \$10 for first 10 minutes late; additional \$10 for next 10 minutes late, and are payable immediately.
- Recurring late pickups may result in your student's termination from the program.

Scheduled Early Release Days

- Childcare is provided to all students registered for After Care.
- There is no After Care the day prior to Thanksgiving, the day prior to the start of winter break and the last day of school.

Inclement Weather/Emergency Closings

- With a delayed opening, the opening of the Before Care program will be delayed the same amount of time.
- With an early closing, there will be no After Care. Parents are expected to pick up their students as soon as possible.

Registration

All students must be reregistered each year. Registration does not roll over from year to year. Registration forms are available on the school website at www.crec.org and are due prior to the start of school each fall. Students will not be permitted to participate in the Before and After Care program without a completed registration form.

After the start of school, new registration forms for the Before and After Care program must be completed prior to the desired start date.

Any changes in your student's participation in the Before and After Care program must be made in writing indicating the change and the effective date and sent to Amelia Moffat

After Care Programming

After Care is an enriching environment designed to provide a safe, educational, and fun experience for your child. All students will be provided a snack each afternoon. Families may opt to send in a snack for their child in lieu of the snack provided. Pre-Kindergarten students will enjoy center-based inquiry and exploration along with physical activities, free play centers and enrichment opportunities. Students in Kindergarten through 5th grade students will participate in teacher assisted homework help and academic instruction, physical and center-based activities, along with enrichment opportunities.

Tuition & Billing

Reggio Magnet School of the Arts has received the 21st Century Community Learning Center Grant. This grant provides funding which allows tuition to be offered on a sliding scale, based off of Free and Reduced Lunch Income Guidelines. This sliding scale fee is for students enrolled in the Night Owl portion of the After Care Program (K-5th grade). Pre-Kindergarten families who may benefit from a reduction in tuition are encouraged to contact Care 4 Kids (www.ctcare4kids.com).

	Maximum Monthly Gross Income	Percent of Free & Reduced Income Guidelines				
# in Family	Free & Reduced Lunch Income Guidelines	From 100.1% up to 125%	From 125.1% up to 150%	From 150.1% up to 175%	From 175.1% up to 200%	Over 200%
1	\$1,815	\$2,269	\$2,722	\$3,176	\$3,630	\$3,630
2	\$2,456	\$3,070	\$3,684	\$4,298	\$4,912	\$4,912
3	\$3,098	\$3,873	\$4,647	\$5,422	\$6,196	\$6,196
4	\$3,739	\$4,674	\$5,609	\$6,543	\$7,478	\$7,478
5	\$4,380	\$5,475	\$6,570	\$7,665	\$8,760	\$8,760
6	\$5,022	\$6,278	\$7,533	\$8,789	\$10,044	\$10,044
7	\$5,663	\$7,079	\$8,495	\$9,910	\$11,326	\$11,326
Fee %	No Fee	10%	30%	50%	75%	100%
Monthly Fee	No Fee	\$27	\$81	\$135	\$203	\$270
Annual Fee	No Fee	\$270	\$810	\$1350	\$2030	\$2700

Description	Per Week (for 36 weeks)	Per Month (for 10 months)	Annually
Before Care	\$30	\$108	\$1,080
After Care: Monday - Friday	See table above for monthly tuition fees		
Partial schedules are for PK students only			
- After Care: M, W, F	-	\$173	\$1,730
- After Care: T, Th	-	\$115	\$1,150

The partial week options are available on a first come, first serve basis, to a limited number of students. Please speak with Amelia Moffat to determine current availability.

See schedule of payment due dates in Appendix A.

Tuition for After Care includes care on scheduled early release days.

Care4Kids

CREC is a Care4Kids qualified childcare provider. Please see www.ctcare4kids.com or call 888-214-5437 to determine whether you may qualify to receive Care4Kids financial assistance (especially if you qualify for free or reduced lunch). It is the family's responsibility to obtain, file, and keep all documents current and up to date. Please note if you qualify for free After Care based on the income guidelines above, you will not be eligible for Care 4 Kids. Parents/guardians are responsible for any After Care fees not covered by Care4Kids. All payments made by Care4Kids will be applied to your current balance and noted on your invoice.

Children's Personal Property

Children's personal property (coats, clothing, school bags etc.) must be clearly marked with the child's name. Any personal property which remains at the end of each day will be taken to the School's lost and found. Although attempts will be made to help children stay organized, neither CREC, the school nor the Before and After Care program are responsible for lost items.

Lost or Stolen Items

Neither CREC, the school nor the Before and After Care program are responsible for lost, stolen or broken toys, clothing or other items. We ask that students not bring toys to the program. We provide all materials for students' enrichment.

Enrichment Activities

After Care partners with local and statewide vendors to provide enriching opportunities for students in the After Care Program. These activities are included in the fees of the After Care program and are at no extra cost to families.

Consequences for Students Not Demonstrating Expected Behaviors

Acts of violence and physical aggression are in violation of the CREC Magnet Schools policies and may result in the suspension and/or dismissal of your child from the program.

Child Abuse

All school employees, including teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.

Contacting the School After Hours

The main school phone number is available for families to reach Before and After Care personnel after school hours, should an emergency arise and families need to get in touch with After Care staff regarding a change in pick up. The phone number is 860-674-8549.

Other Questions or Concerns

Please do not hesitate contact:

- **Before and After Care Coordinator**
Amelia Moffat
amoffat@crec.org
860-674-8549
- **Principal**
Josephine Di Pietro Smith
jdipietrosmith@crec.org
860-674-8549
- **CREC Coordinator of Out-of-School Activities**
Peggy Roell
BeforeAfterCare@crec.org
860-509-3647