

WELCOME TO DCC 4K-4 After School!

This is intended as a guide for you during the school year. We are very excited about the upcoming school year and the opportunity to get to know your child during the 4K-4 After School program. Last year was a huge success and we hope to pick up right where we left off! Here's a few things you should know before school starts....

STAFF:

Please call (764-5935) or email (julieschwenn@yahoo.com) for any questions you have regarding the program, payments, or to get a note to program staff.

If there is a change in your child's After School Schedule, please communicate that with their teacher.

In an **EMERGENCY**, during program hours only, you may contact one of our coordinators directly*

Wendy: 608-695-8636

Annette: 920-253-5367

Autumn: 608-239-2304 (Before School ONLY)

**Please keep in mind these are their personal phone numbers and should not be contacted outside of program hours.*

Payment

→The cost of this program is \$6/day and fees should be paid on a weekly basis. Late fees should be paid as outlined below.

→Please keep your account current. We ask that you pay once per week and allow you to pay after your child has attended for the week. Please do not abuse this policy. These funds are needed to pay our staff and maintain supplies. We charge our lowest possible fee, but if accounts cannot be kept in good standing, it will affect cost of this program for everyone. If there is ever a question on what is owed please contact julieschwenn@yahoo.com, we will always have an up-to-date balance on your account.

Pick Up Policy

→For insurance and safety purposes, DCC will absolutely **NOT** allow our staff to take your child home. Please be sure to arrange a back-up plan, should you not be able to complete your usual pick up.

→Once your child is marked on our attendance sheet, you are required to pay for that day. Our program begins at 2:50. It does not matter if you pick your child up at 3:15 or 5:30, you are charged for the day. Beginning at 2:50, we are responsible for your child and we take that very seriously. We make sure the participants are accounted for, we give each child a snack and we make sure your child is safe. If you do not expect to pay for a day, please be sure your child waits for you outside and you pick your child up at 2:50.

Our Program ends at 5:30 PM. Any children remaining past 5:30 will be required to pay late fees as follows:

5-15 Minutes late	\$5/child
Each Additional 1-15 minutes	\$5/child

→Each late pick up will receive a slip that has the amount due and will indicate whether it is your first, second or third offense. DCC will also receive a copy of this slip. All late payments should be paid directly to DCC. Don't forget: after three late pickups, we will ask you to seek alternate after school care for your child.

→Due to the age of the participants in this program, DCC will not allow children to leave our program and walk home. With the weather getting colder and darkness coming earlier, DCC does not feel this is a safe alternative. If you are running late, please use your back-up plan to pick up your child(ren) and notify our program of the change.

→The After School Program closes at 5:30PM. All participants must be picked up by this time. If your child is not picked up by 5:30PM, you will receive a Late Pick Up Bill (\$5/child for every 15 minutes you are late). This is a three strikes policy. If you pick up late three times, you will be asked to leave the program. Weather, traffic and family emergencies all play a role in your commute home. We understand this. That is why we encourage you to have a back-up plan, if any of these affect your commute. While we understand these can all be unforeseen circumstances, we will not make exceptions. Please use your back-up plan or expect a Late Pick Up Bill.

BEHAVIOR

The DCC Before/After School program should be a safe place for everyone. Most behavior issues will be handled through a three step process of: first occurrence-warning, second occurrence-timeout and third occurrence-call to parent to pick participant up. Please see the attached document for our detailed behavior expectations.

*The DCC After School experience should be enjoyable for all children! If your child is compromising this experience for another child, is physical with participants/staff/volunteers, consistently using inappropriate language or is demanding one-on-one attention and compromising our staff:participant ratio, we will contact you to pick your child up.

DON'T FORGET!

This program runs 2:50-5:30 on school days ONLY! Contact DCC to sign up for days off school program, School's Out! Cost is \$30 per day. This program requires a minimum of 6 kids in order to run. If the program must be canceled due to low enrollment, DCC will make the decision two weeks prior to the program date, so be sure to sign up early!

If you are planning on utilizing the 4K-4 After School Program on Early Release days, keep in mind we do not open until 2:50. You must sign your child up for Bridges early release recreation program or find alternate care for your child from 12:15-2:50. Bridges is NOT part of DCC.

DCC offers a Before School Care program as well. Cost is \$3/day. Please notify DCC if you would like to add your child to the roster. This program runs from 6:30-7:35 at DES. Daily fee includes breakfast.

IMPORTANT THINGS TO NOTE...

If your child has asthma or allergies and uses an inhaler or has EpiPen, please contact DCC (764-5935 to fill out the appropriate paperwork & get your child's medication on file with DCC). Thank you for helping us make your child's after school experience fun AND SAFE!!!

All DCC Before/After School participants must be potty trained. If your child has a bathroom accident, DCC will make a phone call to have your child picked up. The Deerfield Community Center does not have the capabilities to address bathroom accidents during our program. Staff will not assist in tracking down extra clothes or changing the participants. Repeated accidents may result in removal from the program until potty training is established.

REPORTING ABSENCES

Is your child going to miss after school for a day? If so, PLEASE let their teacher know. Since teachers dismiss from their classrooms, it is most important that they get your child headed in the right direction after school, especially if this is a change from their usual routine.

WHAT TO BRING:

Drink/Water Bottle

Homework

Book/Quiet Activity

**DCC is not responsible for lost or stolen items.

****Please do not send electronics**

We're on the internet! Check out other programs at www.dccenter.org or become a Fan on Facebook!