

WELCOME TO DCC Before/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 Before & After School program. Here's a few things you should know before school starts....

STAFF:

Please email (abby.porter@dccenter.org) for any questions you have regarding the program or payments.

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

During programming hours only, you may contact one of our staff directly at **608-716-1571**. **Please contact this number by text only.**

PUT THIS CONTACT INFORMATION IN YOUR PHONE. MOST PEOPLE LOSE TRACK OF THEM AND CAN'T FIND THEM WHEN THEY NEED THEM.

Safety Protocols

DCC will follow Deerfield School District guidance on any health procedures and all cafeteria/playground rules.

Day Passes

To register your child for Before School or After School, you must purchase a Day Pass. Here's what you need to know:

- You may purchase a single Day Pass, a five pack of Day Passes or a twenty pack of Day Passes for each program (Before School & After School).
- A single day pass does not register you for one day each week, but rather one single day of attendance.
- Day Passes are non-transferable. You may not use them for other programs. They are program specific. For example, an After School Day Pass can only be used for our After School Program, not Before School.
- Day Passes must be purchased for each family member. You may not purchase multiple passes and share them among family members.
- Each time your child is logged in for attendance, a Day Pass will be removed from your total count.
- You must always have a Day Pass remaining in your account, in order to send your child to our program.
- If you are out of day passes, your child will not appear on our attendance roster
- Additional Day Passes may be purchased at any time.
- Day Passes are non-refundable.

- You may check your day pass balance at any time by visiting www.dccenter.org, clicking on the green registration button, clicking on My Account to login, clicking the three lines in the upper right corner and choosing My Memberships and Day Passes.

Before School

- Before School will take place in the Cafeteria of the Deerfield Elementary school.
- Breakfast is included as part of this program. Items may include- cereal, fruit, string cheese, muffins, donuts, etc.
- Participants should not be dropped off prior to 6:30AM
 - If your child is not feeling well, please do not send them to the program. We do not have a school nurse to send them to.
- All school doors will be locked during our program. Staff should let participants in. If you cannot get in, please ring our doorbell that is attached to the door.

After School

- After School will take place in the Cafeteria of the Deerfield Elementary school.
- Snack is included as part of this program. Items may include- crackers, fruit, string cheese, chips, baked goods, etc.
- Participants will be released from class to our program
- All school doors will be locked during our program. Staff should let participants & parents in. If you cannot get in, please ring our doorbell that is attached to the door.

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, a Day Pass will be removed from your account. Our program begins at 3:00. It does not matter if you pick your child up at 3:15 or 5:30, you are charged for the day. Beginning at 3:00, 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 by 3:00.

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

0-15 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.
- DCC will not allow children to leave that program and walk home without a written note giving your child permission.

INCLEMENT WEATHER POLICY

DCC follows the school recommendations. If schools are delayed, we will not host a Before School program. If schools are closed, DCC programs will also be closed. If schools release early due to weather, we will close After School programs to allow our staff to get home safely.

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-talk to parent at pick up.

If behavior is repeated or severe behavior, it will be handled through a three-step process of: first occurrence- behavior report and talk to parent at pick up, second occurrence- second behavior report and a week suspension, third occurrence- call to pick up and not allowed back to our programming.

*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.

Behavior Statement for DCC Programs

I understand that Deerfield Community Center cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the program time. For the safety and general welfare of all participants, DCC reserves the unrestricted right to dismiss a participant whose conduct or influence, in the opinion of program staff, is detrimental to the best interests of our program.

EARLY RELEASE DAYS

DCC offers an Early Release Program for 4K-6th grade. **This is separate from our After School program. *You cannot use day passes for this program!*** Find registration information by visiting www.dccenter.org and clicking the green registration button.

IMPORTANT THINGS TO NOTE...

If your child has asthma or allergies and uses an inhaler or has EpiPen, please contact Abby (to fill out the appropriate paperwork & get your child's medication on file with DCC). Thank you for helping us make your child's DCC program 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

Check out other programs at www.dccenter.org or like us on Facebook!