



EAGLE'S NEST AFTER CARE

General Policies

Code of Conduct

During the After Care Program all Marion County School Board and McIntosh Area School Code of Conduct Rules are in place.

Conflict Resolution

Parents/Guardians are encouraged to approach the staff in order to address any issue causing them concern in order to expedite conversation. The staff is to hear such concerns without bias and direct the issue and/or the individual to the best channel within program administration for discussion and/or determination. Parents/Guardians are admonished to be mindful that honorable conduct is expected and required on their part during this process. Continued service provision is equally dependent on parental behavior as it is on student behavior.

The School Principal does oversee the operations of the After Care Program, and she may be asked at her discretion to participate in selected cases of conflict resolutions.

Parents/Guardians are urged to communicate with the staff first before contacting the Principal in order to gain clarity on the issue and/or a broader perspective, if appropriate. Once engaged, the Principal reserves the right to gather all parties involved in an open discussion to best facilitate effective communication and mutual understanding or she may appoint a representative from the leadership team to fact find and/or mediate resolution. Customer satisfaction is a program goal.

Discipline

The Eagle's Nest Care Program has four school wide school rules in place.

Rules:

1. *Keep hands, feet and objects to yourself.*
2. *Follow directions.*
3. *Respect yourself and others.*
4. *Be responsible for your own actions.*

Consequences:

- 1st Offense - Verbal warning*
- 2nd Offense - 5 minutes of time out*
- 3rd Offense - 15 minutes of time out*
- 4th Offense - Conference with Parent/Guardian*

At any time a student may be asked to fill out an “Action Plan”. Discipline shall be consistent and fair.

If circumstances warrant, the parent/guardian will be called to pick up the student resulting in the student being dismissed for the day. If the student is not picked up for whatever reason within the hour, the student will not be allowed to attend the program the following day.

Immediate dismissal may occur at any time if a student’s behavior endangers him/herself or others. A child that has been dismissed will not be eligible for re-enrollment in our After Care Program.

Health & Safety

All children must wear shoes and appropriate clothing.

If a child should become ill or injured during operational hours, parents/guardians will be contacted and pick-up recommendation or requirement may be discussed.

Information concerning allergies or health restrictions must be listed on the student application. In addition, an Emergency Treatment Plan must be on file if the student has a potentially life-threatening condition such as diabetes, asthma, seizures or severe allergic reactions.

Homework Assistance

Homework Time is a mandatory quiet time for reading, coloring, study and basic concentration during our After Care Program. The amount of group time allotted to complete homework is grade-based using the following scale:

K/1 st /2 nd	3 rd /4 th /5 th
30 minutes	45 minutes

After the allotted time expires the group/class will move on to other activities. Students not yet finished will need to complete any remaining work at home.

After Care Program students are expected to be honorable. No teacher will search student belongings to determine whether a student has a homework assignment. Students must sign a “No Homework” Log for every incident of no work. Parents/Guardians must direct all concerns to students if discrepancies occur.

Program personnel are not authorized to “grade” assignments. The goal of the After Care Program is to assist students with understanding homework instructions, motivating students to complete assignments, and encouraging students to both set and reach high goals for academic performance.

Nutrition

USDA approved snacks are provided by the After Care Program for all elementary-sponsored after-school care programs daily usually immediately after the students have been received. Some sites may serve snacks after a quick recess. If students are still hungry, parents/guardians are encouraged to provide an additional snack.

Student Pick-Up Procedures

Students must be signed out daily by a parent/guardian authorized designee.

Tuition

YOUR PAYMENT IS DUE IN ADVANCE. YOU MAY PAY WEEKLY OR MONTHLY. If an outstanding payment is not received for the prior week, then your child will not be able to attend after care.

	Charge per Day	Charge per Week
First Child	\$10.00	\$45.00
Sibling	\$10.00	\$40.00
Free/Reduce	\$5.00	\$20.00



Student _____ Staff _____ Date _____

Eagle's Nest After Care Student Action Plan

1. What did I do? _____

2. What school rule did I break? _____

3. What can I do now to fix the problem? _____

Student Signature: _____

Staff Signature: _____

Parent/Guardian Signature: _____