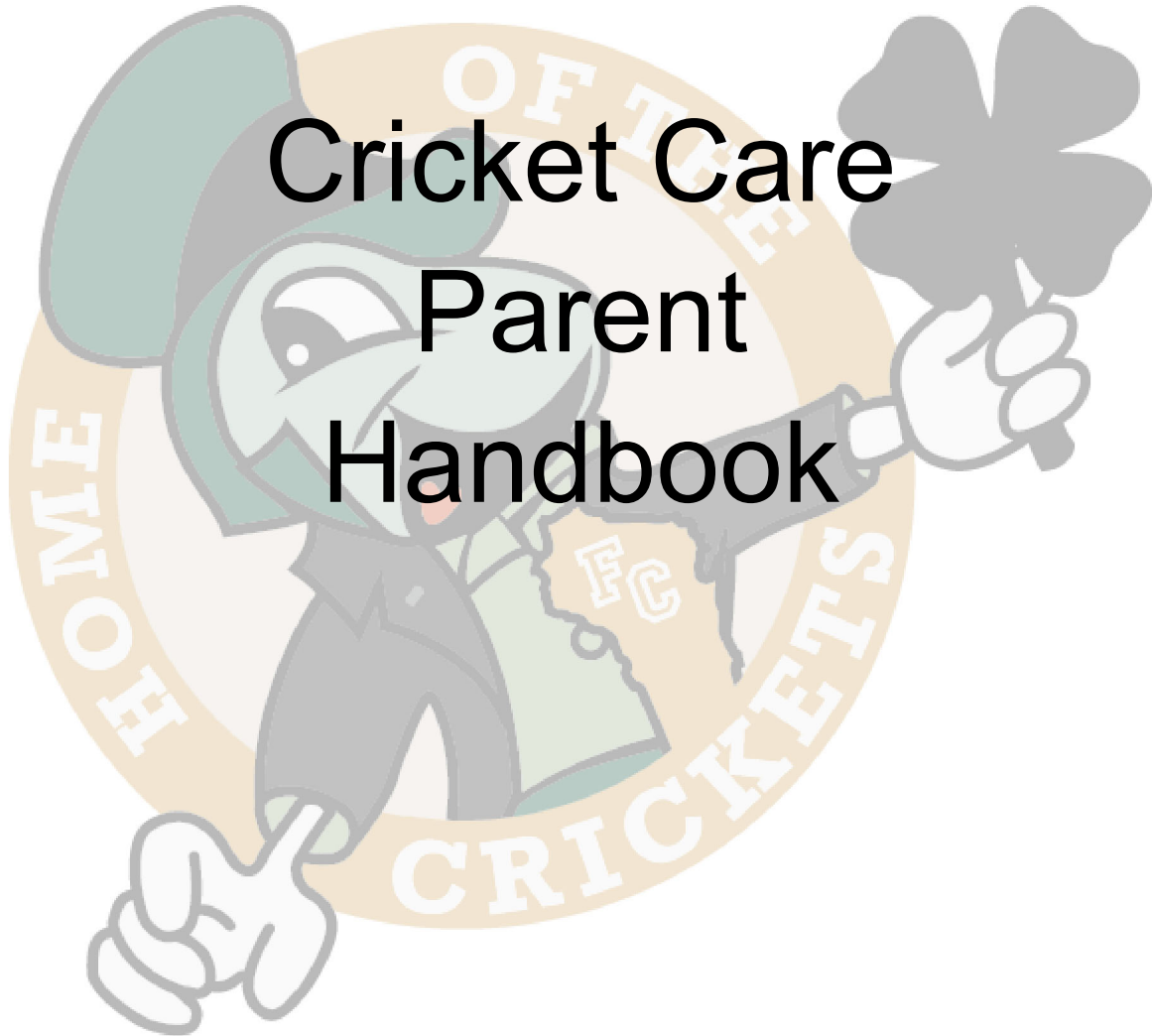


School District of Fall Creek



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Our Mission:

The Fall Creek School District sees that Cricket Care will provide a community service for the children attending our school. We strive to provide quality care for the children in a healthy and caring environment. While following the school Motto, “ BE RESPONSIBLE, BE RESPECTFUL, BE SAFE, BE A CRICKET!”

We are a community that works, learns, and succeeds together.

CRICKET CARE:

Cricket Care welcomes you to our afterschool program. Our purpose is to provide a well-supervised environment, a safe, unique, and positive experience for families and their children grades Kindergarten - 6th Grade.

Normal business hours will be 3:05-5:30 pm provided there are children scheduled during those times.

All children enrolled in Cricket Care must be toilet trained. No diapers or pull-ups.

The Cricket Care program is being offered as a separate program outside of the school district's curriculum and educational programs.

If a child would like to do their homework this is the time to do it. Homework will not be mandatory but under the responsibility of the child to ask for help if needed. Children may not get all their homework finished but have the opportunity to get it started.

Rates:

Daily Rate

- \$5.00 per hour- for the first child.
- \$4.50 per hour per child-for each additional child.

There will be a daily minimum charge for 1 hour per child. Charges will be calculated in 15-minute increments.

All rates and fees are subject to change at any time, with advance notice.

Payment Policies:

Each family is required to prepay a week ahead for child care. The first payment will be due at the District Open House. After that, an invoice will be done weekly, with a payment due, paid in full, on or before Friday of the week prior to care being provided.

- If you fail to pay your invoices on time your child care services may be terminated.
- Payment not received by due date will be charged a \$20 fee.
- Payment must be made in check or money order. Cash will not be accepted. A services fee of \$30 will be charged for non-sufficient funds.
- An overtime fee of \$1.00 per minute for every minute your child is here after 5:30 pm
- A two week written notice is required when care is no longer needed.
- No casual drop-ins

Holding Fee

If you wish to have your child return at the start of the school year, there will be a \$50 non-refundable holding fee. This fee will be credited to your account on the first invoice upon their return in the fall.

Hours:

Open hours are Monday-Friday

- After school 3:05 pm-5:30 pm
- Early Release Days 1:00 pm- 5:30 pm
- Care is only provided on School Days
- Snow Days - No care (there will be no charge, a credit will be given to invoice)
- Care will not be available if school is canceled during the day for any reason.
- Child Sick- you will still be responsible for the time you submitted on schedule.

Pick up: Students will be picked up at the entrance to the Fall Creek Elementary Office.

Schedule Policies:

- ❖ Once your schedule has been submitted, those are the hours that you will be billed for.
- ❖ Only Cricket Care Schedule sheets will be accepted. Filled in, signed, and returned two weeks prior.
- ❖ Accurate scheduling is required with your pick up times.
- ❖ If you are making a cancellation for illness or other reasons, remember that you will still be billed for the time you were scheduled.

Discharge Policy

It is a privilege for your student to be a part of Cricket Care. The Cricket Care reserves the right to terminate a child's enrollment for any of these following instances.

- Failure to pay by Friday. If balance isn't paid, care will be suspended.
- Failure to submit required schedules and paperwork in a timely manner.
- Parent's disruptive behavior regardless of attempts to solve issues
 - Improper language or slander
 - Threatening emails or phone calls
- Child behavior
 - Behavior that is hazardous to self or others- can be discharged with NO notice.
 - Stealing
 - Damage to property
 - Rude or demeaning acts towards other children or staff
 - Swearing or aggressive behavior

Steps to Behavioral Issues and Discharges

- Documentation by teachers/management of behavior
- Documentation is shared with parents, where a plan will be created based on the function of the behavior.
- Plan is put into action utilizing positive strategies and observations will be documented
- If improvement is not seen, enrollment will be terminated.

*If behavior creates an unsafe environment for staff or children, the child will be sent home immediately. If behavior continues, care will be terminated immediately.

Consideration for re-enrollment may occur if reasons for the previous discharge have been addressed and resolved.

Snack/Food Policy:

- An afternoon snack will be provided between the hours of 4:00 pm - 4:30 pm, which is included with services
- No outside food. You may have your own water bottles.
- No milk will be available.

Health Policy:

Cricket Care cannot care for an ill child. When the child is observed having the following symptoms:

- Temperature of 100.4 F or higher
- Vomiting
- Rash with unknown cause
- Inflammation of the eyes/ crusty or goopy.
- Diarrhea
- Headache or unbearable pain (will be notified but may not have to take child home)

An authorized person will be contacted to pick up the child within 30 minutes.

In order to return, children must be free of illness for 24 hours without the aid of medication.

Medications:

School staff, by law, cannot dispense any medication without written notification from parents and/or a physician. Forms that authorize the dispensing of medications are available in the offices. These forms must be signed by the prescribing physician and parent and returned to the office. All medications, including over the counter, will be dispensed from the school nurse/office.

Communication:

It is important that you notify Cricket Care staff immediately of any changes. The staff will make every effort to notify the parents in person, by phone, and by written notes whenever a concern arises. If you have further questions, concerns, or feelings, please don't hesitate to contact the program coordinator.

Authorized Pick-up:

At the time of enrollment, parents must provide the names and telephone numbers of persons authorized to bring/pick up their child. It is the parent or guardian's responsibility to notify Cricket Care of any changes in this authorization.

If someone other than the authorized person (as indicated on the child's enrollment form or in the child's file) is to pick up your child, you are required to notify Cricket Care. We will release the children to the authorized person only. Cricket Care will require the person to show identification for verification before releasing the child.

No child will be released into the custody of an individual who is suspected to be under the influence of drugs or alcohol. Another authorized individual will be contacted to pick up the child. If necessary the local law enforcement agency will be contacted to assist in the situation.



Acknowledgement of the Parent Handbook
Cricket Care After School Care

This parent handbook outlines the policies and procedures for Cricket Care. An understanding of an adherence to the policies and procedures will create a positive relationship and ensure the children's needs are being met.

I have read and understood the Cricket Care Parent Handbook.
I will read and understand any additions or revisions of the handbook.
I realize that lack of adherence to these policies may result in termination of the after school care program.

Parent/Guardian
Signature _____ Date: _____

Parent/Guardian
Signature _____ Date: _____