

Crete UMC Before and After School Program Policies and Procedures Handbook

Mission:

Crete UMC Before and After School Program exists as a community based mission of Crete United Methodist Church. It is designed to provide safe and secure before and after school care for children of all faiths, cultures, and socioeconomic backgrounds.

Principles:

We are committed to:

- Respecting individuality, helping the child to benefit from a group experience
- Promoting growth of the whole child
- Employing caring staff who demonstrate Christian values
- Supporting families as they meet the challenges of daily life
- Following fair practices without regard to race, gender, ethnicity or religious beliefs
- Providing childcare facilities that are clean and well maintained and programs that are reasonably priced

Philosophy:

The program is designed to provide an atmosphere in which your child can develop intellectually, socially, physically, emotionally, spiritually, and morally.

Purpose:

We offer before and after care for the traditional Crete 201U school year.

Program Information:

- CUMC Before & After School Program is registered with the St. of IL as a certification exempt CCAP provider.
- Children are admitted on a first-come/first served basis
- Crete Elementary children will be met in the school gym
- Balmoral Elementary, CSK, 6th Grade Center, Middle School, High School & Band students will be transported by school bus
- We are open from 6:30 – 9:00 a.m. and 2:30 – 6:00 p.m. on regular school days and follow the Crete 201U school calendar. On early release days we will be open from 11:45 – 6:00. Early release days are included in the Fee Schedule.
- Firearms are prohibited at the program and signs are posted at all entrances.
- CUMC Before & After School Program engages and complies with the background check and clearance procedure for all staff members through IL Dept of Human Services CCAP currently available for license exempt CCAP providers. Any person not passing a background check will not be employed at the program.
- All information gathered in this registration packet will be deemed confidential and maintained in a locked file cabinet in the program office.

Admission:

1. Children must be in kindergarten through sixth to attend the CUMC Before and After School Program. The upper grade/age limit may be extended for those previously enrolled in the Before and After School Program, on a case by case basis.
2. Crete UMC Before and After School Program is non-sectarian and does not discriminate on the basis or race, nationality, or religious preference.
3. The following *must be submitted before* the child's first day:
 - a. Enrollment application and emergency information
 - b. Signed Discipline Policy
 - c. Signed Financial Agreement

4. The Before and After School Program staff are not equipped or trained to meet the needs of children with severe handicaps, emotional disabilities or health problems. **A copy of an applicant's IEP will be required before a decision can be made regarding enrollment.**
5. Children will be admitted at any time during the year when a need arises and based on the availability of space. Pre-registration for each school year will occur shortly after Crete 201U District publishes the calendar for the next school year. Currently enrolled children will have first option, and then registration will open to the public. Church members, siblings of currently enrolled children, and those on the waiting list are given priority.

Tuition:

The Before and After School Program is a non-profit program and relies on your tuition to pay salaries, for maintenance, and the purchase of program materials. Tuition will be based on the Crete 201U school calendar. There is a \$50 non-refundable registration fee per family. For details on payment amounts, due dates, and late fees, please refer to the Before and After School Program Fee Schedule, which is included with the Registration Form.

The Tax ID Number is: 36-2181995

All major credit cards will be accepted

Tuition will not be refunded for missed days, vacations, holidays, sickness, or inclement weather days.

Hours of Operation:

School year hours are from 6:30 – 9:30 am and 2:30 – 6:00 pm (11:45 – 6:00 pm on early release days)

Messages may be left on the church answering machine or the After School cell any time of the day.

Church: 708-672-8353

Before and After School cell: 708-670-6822

Attendance:

Notify a CUMC Before and After School Program staff member when you know a child will be absent. This is best done by direct phone contact with a staff member well before the time the program starts. Please leave your voice message or text the Program cell phone. This is for the safety of your child.

Afternoon Meal:

CUMC Before & After School Program participates in the IL State Board of Education Nutrition Program for At-Risk/After School Sites. Every day your child will received a nutritionally balanced meal catered by Eat Enterprises. If a child has any food allergies or special diet needs, describe them to the program director. If your child's needs can be handled by the staff, be sure the child's needs and the planned Before and After School Program action is noted in your application. Children attending the Before School Program may bring breakfast from home to eat.

Attire:

It is the parent's responsibility to send the child in clothing appropriate for indoor and outdoor play. Children are expected to follow the Crete 201U dress code policy. Lost articles of clothing will be prominently displayed in the Lost and Found area.

Homework Room:

As a service, we provide a quiet homework room. If you request us to do so, we will remind your child to use the homework room. Your child may be asked to leave the homework room if he/she is disruptive to others.

Late Pick-up Policy:

Our center closes promptly at 6:00 pm. Please make certain your child is picked up NO LATER than 6:00 pm. It is the parent's/guardian's responsibility to contact the program director and arrange for an alternate pick-up person if an unforeseen event is causing delay in picking up your child. Our late fee is one dollar per minute per child after 6:00pm. NO MOTORCYCLE PICK-UPS.

Health Policies:**Illness:**

You will be called to pick up your child, if any of the following occur:

- Undiagnosed rash (bring note from doctor if it has been diagnosed)
- Discharge from eyes or ears
- Sore throat or persistent cough
- Vomiting
- Diarrhea
- Head lice
- Any contagious disease
- Fever that we can detect with a paper thermometer – and as Crete 201U policy states – the child should remain at home until fever free for 24 hours.

Medication:

- No medications will be given during the Before and After School Program with the exception of inhalers. Parents of a child with special medical needs should discuss those needs with the Before and After School Program director.

Emergencies:

- In case of an accident, parents will be notified of the injury
- If a medical emergency arises, the Program staff will attempt to contact you. If the emergency is such that immediate hospital attention is necessary, an ambulance may take your child to the closest hospital

Arrival and Departure:

Parents are responsible for arranging transportation to the Before School Program and from the After School Program. Upon your request, Crete 201U will assign your child/children to the school bus that stops at Crete UMC. When picking up your child from the After School Program, you must come inside to sign out and let the staff members know that you are leaving with your child. A child can NOT leave with anyone other than a parent, unless a signed authorization is received first.

Inclement Weather Policy:

The Before and After School Program will follow the CM 201U weather plan. If CM 201U schools close early due to inclement weather, the Program will adjust to the revised closing and open early. The Before and After School Program will be closed on all full days CM 201U schools are closed for inclement weather.

Conduct and Behavior:

All children are expected to behave responsibly and fairly at all times. Use of church facilities should be properly respected.

Failure to comply with the above policies and procedures could result in termination of your child's enrollment. Your signature on the registration form and Discipline and Conduct Agreement indicates your agreement and compliance to these policies and procedures.

Standard Fee Schedule for 2019/2020 School Year Crete UMC Before and After School Program

Registration Fee: \$50 per family per school year

Tuition fees are calculated according to CM201U school year calendar at \$10.00 a session for one child & \$15.00 on early release afternoon sessions with no reimbursement for sick days. Multiple children tuition will be calculated at \$8.50 a session per child & \$13 per child on early release afternoon sessions with no reimbursement for sick days. **Recurring payments will be set up for monthly payments only with a credit card authorization kept on file. Checks and cash are due by the 1st of each month or week. Balances are due paid in full May 30th.**

Tuition fees paid for drop-ins will be considered at the discretion of the Program Director and capacity of the program. The rate is **\$12 a session per child**. Early release afternoon sessions will be calculated at **\$16 per child**. Multiple children per family will be calculated at **\$10 per session per child** and **\$14 per child on early release afternoons**. A credit card authorization will be kept on file and **a minimum initial \$100 deposit is required; attended days will be debited. When balance reaches a minimum of \$20 another \$100 deposit will be required. Credit balances will be refunded at the end of the school year.**

THERE WILL BE A \$10 CHARGE FOR RECURRING PAYMENT CHANGES.

2019-2020 School Year

Two Children

Before School:

176 days @ \$10.00 = \$1,760 one child

176 days @ \$17.00 = \$2992 two children

After School:

176 days incl. 16 ER days = \$1,840 one child

174 days incl. 16 ER days = \$3138 two children

Before & After: \$3600 Total

\$6130 Total

Crete UMC – Before & After School Program Discipline and Conduct Agreement

Your signature below indicates that you have read the Discipline Policy and you support our behavior standards. Please understand that the Before & After School Program is a Christian organization and therefore maintains certain standards and values. It is understood that if any one or more of the following actions from the Discipline Policy is displayed by the child in the Before & After School Program, he/she will be subject to loss of one or more privileges that day. If inappropriate behavior persists, childcare can be terminated.

We believe that children learn self-control when adults treat them with dignity and use discipline techniques such as:

1. Guiding children by setting clear consistent limits for program behavior.
2. Visualizing mistakes as an opportunity to learn from them.
3. Redirecting children to more acceptable behavior or activity.
4. Listening when children talk about their feelings and frustrations.
5. Guiding children to resolve conflicts and modeling skills that help them solve their own problems.
6. Patiently reminding children of the rules and their rationale as needed.
7. Compliance with School District 201U rules and regulations.

Corporal punishment or abusive language of any kind is not allowed in any program at Crete UMC.

Rules will be consistent, based on the understanding of individual needs and development and will promote self-discipline and acceptable behavior. Positive reinforcement will be used to guide the children. If necessary a time-out period will be used to help regain control and not used as punishment. If a discipline problem arises and continues to persist, parents and the Director will work together to resolve the conflict.

In an effort to ensure the proper handling of discipline problems and corrective discipline procedures for certain situations, the following guidelines have been established:

Minor Offenses

Back talking to a counselor
Not listening to directions
Name calling / teasing
Being disruptive / loud
Antagonizing / starting trouble
Bringing items that are not necessary
Kicking / play fighting / or wrestling
Going into other people's belongings

Major Offenses

Fighting / Pushing / Kicking
Foul language
Going to unauthorized areas
Throwing restrictive objects endangering the safety of others. (sticks, rocks, wood, balls)
Destroying Crete UMC equipment or property
Lying / Deceiving / or Stealing
Endangering the safety of others
Hitting or pushing a counselor

The corrective procedure for each category is as follows:

Minor Offenses

Oral Warning
Time Out
Director/Parent Conference
Suspension for a determined time
Expulsion from Program*

Major Offenses

Director/Parent Conference
Suspension for a determined time
Expulsion from Program*

* Expulsion from the program is for one calendar year. There will be no refund of program fees. A child who has been expelled from the program may request to be allowed back into the program after a short assessment period of 90 days.

Child's Name

Parent's/Guardian's Signature

Date

Crete UMC Before and After School Program 2019-2020

School Attending: <input type="checkbox"/> Crete <input type="checkbox"/> Bal <input type="checkbox"/> CSK <input type="checkbox"/> Middle		Program Attending: <input type="checkbox"/> Before School <input type="checkbox"/> After School <input type="checkbox"/> Both	
Child's/Children's Last Name:		Home Phone:	Address:
Mother's Name:		Father's Name:	
E-mail:		E-mail:	
Mother's (Guardian's) work number:	Circle one: Call 1 st , 2 nd , 3 rd , 4 th	Father's (Guardian's) work number:	Circle one: Call 1 st , 2 nd , 3 rd , 4 th
Mother's (Guardian's) cell number:	Circle one: Call 1 st , 2 nd , 3 rd , 4 th	Father's (Guardian's) cell number:	Circle one: Call 1 st , 2 nd , 3 rd , 4 th
Additional Person:	Number:	Additional Person:	Number:

Child's First Name:	Date of Birth	Grade	Allergies (Food & Meds), Special Needs, IEP:	Homework First? <input type="checkbox"/> Yes <input type="checkbox"/> No
Child's First Name:	Date of Birth	Grade	Allergies (Food & Meds), Special Needs, IEP:	Homework First? <input type="checkbox"/> Yes <input type="checkbox"/> No
Child's First Name:	Date of Birth	Grade	Allergies (Food & Meds), Special Needs, IEP:	Homework First? <input type="checkbox"/> Yes <input type="checkbox"/> No

Days Attending: (circle) M, T, W, TH, F, Various 1,2,3,4 Early Rel.	Pick-up Time:	Primary Pick-up Person:
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The following persons also have permission to pick up my child/children:

Name:	Relationship:	Name:	Relationship:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I have read the Crete UMC Policy and Procedure statements regarding my child's/children's expected behavior while in the program. I understand that if my child/children fail to abide by the rules that the policy will be put into effect.

Parent/Guardian Signature Date

I understand the Health and Late pick-up fee. I agree to contact the Crete UMC office should an emergency arise.

Parent/Guardian Signature Date

I understand that my child/children may be photographed at the program and these photographs or videos may be used in promoting the program either in print or on the Internet.

Parent/Guardian Signature Date

The following person/persons are not allowed under any circumstances to pick up my child/children from the Crete UMC Before or After School Program:

Legal documents must be submitted to be kept on file

Parent/Guardian Signature



Crete United Methodist Church
CUMC Before and After School Program

1321 Main St.
Crete, IL 60417
P: 708.672.8353
C: 708.670.6822
F: 708.672.8701



Credit Card Payment Authorization Form

Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your Visa, MasterCard, American Express, Discover card or Electronic Bank Transfer. A receipt will be emailed to you and each charge will appear on your statement.

Please complete the information below:

I _____ authorize **CUMC Before & After School Program** to charge my credit card indicated below for \$ _____ on the ____th of each month for payment of my child's/children's monthly tuition. Or, \$ _____ on the ____th & the ____ each month for payment of my child's/children's monthly tuition.

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: Visa MasterCard AMEX Discover

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

Electronic Bank Payment:

Bank Name: _____

Account Number _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card or bank account indicated in this authorization form according to the terms outlined above. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. This payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; provided the transactions correspond to the terms indicated in this authorization form.



Crete United Methodist Church
 CUMC Before and After School Program
 1321 Main St.
 Crete, IL 60417



CUMCBAS Electronic Device Contract and Agreement

Electronic Tablets are not allowed at the program

K-6th grade Students are not to have their phones out at the program – 6th graders are to give their phones to Miss Florida to be kept in a lock box until the end of the program. Ask Miss Kathy or another counselor if you need to contact your parent

7th & 8th grade Students may keep possession of their phones but with limited use - Texting only...no phone conversations, no headphones allowed. When the younger students arrive phone use ends.

If the counseling team discovers that a student is engaging in the following activities on their phone, the phone will be confiscated, parents or guardians notified and continued phone privileges will be discontinued for a period of time or permanently.

Cyber bullying

Do not use this technology to lie, fool, or deceive another human being. Do not involve yourself in conversations that are hurtful to others.

Conversations of a sexual nature

Do not say anything to someone that you would not say out loud with their parents in the room. Censor yourself.

Posting inappropriate pictures

Cyberspace is vast and more powerful than you. It is hard to make anything of this magnitude disappear – including a bad reputation.

Reacting with negative emotion to texting or social media activities

It's our job to keep you safe in and out of cyberspace.

Touching a phone that is not yours

You may use your device and yours only.

I understand that my cell privileges will be allowed only as I follow these rules.

Student: _____

Date: _____

Parent/Guardian: _____

Date: _____