

## 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, sexual orientation 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 radical love and inclusion
- 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, Middle School, & Band students will be transported by school bus
- We are open from 6:30 – 9:00 a.m. and 3:00 – 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 a.m. – 6:00 p.m.
- 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 fifth grade 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 of 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
  - d. Child's IEP
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. Siblings of currently enrolled children, and those on the waiting list will be 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. 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 are accepted

**Non- Refundable Rate Tuition is not eligible for refund for missed days, tutoring programs, vacations, family holidays, sickness, or inclement weather days.**

**Hours of Operation:**

Program hours are 6:30 a.m.– 9:00 a.m. before school, and 3:00 p.m.– 6:00 p.m. (11:45 a.m.– 6:00 pm on early release days) after school.

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: 708-414-6191

**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 receive a nutritionally balanced meal catered by Eat Enterprises. If a child has any food allergies or special dietary needs, please list on the application where indicated and inform the program director at enrollment. Those needs will be communicated to our vendor Eat Enterprises and a list of students with allergies is posted in the kitchen. 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. We do not provide one on one tutoring services.

### **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 touchless thermometer – and as Crete 201U policy states – the child should remain at home until fever free for 24 hours.

#### **Medication:**

- Medications may be administered with a parent/guardian's signed consent form with start date, time and dosage information. A medication log is posted in the program office with dates and times that the drugs are administered.

#### **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 nearest hospital.

### **Arrival and Departure:**

Parents are responsible for arranging transportation to the Before School Program and from the After School Program. For students requiring bussing, upon receipt of the Day Care Transportation Form, Crete 201U will assign your child/children to the school bus that stops at Crete UMC.

Children must display a level of emotional maturity that enables them to walk into the program under control in order to participate.

When picking up your child from the After School Program, call the program cell at 708-414-6191 and let the staff member know you are on your way or outside and which street you're parked. Your child will be escorted to you. Please communicate any changes to your pick-up authorizations list.

### **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. Children suspended from school will not attend the program until such time they return to school. 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 2024/2025 School Year Crete UMC Before and After School Program

Registration Fee: \$50 per family per school year

**1) Full-Time Tuition** (Monday – Friday, 176 school days according to CM201U school schedule, mornings, afternoons or both) fees are Non-Refundable with no reimbursement for sick days or quarantine days. 9 monthly payments will be set-up with a credit card or bank account authorization on file:

<u>One Child</u>	<u>Multiple Children</u>
\$12.44 a session	\$10.36 a session per child
\$20.72 on early release afternoons	\$15.54 per child on early release afternoons

Tuition includes 3.6% credit card processing fee

**2) Part-Time Tuition** (less than full-time but with a regular monthly schedule) fees are Non-Refundable and will be pro-rated with no reimbursement for sick days or quarantine days. Days may be added at any time. 9 monthly payments will be set-up with a credit card or bank account authorization on file:

<u>One Child</u>	<u>Multiple Children</u>
\$15.54 a session	\$13.47 a session per child
\$23.83 on early release afternoons	\$18.65 per child on early release afternoons

Tuition includes 3.6% credit card processing fee

**3) Drop-In Tuition** is refundable. A \$150, or \$200 for multiple children, deposit is required with a credit card or bank account authorization on file; attended days will be debited at the end of each month with payments required when credit balance becomes less than \$25:

<u>One Child</u>	<u>Multiple Children</u>
\$18.65 a session	\$16.58 a session per child
\$26.95 on early release afternoons	\$21.76 per child on early release afternoons

Tuition includes 3.6% credit card processing fee

**4) Child Care Initiative** monthly co-pays will be set up with a credit card or bank account authorization on file.

Co-pays will include 3.6% credit card process fee

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

## Crete UMC Before and After School Program 2024-2025

<b>School Attending:</b> <input type="checkbox"/> Crete <input type="checkbox"/> Bal <input type="checkbox"/> CSK <input type="checkbox"/> Middle		<b>Program Attending:</b> <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 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup>	Father's (Guardian's) work number:	Circle one: Call 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup>
Mother's (Guardian's) cell number:	Circle one: Call 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup>	Father's (Guardian's) cell number:	Circle one: Call 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup>
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 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 United Methodist Church  
CUMC Before and After School Program

1321 Main St.  
Crete, IL 60417  
C: 708.414.6191  
P: 708.672-8353  
F: 708.672.8701



## CUMCBAS Cell Phone Contract and Agreement

**K-5<sup>th</sup> grade Students are not to have their phones out of their backpacks at the program**

**Middle School Students may keep possession of their phones but with limited use - Texting only...no phone conversations, no headphones allowed.**

**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.

**CUMCBAS is NOT RESPONSIBLE for lost electronic devices.**

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

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



# Crete United Methodist Church CUMC Before and After School Program

1321 Main St.  
Crete, IL 60417  
P: 708.672.8353  
C: 708.414.6191  
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: <input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX	<input type="checkbox"/> Discover
Cardholder Name _____			
Account Number _____			
Expiration Date _____			
CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____			
-or-			
Electronic Bank Payment:			
Bank Name: _____			
Bank Routing Number: _____			
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.