



**2023-2024**  
**Preschool Student Handbook**

**915 W. Park Row Dr.**  
**Arlington, TX 76013**  
**817-277-1021**

**[www.parkrowchristian.net](http://www.parkrowchristian.net)**  
**e-mail: [info@prca.me](mailto:info@prca.me)**

*Building an Eternal Foundation ~ I Corinthians 3:10*

## Our Pledge to You:

Our Faculty and Staff commit themselves to the highest standards in early childhood development. Here, your children will be treated with acceptance, love, respect, dignity, and fairness, while being immersed in our excellent preschool education program. Park Row Christian Academy will not only get your children off to a great start educationally, but will also nurture their love for God and Jesus Christ. Our teachers and office personnel are expected to conduct themselves with self-control and professionalism when interacting with the children, parents, and other employees. Be assured that we have you and your child's best interest at heart. Please contact Mrs. Gibson, Mrs. Strohmeyer, or the Board of Trustees should you ever feel these standards have not been upheld.

Because your children are so easily affected by what happens to them, it is extremely important that pick-up and drop-off times be a positive experience. Both faculty and parents are asked to refrain from using this time for discussing behavioral problems. Discipline concerns or *anything* that would upset or embarrass your child should be handled discreetly by telephone or private conference only.

It is a great privilege and blessing to be entrusted with your children. We hold fast to Proverbs 22:6 which states, "Train a child in the way he should go, and when he is old he will not turn from it." Thank you for sharing your children with us. May God bless you and keep you!

## *The Board of Trustees*

**Minimum Standards and Licensing Reports:** Parents may review a copy of the Minimum Standards and Licensing inspection reports by going online at: [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

**Contacting Licensing:** The local licensing office may be reached at 817-321-8604. The Child Abuse Hotline number is: 1-800-252-5400.

Dear Parents,

We at Park Row Christian Academy are delighted to have your child enrolled in the school this year.

Learning at the preschool level is fun! Every day is a rich and rewarding experience for your child -- and that is the best preparation for tomorrow.

Park Row Christian Academy is a child-oriented school, which places emphasis on total child development.

In order to provide the best of content, we have carefully developed our curriculum. Your child will have the opportunity for maximum development according to his potential -- thereby acquiring an excellent foundation for his entire life -- spiritual and intellectual.

Not only have we exercised great care in curriculum selection, but our teaching staff has likewise been carefully selected and trained to insure proper motivation and loving guidance throughout the learning process.

The purpose of this handbook is to provide you with general information and to suggest ways in which you can enrich your children's preschool experience.

Members of our Staff and/or Board of Trustees will be happy to schedule a conference with you should you desire one. In addition, parents are always welcome to visit the school at any time to observe their child and the program's activities.

Damaris Strohmeyer, our preschool director, and I, are also available for a conference at your request. Office hours are 8:00 a.m. - 4:30 p.m. I welcome the opportunity to be of service to you and I am looking forward to a fine year.

Sincerely,

**Paula Gibson**  
Head of School

## PHILOSOPHY

The purpose of the **Park Row Christian Academy Preschool** is to offer a community service by means of providing an environment in which total child development can be achieved, i.e., spiritual, intellectual, emotional, physical and cultural development. **Our Preschool** provides a relaxed, tension-free environment where each child finds love, security, pleasure, and people interested in him who will help him develop a healthy, wholesome self-concept and a sensitivity to the beauty in art, music, nature, and PEOPLE.

The curriculum places emphasis on the spiritual development of the child. In the "thinking through" sessions of the "Patterns Of Living" found in God's Word as well as in all relationships, the young mind is encouraged to develop, establish and reinforce wholesome Christian values. Our curriculum also includes the provision for intellectual achievement according to the child's potential. Creative art, music, rhythm, exercise and practical living experiences enhance the child's emotional, cultural, and physical development. The methods of instruction emphasize individuality rather than group conformity in the learning process.

If the child is to accomplish his optimum in the areas of spiritual, intellectual, emotional, physical and cultural development, the parent must share the responsibility. In accordance with this belief, we encourage our parents to familiarize themselves with the entire preschool program and particularly that of their child's group.

## NON-DISCRIMINATION STATEMENT

Park Row Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Park Row Christian Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships, and other school-administered programs.

The 2023-24 school year will operate from August 14 to May 17. Most Holidays, staff development days and inclement weather days will be observed in accordance with the Arlington Public School Calendar. In the event that AISD postpones the starting time for a school day, Park Row Christian Academy will begin its school day at 10:00 a.m.

### SCHOOL CALENDAR (also available on our website):

All Staff In-Service	August 7
Preschool Orientation	August 10
First day of class	August 14
Vision/Hearing Screening	Aug. 28-31
Labor Day Holiday	September 4
School Pictures	Sept. 11-14
All Staff In-Service	October 6
Columbus Day	October 9
Thanksgiving Holidays	November 20-24
Winter Holidays.	December 22-January 5
All Staff In-Service	January 8
Martin Luther King Jr Holiday	January 15
Presidents Day	February 19
Spring Holiday	March 11-15
Good Friday Holiday	March 29
Last Day of School	May 17

## HOW PARENTS CAN HELP

1. Prepare your child for the beginning of school by talking happily about school. If your child has never been left before, explain that he is going to school to learn to play with other children, to learn about God and himself, and that you will return on time to take him home.
2. Bring your child to his/her class on time each day. Punctuality is very important. Before forming a car pool please make an agreement that all children will be personally taken to their rooms and that information posted on bulletin boards will be relayed to each mother. Please send a backpack for papers so that important communications will not be missed. Children can be picked up at the end of class only by parents or persons designated by parents.
3. Show a genuine interest in your child's work. They are proud of it and you should also be proud of it and communicate this. Also, ask about the day's activities. A plan for the week's activities is posted on the bulletin board outside your child's room.
4. Let your child wear washable clothing. This allows the child more freedom in playing outside and using other messy things valuable to a child's learning process. Please label all outdoor clothing.
5. Please make an effort to know your child's teachers. Good rapport between parent and teacher helps the child feel secure. It also creates more interest in school on the child's part.
6. School staff are responsible for students when a child is received into a classroom by the teacher and up until the student is released in the afternoon. Please watch your child in the parking lot & halls.
7. You may celebrate your child's birthday at school. Licensing requires only store bought treats. Please ask the teacher for an explanation of the procedure usually followed.
8. Opportunities for parents to help with snacks, parties, or special activities are provided in each class.
9. Join our **Parent Support Group** and volunteer at the school.

## **THE CURRICULUM**

Park Row Christian Academy provides small classes for infants, three months old and older, through five-year olds.

PRCA utilizes Frog Street Curriculum. Frog Street is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines. The curriculum is individualized for each age taking into consideration the various stages of physical, mental, social, spiritual, and emotional development. Each curriculum program is rich in creative activities for all. There are opportunities for self-expression in the "interest centers," through conversation, art, music, rhythm and role-playing.

Children are encouraged to explore the world in which they live. Park Row Christian Academy utilizes the resources of the community. People in the community are invited to share their talents, experiences, and/or professional knowledge with the children.

The readiness program is based on learning through discovery. Learning to listen, observe, smell, taste, and feel is a way to develop the child's awareness and understanding of the world around him.

Bible, phonics, reading skills, the discovery of numbers and mathematical concepts, and science are introduced.

"Learning To Learn" activities, motor skills, practical living, and nutrition are included in the curriculum.

Individual parent conferences will be held in the spring and an opportunity to see the students perform in a music class or a school program in May.

## ADMISSION

Park Row Christian Academy has the capacity to serve 150 children a day, Monday - Friday, 9:00 a.m. – 2:30 p.m. We also offer Extended Hours from 7:00 a.m. to 6:00 p.m. for all enrolled students. A parent desiring to enroll his child may do so by applying online and paying the **Application/Re-enrollment Fee**.

## RE-ENROLLMENT

Re-enrollment for the next school year opens in early to mid-January and requires a payment of the Re-enrollment Fee. Tuition installment plans begin on May 5. The re-enrollment fee is non-refundable.

## PRESCHOOL POLICIES

1. Your child must be fully enrolled before he can attend Park Row Christian Academy. Students must be left in the classroom in the care of a teacher. For safety, do not let children out in the driveway or leave them in an empty classroom. To help with classroom management, all students need to be dropped off in class before 10 a.m. unless a parent brings a doctor's note. Children must be picked up from their classrooms by a parent or person authorized by the parent. Advise the office of any changes in address or telephone number. This information is critical in case of emergency.
2. The Preschool Director will place each child in the class that is best for them.
3. The medical form must be completed and returned to us, within one week of admission as required by the state.
4. **Advertising:** Soliciting for personal benefit is prohibited (i.e. Discovery Toys, Pampered Chef, Mary Kay, etc.)
5. **Discipline:** As stated in the "Minimum Standards for Child-Care Centers," discipline must be individualized for each child; appropriate to the child's level of understanding; and directed toward teaching the child acceptable behavior and self-control. A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - 2) Reminding a child of behavior expectations daily by using clear, positive statements;
  - 3) Redirecting behavior using positive statements; and
  - 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minutes per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

**6. Dismissing Students:** Park Row Christian Academy reserves the right to dismiss students from the school whose

parents refuse to follow the school's policies. Dismissal of a child is at the discretion of the director.

**7. Emergency Pickup Policy (By City Ordinance):**

- a. Each child will be released only to that child's parent or persons named by the parent on the enrollment agreement. These names will be made available to your child's teacher.
- b. Any person picking up a child must be listed on the enrollment agreement and must be ready to show a form of identification that includes a picture (example: driver's license) to the staff to prove that they are indeed the said person.
- c. In the case of an emergency where it is impossible for someone on the records to pick up the child the parent may give prior approval by telephone to the OFFICE.
- d. In the case of a divorce after a child has been enrolled, it is the responsibility of the parent who is granted custody of the child (being the one with whom the child lives) to provide the school with a copy of the custody decree or agreement, and request that the authorization records for release of the child be changed.

If an emergency condition requires that a child be released to a person not on the pick-up list, a parent must call or come by the office, identify himself by giving the last four digits of his social security number, and designate the person to whom the child is to be released. The person to whom the child is to be released must then provide the parent's four-digit code number as identification to the office, be photographed by the office, and provide a signature and date on the photograph, which shall then be retained by the school for at least three months. An office staff member will escort the person to the child's room and give the teacher permission to release the child.

**8. Emergency Preparedness Plan:** Because safety and the well-being of our students is our most important consideration, Park Row Christian Academy has a detailed plan in place for emergency situations. These situations include not only medical emergencies, but also weather-related and disaster-related emergencies. Different scenarios of evacuation are possible, depending upon the nature of the emergency.

In the event of a tornado warning or tornado, students and staff members will move from the classrooms to hallways where there are no windows. In the event of fire, everyone will evacuate to the far northwest corner of the parking lot. In the event that relocation to an area off-site is necessary, parents will be notified by text of the exact location.

Emergency Preparedness Drills are performed monthly or yearly basis based on the state requirements. Fire drills are performed each month, severe weather and lockdown drills are performed 4 times per year.

Park Row Christian Academy must have at least two ways to contact each family in the event that we need to contact parents during an emergency. Ideally, an additional contact person's number should be out of the DFW area. Parents should program the school phone number, 817-277-1021, into their cell phones so that they may phone the school in the event of an emergency.

If there is a need for emergency evacuation, student records accompany the students. Staff members are responsible to take copies of vital student information with them when evacuating the building or leaving the campus. Regularly scheduled fire and severe-weather drills are conducted so that students and teachers practice responding quickly when an alarm sounds. Staff members are trained yearly on ways to respond in an emergency.

**9. Extra Clothing:** All children must bring a change of clothes daily in case of an accident or spill. If no clothes are brought, parents will be called to bring clothing to school if needed.

**10. Food:** Full-day classes are in session until 2:30 Monday-Friday. Meals will be provided from home. The school is not responsible for the nutritional value of meals or for meeting the students' daily food needs. If your child has any food allergies, please advise the office and teacher. Food allergies require an Allergy Action Plan. Each parent should also provide daily snacks for his/her child. If you forget your child's snack, the school will have an emergency snack cupboard. If the school provides a snack for your child, you will be required to replace the snack within one week. Please do not Door Dash or have food delivered for your child's lunch.

**11. Full-day students:** If your child is enrolled in a full-day class:

- a. Bring a lunch, including a drink or a juice box.

- b. No candy, gum, glass, or carbonated drinks allowed.
- c. Send food requiring no preparation or heating.
- d. No Pizza Lunchables, please.
- e. Mats for daily rest period should be provided for all children.  
Children under one year will be provided cribs by the school.

**12. Hats & Shoes:** Any type of head covering is inappropriate for the school building. For the safety of your child on the playground, tennis shoes, not sandals, should be worn.

**13. Illness:** If your child contracts a communicable disease, **the school must be notified** and the child kept out of school until well. This also applies to head lice. As per the CDC recommendations, if a child or staff member contracts COVID, they are required to quarantine for 5 days after symptoms have improved. If possible, a mask should be worn for the next 5 days upon returning to school. **Please do not bring children to school** if they are unable to go outside. Please do not bring children to school if they have had temperature, vomiting, or diarrhea within the past 24 hours (medication free).

**14. Immunizations:** Texas Law requires that all children in school be immunized and also requires an Annual Health Evaluation for preschool students. A copy of each student's immunizations must be kept on file in the school office. PRCA follows the Texas State Minimum vaccine requirements. We also follow the Texas State Health services requirements for TB testing. Currently TB is not required for students.

Staff members are required to undergo TB testing every two years. It is recommended, but not required, that preschool staff members receive Pertussis booster immunizations on the schedule that their personal physician recommends. No other immunizations are required of staff members.

**15. Infants:** Bring formula & baby food for infants. All diaper bags, clothing, bottles, etc., should be labeled with your child's name. Only disposable diapers are allowed. Diaper rash ointment/cream that is labeled and in the child's diaper bag does not require a medication authorization.

**16. Late Pickup:** There will be a late charge of \$10.00 for each child left after regular pick-up times unless the office is notified of an emergency. If a child is picked up late on three (3) days any time during the school year, the child may be dismissed from school.

**17. Medical Emergencies:** In the event of a medical emergency, students will be taken to the clinic, unless the situation dictates an immediate call to 9-1-1. The office staff will evaluate the seriousness of the emergency and administer first aid. Parents will be telephoned if a student needs to be picked up or if there is any doubt about the condition of the student. If a student requires hospital emergency room treatment he/she will be transported by ambulance to Arlington Memorial Hospital, unless the paramedics advise differently. As soon as 9-1-1 is called, every attempt possible will be made to reach a parent immediately.

**18. Medication** may be given at school if it is the original container with the child's name. Parents must come and fill out an authorization form. Forms are available in the office. All medication must remain locked in the office during the day and may be picked up by a parent at the end of each school day.

**19. Nursing Mothers:** A comfortable place with a chair is always available for the convenience of nursing mothers. Parents have a right to breastfeed or provide breast milk for children in care.

**20. Parental Notifications:** Notes from the office are sometimes placed in student cubbies. These usually include news about recent events or reminders about upcoming events, but may include changes in school policy. The school utilizes email to distribute parent information quickly. Please make sure the office has your family's current email address so that you will be able to receive these notifications. Current activities and the calendar for the year are also available on the website. Our main communication process is through email. Please check your email often for newsletters and information from your child's teacher. Direct teacher communication will be through the Brightwheel app. This is also where parents will sign their child in and out.

**21. Parent Visitation:** Parents may visit the school at any time during the day to observe their child, the school's operation and activities. Prior approval is not required. Parents and visitors must check in at the front desk to receive a visitor badge that should be worn during the visit. Since one of the objectives in preschool is to learn to be separated from parents, we suggest that parents visiting observe through the windows in the classroom without letting children see them. Children often become anxious about the return of their parents when other parents enter the classrooms. On occasions when individuals are seeking information about the program and would like to speak with a teacher, it is helpful to notify the office in advance so that teachers may arrange schedules and time to talk.

**22. Parking:** For the safety of our children, park in marked parking spots only. Please do not park in front of the porch. No parking is allowed in the handicapped spot (unless you are driving a vehicle licensed to park there), in the fire lane, or in the reserved spot. Please follow the one-way traffic directions. **The parking lot is a cell phone-free zone!**

**23. Sleep:** Infants are put to sleep on their backs. Sleep exception forms will be accepted at the discretion of the administration. Non-walking infants under 12 months will sleep in a school-provided crib that meet the safety standards set by the state. For infants under 12 months, the crib must be bare except a tight-fitting sheet.

**24. Sunscreen:** Sunscreen will not be applied to children's skin by school personnel unless provided by and permission given by the parent. Bug wipes will be used if supplied by the parent.

**25. Supervision** is basic to the prevention of harm. Park Row Christian Academy staff will supervise your child in your absence, being attentive and understanding of your child's behavior. At drop-off and pick-up times, before school starts and after school is over, parents are responsible for the supervision of their children. School staff members are responsible for the students as soon as a child is received into a classroom by his or her teacher and up until the student is released in the afternoon. Parents are asked to supervise their children in the parking lot, halls, and lobby.

**26. Teacher Training:** Teachers are required to be CPR/First Aide certified and take 24-48 hours of professional development each year, including training in preventing and responding to abuse and neglect in children.

**27. Toilet Training:** Although we do accept children, three years old and younger, who are not toilet trained, we ask that these children be kept in disposable diapers until such time as they are consistent in using the toilet. We request the use of disposable training pants during the training time to protect outer garments and carpeting.

**28. Vision / Hearing Screening:** The Special Senses and Communications Disorders Act, Texas Health and Safety Code, requires that all four- and five-year-old children enrolled in a licensed child care center are provided with a vision and hearing screening. Screenings will be conducted by a private screening company each fall. The fee for the screening is included in the application/enrollment fee. Children who were either four or five years old on September 1 will automatically be screened and results of the screening will be sent home to parents.

**29. Water Activities:** Water activities are limited to playing in sprinklers on special days at the end of school in late spring. Sprinkler equipment will not be used on, or near hard, slippery surfaces. Parents will be notified in advance of planned water activities so that appropriate clothing and sunscreen may be sent.

**30. Weather and playground time:** Our students will have daily outside playtime as required by Minimum Standards with the following exceptions:

- Heat index temperatures 105 and above: Outside playtime will be prohibited
- Heat index temperatures between 100 and 104: Outside playtime will be limited to 15 minutes
- Heat index temperatures 99 and under: 30 minutes of outside time is allowed provided equipment is checked for safety
- Wind chill temperatures 31 and below: Outside playtime will be prohibited
- Wind chill temperatures between 31 and 34: Outside playtime will be limited to 15 minutes
- Wind chill temperatures 35 and above: 30 minutes of outside time is allowed
- No outside time will be allowed if there is lightening in the area

**31. Withdrawing from school:** Unless you formally withdraw your child from PRCA, you are still responsible for the



tuition balance, whether your child attends or not. To withdraw, contact the office. A 30 day notice is required.

**32. Gang-free Zone Required Posting:** Similar to the motivation behind establishing drug-free zones, the purpose of gang free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. A gang free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law, including day care centers. The gang free zone is within 1000 feet of child care centers. For more information about what constitutes a gang free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

## TUITION POLICY

Tuition is payable in advance; or in two, ten, or twelve installments through FACTS, our tuition management firm. For those families choosing the ten- or twelve-installment plan, the 1st installment (tuition deposit) should be paid in advance (May 5 for families who pre-register). The second installment is due August 5, the third is due September 5, etc. If it becomes necessary for you to withdraw before May and you give us 30 days' notice, the prepaid tuition deposit will be used for the last month your child is actually in attendance. If 30 days' notice of withdrawal is not given, the deposit will be kept to help offset the cost of having an empty, non-paying position.

You may pay the entire year's tuition at any time through FACTS. Otherwise, tuition will be automatically deducted from a bank account of your choice, either on the 5th day of the month.

There will be a late charge for any tuition deduction that fails. If tuition is not paid by the 30th of the month, your child will be automatically dropped, his or her spot may be filled immediately, and you will be required to pay an additional re-enrollment fee if you wish to re-enroll.

There are no tuition refunds for absences or days out of school because of holidays, bad weather, or school closings that may happen due to dangerous situations. Unlike public school systems, we do not provide make-up days on Saturdays, or add additional days to the end of school.

Unless you have formally withdrawn your child from Park Row Christian Academy, you are still responsible for the tuition balance, whether your child attends or not. To withdraw, contact the office as soon as possible.

## Yearly Tuition

	1 Day M-F	2 Days MW or TTh	3 Days MWF or TThF	5 Days M-F	5 Extended Days 7:00 am – 6:00 pm
<b>Nursery</b> (3-17 mo.)		\$2940	\$4410	\$7350	\$9500
<b>Toddler</b> (18-23 mo.)		\$2880	\$4320	\$7200	\$9300
<b>Twos</b> (24-35 mo.)		\$2880	\$4320	\$7200	\$9300
<b>Threes</b> (36-47 mo.)		\$2880	\$4320	\$7200	\$9300
<b>Pre-K</b> (48-59 mo.)		\$2880	\$4320	\$7200	\$9300
<b>Home School Enrichment</b>	\$1155 (Wed. only)				
<b>K-8<sup>th</sup> Grade</b>				\$8290 Tuition: \$7720 Curriculum: \$380 Technology fee: \$190	\$10450

## **EXTENDED CARE POLICIES**

7:00-9:00 a.m. and 2:30-6:00 p.m. Holiday Care and Summer hours are 7:30-5:30.

### **ADMISSION PROCEDURES**

Every effort is made to assure that all students who need to use our BSC/ASC program can enroll. Once a child is admitted to our program, that child and any siblings are guaranteed placement in the following year's BSC/ASC Program (subject to tuition payment and notification). In order for a child's slot in the BSC/ASC Program to be guaranteed any outstanding tuition and deposits must be received by the first day of school.

### **TUITION**

All BSC/ASC tuition will be added to FACTS accounts. The chart below shows the yearly totals, which will be divided into monthly payments. Students may enroll for just mornings, just afternoons, or both.

# Days per week	Mornings (Nursery)	Afternoons (Nursery)	Both
MW or TTh	\$280/yr (\$286 Nur)	\$560/yr (\$574)	\$840/yr (\$860)
Friday only	\$140 (\$143)	\$280	\$420 (\$429)
M-F	\$700 (\$715)	\$1400	\$2100 (\$2150)

### **SCHEDULE CHANGES**

Although every effort will be made to accommodate schedule changes, any changes in a child's attendance at the BSC/ASC Program are subject to availability. Written notice of a schedule change should be submitted to the front office.

### **SCHEDULE OF OPERATION**

On regular school days, BSC will begin at 7 a.m. and ASC operates from afternoon class dismissal until 6:00 p.m.

### **Snow Days, Early Dismissals and Delayed Openings**

The BSC Program will be closed whenever school is closed due to inclement weather. When the opening of school has been delayed due to weather, the ASC will operate as scheduled but BSC will be canceled for the day. PRCA will follow AISD in regards to inclement weather closings but reserves the right to cancel ASC if the staff determines that travel may be a danger. ASC will not be offered on any scheduled early dismissal days.

### **DAILY DROP-OFF AND PICK-UP**

Children can be signed in to their BSC room by an authorized person no earlier than 7:00 a.m., (according to the official school clock). Children may not be left on the porch if the door is locked and staff has not arrived. At 8:55 a.m. the caregiver will take the students to their classrooms.

After school, at 2:30 p.m. students will be taken to the ASC room to be supervised in our program. Children are to be picked up from ASC no later than 6:00 p.m. An authorized person must sign the student out each day. Children will not be released to anyone other than a parent, guardian, or person listed on the child's permission form unless the child's parent notifies the ASC prior to pick up time. If a staff member is unfamiliar with any person picking up a child, the staff member will ask to see a picture identification before the child is released. If a student is not picked up by 6:01 (according to the school's atomic clock), there will be a \$10 charge and an additional \$1.00 per minute thereafter. If a parent is running late, please call the school phone to alert the teachers.

### **DAILY SCHEDULE**

The daily schedule is subject to change due to weather or scheduling issues. Our daily schedule is as follows:

BSC: 7:00-8:40	Arrival, greetings, free play
8:40-8:50	Clean-up, bathroom, story time
ASC: 2:30 - 3:35	Organized play
3:35 - 4:00	Snack

4:00 - 4:30      Outside play (weather permitting)  
4:30 – 6:00      Organized play, free play, craft time

**Snacks**

No food will be provided by the facility for breakfast nor snacks. Please make every effort to feed the student prior to their arrival at school. Please furnish an afternoon snack for your child each day if he/she stays after 3:30. Water will always be available for students.

**Outdoor Play**

Children who attend the ASC can expect to spend a minimum of 30 minutes outside during the day. Outdoor play will be canceled due to precipitation, icy ground conditions, temperatures below 31 degrees, or excessive wind or heat. In order to keep staffing levels at a safe number, we are unable to offer indoor supervision for children who prefer to remain inside.

**COMMUNICATION**

The BSC/ASC Program maintains an open door policy. Please feel free to direct questions or concerns related to any facet of the After School Program to the school administration at any time. The first priority of the staff is to focus as much attention as possible on the children. In order to meet the needs of the children and the staff during Before and After School hours, we ask that parents limit their conversation with staff members to subjects involving their child.