

ROOTS ACADEMY

AFTER CARE GUIDELINES AND PROCEDURES

Objective: To provide an after-school program in which children have the opportunity to play, learn, and have fun in a positive and safe environment. Roots Academy's Aftercare program recognizes the benefits of growing socially, mentally and physically in a well-rounded atmosphere.

Aftercare Policies and Procedures:

I. Check-In Procedure:

Parents must arrange their own transportation means from the child's school to After Care at Roots Academy. The child should be signed in by the parents or guardian through ProCare. Each parent / guardian has a unique code to use at check in.

After check-in, children will enjoy outdoor playtime, get assistance with homework, enjoy indoor play centers and activities, and have snack time.

II. Pick-Up:

Each parent or guardian will sign the child out at pick up through ProCare. For safety reasons, it is our staff's policy to ask for a valid photo identification card, such as a driver's license, if someone other than the parent arrives to pick a child up.

III. Late Pick-Up/No Pick--Up:

Pick-up ends at 6:00 p.m. There is a late fee \$1.00 per minute past 6:00 p.m. for late pick-ups. If you know that you are running late, please call to notify Roots Academy immediately through ProCare. If you cannot access ProCare, you can contact us at 904-481-8843.

If a child has not been picked up by 6:00 p.m. and staff have not been notified by the parent, we will attempt to contact the parent(s). If the parent(s) are unreachable, the emergency contacts will then be contacted.

IV. Illness:

Aftercare staff reserve the right to release a child if he or she appears too ill to participate in the program or is considered contagious. Aftercare staff will notify the child's parent/guardian or emergency contact and request that the child be picked up within a half-hour. If the child has not been picked up within the allotted time frame, we reserve the right to take any action necessary to ensure the health and safety of the child. If a child has a fever over 100.4, the child is not permitted back to the program until 24 hours after the fever has subsided.

V. Communicating an Emergency:

In an emergency, Aftercare staff will attempt to contact the participant's parent or guardian. If the parent or guardian is unavailable, we will attempt to notify the emergency contacts listed on your child's Aftercare documentation. Staff will take necessary actions in the child's best interests until the parent, guardian or emergency contact has been reached.

VI. Medicine:

At this time, Roots Academy cannot administer medication during operations, with the exception of Epi Pens, which will be properly stored and administered in case of emergency by staff that are trained. If your child needs medication during After Care, an authorized parent or caregiver may come onsite to administer medication. Parents/Guardians must communicate with the staff if they are administering medication before or during After Care to the child.

VII: Child Abuse:

All Roots Academy staff members are mandated reporters and required by law to report incidents where there is a reasonable suspicion that abuse or neglect has occurred, or there is a substantial risk that abuse or neglect may occur, either in the care of a Roots Academy program or outside of it. These will be reported via the Florida Abuse Hotline. Records of reported cases of suspected child abuse or neglect will be kept confidential.

VIII: Acceptable/Unacceptable Behavior: (Child)

Roots Academy Aftercare expects participants to respect others and their space, harmoniously participate in games, cooperate with staff, and be enthusiastic. Unacceptable behaviors include profanity; disrespecting others and their space; failure to comply with a staff member's directions; excessive horseplay; inappropriate or violent physical contact; and possession/use of a weapon. Aftercare staff may report incidents of unacceptable behavior to the parents/guardians of all children involved, and reserve the right to release a child for unacceptable behavior. Aftercare utilizes the same pink/white slip protocols that are used during the school day for behavior infractions.

IX. Acceptable/Unacceptable Behavior Guidance: (Staff)

Behavioral guidance conducted by an Aftercare staff member shall be constructive in nature, and intended to redirect children to appropriate behavior through conflict resolution. Aftercare staff members shall interact with the child and one another to provide needed comfort, support and a sense of well-being. The following actions are forbidden of Aftercare staff: Physical punishment; striking a child; roughly handling or shaking a child; restricting movement through binding or tying; forcing a child to assume an uncomfortable position; exercise as punishment; punishment conducted by another child; the withholding or forcing of food or rest; verbal remarks which are demeaning to the child; punishment for toileting accidents; and punishment by the application of unpleasant or harmful substances.

IX. Snacks:

One snack is included in the cost of After Care tuition and take place during After Care hours. If your child needs to eat more than one provided snack, please pack extra snacks accordingly and make sure you abide by Roots Academy's allergy policy and bring in healthy snacks. For a list of what is acceptable, please contact the Director.

X. Use of Electronics

Children may bring their electronic device strictly to do school work, play educational games, or read books. YouTube and other platforms to watch videos will not be allowed. At any time a teacher may deem it necessary to put away devices and all rules must be followed regarding use.

Children may not share device with others. They must sit and use their own device for their own educational study time.

XI. Visiting:

Aftercare has an open door policy regarding parent visits. We strive to foster a child's independence and growth while allowing parents the opportunity to observe their child at play. We are committed to the safety of our children at our after-school program; we therefore require all visitors to check in at the main office and be escorted by a staff member. If you wish to accompany your child at any time during his or her day, please notify the Director.

XII. Safety Policy:

During any unforeseen crisis, such as natural disaster, threat or similar events, Aftercare will cease regular activities and will evacuate the premises if necessary. Parents will be contacted if the children are to be released early from the program. We will notify the proper authorities in the event of any emergency. The school emergency preparedness plan is available for your review. If you would like to see it, please ask the Director.

XIII. Medical Records:

All children who attend Roots Academy Aftercare must have current immunization and relevant medical records on file with the Academy.

XIV. Ratios:

Roots Academy follows Florida and St. Johns County Statutes and will not exceed a staff-to-child ratio of 25:1 (this is the standard for ages 5 and older). Our goal is to exceed this standard by having additional staff support in After Care whenever possible to provide the highest quality care. Please contact the Director for more details.

XV. What to Bring:

Your child is welcome to bring clothes to change into while at Aftercare. He/she may also bring an extra snack if you feel it is needed.

XVI. Sunscreen:

Aftercare must receive written consent from a parent or guardian for any sunscreen or skin product that is to be administered during Aftercare hours. This written consent must note any potential adverse reactions. Skin products shall be in the original container and labeled with the child's name.

XVII. Confirmation:

Application forms, registration fees, and signed policy agreement should be submitted prior to your child's confirmed attendance at Aftercare.

XVIII. Hours:

Aftercare is open from 2:00 to 6:00 p.m. Please refer to the Roots Academy website for dates in which Roots Academy is closed and will not offer After Care. These may include holidays, teach training, or school year transition weeks.

XIX. Contact Information:

If you need to contact someone at Aftercare, please contact us through ProCare or at 904-481-8843.

XX. Deposit(s):

A non-refundable registration fee of \$50 per student is required at the time of registration to reserve space each student. If enrolling more than one student, a 10% discount for the second and subsequent students will be granted.

XXI. Payment Policy:

Payments are made thru Procure and are due the Friday BEFORE the next week. Weekly costs are as follows:

- One child: \$275.00
- Two siblings: \$480.00
- Three siblings: \$685.00

A discount of 10% is only provided for a sibling in Roots Academy that is enrolled full-time with the their sibling in After-Care full time .

ACKNOWLEDGEMENT OF PARENT RIGHTS AND RESPONSIBILITIES

Roots Academy values families. We believe that both parents and children are valuable contributors to our After Care program. For this reason, we have very high expectations for families.

My rights as a parent or guardian in the After Care program include:

- To be treated with respect by Roots Academy staff.
- To be welcomed in my child's classroom. There is an open-door policy, and I may visit the program at any time during its hours of operation.
- To receive information and guidance from Roots Academy about my child's behavior in After Care.
- To participate in discussions about my child's behavior and care during the After Care program.
- To review and ask for clarification on policies and procedures.

My responsibilities as a parent or guardian of a child in Roots Academy After Care include:

- Adhere to the policies and procedures as outlined for After Care.
- In cases my child is ill, arrange pickup from Roots Academy in a timely manner.
- Keep my contact information and all other information needed by the program up to date. Return phone calls and messages in a timely manner.
- Actively participate in parent/teacher meetings, when asked.
- Help make Roots Academy better by offering my opinions, constructive feedback, and suggestions related to the After Care program.
- Ensure that my child is up to date on all required medical, developmental, and health screening needs. Agree to access follow-up care when health concerns are identified.

I have received a copy of the Roots Academy After Care Guidelines and Procedures. I have read and I understand the policies and procedures and I agree to abide by them. I/we am/are aware that lack of health forms, repeated policy violations, non-tuition payment or other instances of non-compliance will result in a meeting with the Director in order for my child to continue at Roots Academy.

Parent / Guardian #1 (NAME)

Parent / Guardian #2 (NAME)

Parent / Guardian #1 (SIGNATURE)

Parent / Guardian #2 (SIGNATURE)

Date

Date

