

BOARDMAN SCHOOLS K-6 CHILD CARE PROGRAM

Robinwood Lane (330) 782-3164

Stadium Drive (330) 726-3428

West Boulevard (330) 726-3427

Center Intermediate School (330) 726-3400

Boardman Child Care Program Supervisor: Karen Kannal (330) 259-3325

	BEFORE SCHOOL	AFTER SCHOOL
Elementary Schools	6:30 a.m. – 8:00 a.m.	2:15 p.m. – 6:30 p.m.
Center Intermediate School	6:30 a.m. – 8:30 a.m.	3:30 p.m. – 6:30 p.m.

SCHEDULE AND FEES (Subject to Change)

Students will be scheduled on a weekly basis. Parents will receive a new schedule sheet on Friday. **This form is due at school on Monday along with the accompanying fee. Payment is due weekly.**
Please make checks payable to BOARDMAN LOCAL SCHOOLS.

BEFORE SCHOOL SESSION

\$5.00 per hour per 1st child

\$2.00 per hour per 2nd child in family

\$1.50 per hour per 3rd child in family

AFTER SCHOOL SESSION

\$5.00 per hour for first child

\$4.50 per hour for second child in family

\$4.00 per hour for each additional child in family

Minimum charge per day is \$5.00

ORGANIZED SCHOOL GROUPS

Organized school groups typically begin between 8:00 a.m. and 8:10 a.m. If your child is involved in a supervised school group that meets in the morning, they will be able to participate in the Before School Care Program, if desired, until the advisor of the group is present.

MEDICATION

No prescription medication will be administered unless the proper authorization forms have been completed and submitted. Over the counter medications will not be administered by school staff members.

DAILY RELEASE OF STUDENTS

Students will be released to their parents or guardians. Any exceptions to this policy require **written instructions** from the parents or guardian to the teacher. Please call the school your child attends to report any change in their pick-up schedule or persons picking up the child. Parents and/or guardians will be required to sign a daily release listing name and time of day. **Proper identification will be required when picking up a child.**

The Boardman Local Schools **CODE OF CONDUCT** applies to all students enrolled in the After School Program.
NO PHONES OR ELECTRONIC DEVICES WILL BE PERMITTED

STUDENT BEHAVIOR

If a child demonstrates inappropriate behavior during the Boardman Child Care Program, the student will be removed from the program and will be unable to enter school until 8:00 a.m. or 8:30 a.m. depending on which school they attend in addition to receiving the appropriate disciplinary repercussions.

Dear Parents,

We no longer provide a snack or drink for your child at after school. If you would like your child to have something to eat or drink for after school please feel free to pack him or her something extra in their backpack. There will be a snack time for those children who bring something. We are trying to reduce costs for you.

Feel free to call if you have any questions.

Karen Kannal
330-259-3325

Dear Parents:

Please list three names of family or friends below that we may contact in the event that your child becomes ill or hurt during Before School or After School programs, and we are unable to contact you.

Also, I would appreciate two additional names other than parents that are authorized to pick up your child. Please note that anyone picking up your child, other than the parents, must show proper identification in order for your child to be released from the program.

Sincerely,

Karen Stillwagon-Kannal

After School Coordinator

Parent/Guardian _____ Phone _____

Parent /Guardian _____ Phone _____

Child's Name _____

Name _____ Phone Number _____

Name _____ Phone Number _____

Name _____ Phone Number _____

I authorize the people listed below to pick up my child from the Before School/After School Program.

Name _____ Phone Number _____

Name _____ Phone Number _____

BOARDMAN AFTER SCHOOL

WELCOME TO AFTER SCHOOL! IT'S A PLEASURE TO WORK WITH YOU AND YOUR CHILD(REN), AND WE LOOK FORWARD TO A VERY EXCITING AND REWARDING YEAR.

IN ORDER TO PROVIDE A SAFE AND SECURE ENVIRONMENT FOR EVERYONE, THE FOLLOWING GENERAL RULES HAVE BEEN DEVELOPED WHICH WILL BE IN EFFECT AT ALL TIMES.

1. SHOW RESPECT FOR PEOPLE AND PROPERTY.
KEEP HANDS TO YOURSELF. (No Hitting, Pinching, Punching)
NO PUTDOWNS; NO TEASING.
CLEAN UP AFTER YOURSELF.
USE EQUIPMENT APPROPRIATELY.
2. FOLLOW GOOD SAFETY PRACTICES.
SIT AT TABLES APPROPRIATELY.
PLAY GAMES ACCORDING TO THE RULES.
INFORM THE TEACHER ANYTIME YOU ENTER OR LEAVE THE AREA.
- 3 THE BOARDMAN LOCAL SCHOOLS CODE OF CONDUCT APPLIES TO ALL STUDENTS ENROLLED IN THE AFTER SCHOOL PROGRAM.

WE WILL DISCUSS THESE RULES WITH YOUR CHILD, BUT WOULD APPRECIATE IT IF YOU WOULD REVIEW THEM WITH YOUR CHILD BEFORE YOU SEND THEM TO THE AFTER SCHOOL PROGRAM.

THANK YOU FOR YOUR INTEREST AND SUPPORT

AFTER SCHOOL STAFF

BOARDMAN AFTER SCHOOL PROGRAM
PARENT LETTER OF AGREEMENT

I ACKNOWLEDGE RECEIPT OF THE AFTER SCHOOL PROCEDURES. I HAVE READ AND UNDERSTAND THE POLICIES AS STATED, AND I AGREE TO ABIDE BY THE REQUIREMENTS LISTED BELOW AS WELL AS ALL RULES SET FORTH IN THE AFTER SCHOOL GUIDELINES. IN RETURN, THE AFTER SCHOOL PROGRAM AGREES TO PROVIDE CARE FOR MY CHILD WHICH MEETS THE STANDARDS AND GUIDELINES OF THE PARENT'S PROCEDURE SHEET.

1. MY CHILD MAY NOT ATTEND THE AFTER SCHOOL PROGRAM UNTIL THE NECESSARY FORMS ARE COMPLETED AND ON FILE.
2. WEEKLY TUITION IS DUE IN ADVANCE AND IF PAYMENT IS NOT RECEIVED BY MONDAY AFTERNOON OF EACH WEEK. I WILL BE ASSESSED A \$5.00 LATE FEE. IF PAYMENT IS MORE THAN TWO WEEKS OVERDUE, MY CHILD MAY BE DROPPED FROM THE PROGRAM UNTIL ACCOUNTS ARE PAID TO DATE.
3. THE AFTER SCHOOL PROGRAM ENDS AT 6:30 P.M., AND I WILL MAKE EVERY ATTEMPT TO SEE THAT MY CHILD HAS DEPARTED BY THAT TIME. I WILL BE CHARGED A LATE FEE OF \$2.00 PER 5 MINUTES BEGINNING AT 6:30 P.M. (6:36 PICK UP WILL RESULT IN A \$4.00 FEE.) AFTER THE THIRD TARDY A \$25.00 FEE WILL BE ASSESSED. AT APPROXIMATELY 6:45 P.M. THE EMERGENCY NUMBERS I HAVE GIVEN TO AFTER SCHOOL WILL BE CALLED. MY CHILD'S ENROLLMENT MAY BE TERMINATED FOR RECURRENT LATENESS.
4. I MUST INFORM THE SCHOOL OR A STAFF MEMBER IF MY CHILD IS NOT ATTENDING ON HIS RESERVED ATTENDANCE DAYS.
5. IF MY CHILD IS POSING A SERIOUS OR RECURRENT DISCIPLINE PROBLEM WHICH CANNOT BE RESOLVED, HE/SHE MAY BE SUSPENDED OR EXPELLED FROM THE AFTER SCHOOL PROGRAM.
6. IF A CHILD HAS SPECIAL NEEDS WHICH REQUIRES AN ADDED EXPENSE TO THE PROGRAM, I MAY BE ASSESSED AN ADDITIONAL FEE.

DATE _____

SIGNATURE OF PARENT/GUARDIAN _____

NAMES OF ENROLLED CHILDREN _____

BOARDMAN LOCAL SCHOOL CHILD CARE

BEFORE / AFTER SCHOOL WEEKLY SCHEDULE

Child'd Name _____ Bus# _____ Week of: _____

School: (Circle one) **M R S W C** Homeroom _____ Grade Level _____

Please complete the time schedule for this week

Before School Hours: (mark down the time your child will be starting)

Monday Tuesday Wednesday Thursday Friday

Compute the cost for the week and fill in the blanks below:

Total hours per week _____ X hourly rate* = \$ _____

*5.00 per hour for 1st child

*2.00 per hour for 2nd child in family

*\$1.50 per hour for 3rd child in family

Total cost his week (minimum charge per day is \$5.00) = \$ _____

After School Hours: (Mark down the time your child will be picked up)

Monday Tuesday Wednesday Thursday Friday

Total hours per week _____ X per hourly rate* = \$ _____

*\$5.00 for 1st child

*\$4.50 for 2nd child in family

*\$4.00 for third child in family

Total cost this week (minimum charge per day is \$5.00) = \$ _____

Parent's Signature _____

AFTER SCHOOL FEE SHEET

TIME		1 CHILD	2 CHILDREN	3 CHILDREN
2:15 - 3:15		\$5.00	\$9.50	\$13.50
2:15 - 3:30		\$6.25	\$12.00	\$17.00
2:15 - 3:45		\$7.50	\$14.25	\$20.25
2:15 - 4:00		\$8.75	\$16.75	\$23.75
2:15 - 4:15		\$10.00	\$19.00	\$27.00
2:15 - 4:30		\$11.25	\$21.50	\$30.50
2:15 - 4:45		\$12.50	\$23.75	\$34.00
2:15 - 5:00		\$13.75	\$26.25	\$37.25
2:15 - 5:15		\$15.00	\$28.50	\$40.50
2:15 - 5:30		\$16.25	\$31.00	\$44.00
2:15 - 5:45		\$17.50	\$33.50	\$47.50
2:15 - 6:00		\$18.75	\$35.75	\$51.00
2:15 - 6:15		\$20.00	\$38.00	\$54.00
2:15 - 6:30		\$21.25	\$40.50	\$57.50