

BEFORE & AFTER SCHOOL PROGRAM

RIVER VALLEY SCHOOL DISTRICT
2024-2025 SCHOOL YEAR



PROGRAM DIRECTOR

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PARENT HANDBOOK

THIS HANDBOOK OFFERS AN OVERVIEW OF THE PROGRAM, POLICIES, FEES, AND PAYMENT OPTIONS

BEFORE AND AFTER SCHOOL OFFERS....

Planned activities and free play. Planned activities will encourage a variety of learning, ranging from creative thinking, exploration, listening, and peer relations. Supervised and planned outdoor activities will increase students physical activity, skill level, and exposure to nature. Community building, kindness, and fun are emphasized in all activities.

Our time is divided between outdoor play, snack, quiet reading, and indoor activities (there will be no screen-time activities). Through it all, your child will receive compassionate care from a variety of helpers ranging from teen students to local retirees with the goal of 10:1 student-teacher ratio.

REGISTRATION / ENROLLMENT POLICY

Admission to the Before/After School Care program (grades 4K-4) is open to students enrolled in the River Valley School District. Children of staff members of the River Valley School District are also eligible.

Registration and Enrollment

Pre-registration and advance payment is required. Our registration form must be completed prior to a student starting in the program. Completed registrations should be turned in to the office at RVE or ELC. A student is officially enrolled in the program when the registration form is turned in and the first month's fees are paid. Again, this must be completed prior to a child attending. Days to your child's schedule may be changed or added with prior approval from Program Director at least 24 hours in advance.

If at any point you choose to disenroll your child permanently from the program, please notify the program director AND the school office. To return or reactivate, you will need to complete a new enrollment form. Re-entry in the program will be based on availability.

IMPORTANT TO NOTE:

You always need to inform the school office of your child's After-School Care schedule and if there are any changes to that schedule (as with normal protocol involving your child's schedule). Rule of thumb is to automatically notify both the school and Program Director with anything related to attendance, changes, or absences.

DROP-IN CARE

If your child is not on a set weekly schedule, or you know that you may only need to utilize our Before or After School program on an as-needed basis - please complete the registration form in advance with indication of this. In these circumstances, you will need to provide the Program Director with at least a 24-hour advance notice of date requested. They will need to determine if there is space for your child to attend. Drop-In fees are \$9/day.



SAFE ARRIVAL POLICY

RVE Students are directed to arrive in the BASC(Before & After School) room immediately following school dismissal. Students coming from the ELC will be picked up by Program staff from their bus for the afternoon program. In order to conform to the District's Safe Arrival Policy, parents need to notify us before 2:00 pm when a child will be absent.

HOW TO NOTIFY ABOUT AN ABSENCE

- Notify the Program Director in advance AND
- Call your respective school secretary to notify that your child is not attending and give directions on alternate dismissal action.



We will make every effort to notify you if your child has not arrived within 15 minutes of the starting time if we have not heard from you.

If you would like to have your child attend on a day not previously scheduled, you must have prior approval. This will allow us to schedule adequate staff and assure parents that their child has arrived safely. With 24 hour notice, drop-in care may be available depending on staffing and room. Again, you will need direct approval from the Program Director.

Only persons listed as authorized to sign-out on the registration form will be allowed to pick up a child. If a person is not listed to pick up your child, they will not be allowed to take your child without notice from parent. Please send a note or contact staff if someone new will be picking up your child.

Transportation

There will be NO transportation home at the end of the day. Parents are responsible for picking up their child no later than 5:30 p.m. each day. A \$5 fee will be charged for the first 15 minutes late for pickups. Fees will accrue at \$1 per minute after 5:45pm. Chronic and/or excessive tardiness in pick up could result in suspension of services. Please call or text the program director if you know you are going to be late picking up your child (late fee is still charged).



BEHAVIOR POLICY

The Before and After School program is part of the River Valley School District; therefore we honor the same rules of respect and responsibility during the before and after school hours as we do during the day. Child safety and well being are high on our list for having a positive before/after school experience. We will work with you to make sure your child is safe. We will also be consistent in making sure every child is responsible for themselves, as well as being respectful of other children and adults in the program. To accomplish this, we ask that you take a few moments to review our behavior policy with your child(ren).

Points of Emphasis

Respectfulness

Showing respect to staff and other children. What does respect look/sound like on the playground? In the room? When a teacher is talking? When eating a snack?

Responsibility and Participation

Encourage your child to participate in the activities. Children who engage are much more likely to display kind, safe and helpful behaviors. We try very hard to work through situations as they come up, however, if a child is consistently disruptive, we will need to consider:

How safe is your child to him/herself?

How does your child's behavior affect other children?

How safe is your child to staff?

Is this the right place for him/her to be successful?

We use a variety of structures to reteach behaviors to students. These may include a phone call to parents, a meeting with students and parents, and in major repeated instances dismissal from the program. Discipline and communication with parents is handled by the Director. If the point of needing to dismiss a student for behavior that violates school rules is reached, the elementary principal could be involved to support the Director.

We strive for every child to be safe in the Before/After School Care Program and have a positive experience. In order to achieve this, your understanding, with your child/ren, of the above points is both imperative and greatly appreciated.

By sending your child to the program, you agree to abide by the policies laid out in this handbook.



NO BEFORE OR AFTER SCHOOL CARE ON THESE DAYS

Childcare WILL NOT be available on days (listed below) that school is not in session.

- September 27: School Fair/Teacher Inservice
- October 25: Parent Teacher Conferences
- November 27–29: Thanksgiving break
- December 23 – January 1: Winter break
- January 20: Teacher Workshop
- February 14: Staff Inservice
- March 14: Parent Teacher Conferences
- March 24–28: Spring Break
- April 18: No School
- April 21: Teacher Inservice
- May 26: Memorial Day



SEVERE WEATHER / SCHOOL CLOSINGS

The program follows the advice of the River Valley School District when making decisions on school closings or delays due to severe weather conditions.

- When River Valley School District is closed, the Before and After School program will be canceled for the day.
- In the event that River Valley Schools have a delayed start, there will not be a Before School program that day, the after school program will run as usual.
- In the event that River Valley Schools are closing early due to severe weather, the After School program will be canceled.
- In the event that after-school activities are cancelled districtwide, After-School Care will be provided as usual only until 4:30. (this is one-hour earlier than usual closing time). This allows you to get to school, while still making an effort to get students and staff safely home in accordance with the reason for cancellation. Please make an effort to come as soon as possible to get your child/ren. This type of closure generally reflects unsafe travel conditions and your timely pick-up will be appreciated by the staff still at school.



BEFORE-SCHOOL CARE

- Before School Care is available between 6:30 a.m. and 7:45 a.m.
- Students may start arriving any time after 6:30 a.m. Walk with your child down to the BASC room each morning and check in with staff.
- Breakfast is not provided by the program, but students are welcome to bring a healthy snack or can have a school-provided breakfast at their respective schools when they are released to their school.
- 4K and 5K students will be bussed to the Early Learning Center at 7:45 a.m. Students attending at River Valley Elementary will be dismissed to their classrooms at 7:45 a.m.
- If school is delayed or canceled for any reason, Before School Care will not operate.
- On NO-SCHOOL days, Before and After School care will not be provided.



BEFORE SCHOOL CARE – FEES

There are no price breaks offered for multiple children attending the Before School care. *Important to note: 2024-2025 rates pending RVSD School Board approval on 6.13.24

Monthly Rates / Before School Fees: Full Price		
Days per Week	Cost	Per day
5	\$93	\$4.65
4	\$84	\$5.25
3	\$72	\$6.00
2	\$59	\$7.38
1	\$43	\$10.75
	Drop in	\$9.00

Monthly Rates / Before School Fees: FREE/REDUCED		
Days per Week	Cost	Per day
5	\$23.00	\$1.15
4	\$21.00	\$1.31
3	\$18.00	\$1.50
2	\$15.00	\$1.88
1	\$11.00	\$2.75
	Drop In	\$2.25

AFTER-SCHOOL CARE

- After School Care begins immediately as school is dismissed and is available until 5:30 p.m. Pick up times on the half hour are preferred.
- Attending 4K and 5K students coming from the Early Learning Center will be bused to River Valley Elementary at the end of their school day. Students attending RVE will be dismissed directly to the program.
- A healthy (often a cooking project) snack will be offered at no charge. Please do not send a snack with your child. We all eat together the snack made available for everyone. This is a group activity.
- Parents are responsible for picking up their child by no later than 5:30 p.m. each day. Parents will need to come into the building to sign their child out. A reminder that your child will only be released to people listed on the registration form without prior notice from you.
- On NO-SCHOOL days, Before and After School Care is not provided.
- If school closes early for any reason, there is no After School Care. Your child will be sent home per their usual routine.
- If "ALL AFTER SCHOOL ACTIVITIES" are canceled districtwide, emergency care will be available until no later than 4:30. This is intended as a stop gap for parents coming from a distance, not a normal After-School program day. Regular staff who need to drive to school will not be asked to come in.



AFTER SCHOOL CARE – FEES

*IMPORTANT TO NOTE: 2024-2025 RATES PENDING RVSD SCHOOL BOARD APPROVAL ON 6.13.24

AFTER SCHOOL FEES: FULL PRICE				
DAYS / WEEK	CHARGE	Sibling: 2nd child	Sibling: 3rd child	Per day
5	\$167	\$146	\$125	\$8.35
4	\$142	\$121	\$104	\$8.88
3	\$115	\$96	\$83	\$9.58
2	\$87	\$70	\$62	\$10.88
1	\$56	\$35	\$21	\$14.00
Drop In	\$11			
AFTER SCHOOL FEES: FREE/REDUCED				
DAYS / WEEK	CHARGE	Sibling: 2nd child	Sibling: 3rd child	Per day
5	\$42	\$37	\$31	\$2.10
4	\$36	\$30	\$26	\$2.25
3	\$29	\$24	\$21	\$2.42
2	\$22	\$18	\$16	\$2.75
1	\$14	\$9	\$5	\$3.50
Drop In	\$3			

*Note on this. Pre-planned vacations/absences of 3 consecutive days per week or longer will receive credit for the following month. See the webpage to put in a credit request BEFORE your absence/s.

