

AFTER ZONE

*after-school care
and
Summer Day Camp*

**2024-2025
parent Information Book**

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(REVISED 12 / 01 / 2023)

After Zone

After-School Care and Summer Day Camp

2024-2025 Parent Information Book

Mission Statement

The Mission of the After Zone will be to provide a safe and healthy environment for the children who attend this facility and to enhance their abilities in the areas of intellect, social, and emotional growth.

Employees

All employees at the After Zone have had a FBI background check and have passed the Child Abuse Registry check as well. They have been certified in CPR and First Aid and must obtain 15 hours of continuing education training each year.

Hours of Operation

During the school year the After Zone will be open from 2:30pm until 6:30pm. During specified holiday breaks and summer day camp the operating hours will be 7:00am until 6:30pm.

Late Pick-ups

There will be a \$25 charge per child for those picking up after 6:30pm for the first 15 minutes along with an additional charge of \$25 per child for every 15 minutes thereafter. This fee will be paid directly to the employee having to stay with the child or children.

The After Zone clock is the official time. After Zone has the right to report you to the Madison County Sheriff's Department if your child has been left for an extended period of time.

Ages

The After Zone serves children K5 through 5th Grade or ages 5-12.

Requirements of Registration

An annual after-school registration fee of **\$75 per child** is due at the time of registering your child. A child enrollment form and financial agreement is to be completed and signed for each child prior to their start date.

A summer activity/registration fee of **\$260 per child is due by May 1st** or at time of registering to hold your child's spot. (This fee includes all field trips/activities/crafts and summer t-shirt)

Registration/activity fees are non-refundable.

Withdrawals

There will be a two-week notice required prior to withdrawing your child. If a 2-week withdrawal notice is not received, you will be charged for 2 weeks after you stop attending the After Zone.

Rates

All tuition payments are due every Monday. Your invoices will be sent through Brightwheel 2 days prior to the due date. A late fee will be charged if not paid by Tuesday.

After-School Session Prices: (*updated* effective beginning January 8th, 2024)

1 child

\$100 for 5 days
\$95 for 4 days
\$90 for 3 days
\$85 for 2 days
\$80 for 1 day/drop-ins

2 children

\$175 for 5 days
\$165 for 4 days
\$155 for 3 days
\$145 for 2 days
\$130 for 1 day/drop-ins

3 children

\$240 for 5 days
\$225 for 4 days
\$210 for 3 days
\$195 for 2 days
\$180 for 1 day/drop-ins

Summer Day Camp/Holiday Prices: (*updated* effective beginning January 8th, 2024)

1 child

\$140 for 5 days
\$130 for 4 days
\$120 for 3 days
\$110 for 2 days
\$100 for 1 day/drop-ins

2 children

\$255 for 5 days
\$235 for 4 days
\$215 for 3 days
\$195 for 2 days
\$175 for 1 day/drop-ins

3 children

\$360 for 5 days
\$330 for 4 days
\$300 for 3 days
\$270 for 2 days
\$240 for 1 day/drop-ins

For school closings such as President's Day and administrative days, After Zone will be open 7:00-6:30. There will be a \$25 charge for that one day for **children already attending** the After Zone on top of the regular weekly tuition rate. If your child does not attend on this holiday, your regular weekly tuition is still due.

For 60% school days, there will be a \$15 charge for that one day on top of your regular weekly tuition. If we do not pick up your child on a 60% day, your regular weekly tuition is still due.

There will be a Summer Camp activity/registration fee. The Summer Camp fee will be prior payment for field trips, summer t-shirt, activities, and arts & crafts for the summer. This fee is **NON-REFUNDABLE**. The Summer T-Shirt is to be worn on **all field trip days**.

If your child attends 3 days per week during the school year the attendance days **MUST** remain the same each week. There will be no allowance for sudden changes due to liability issues. During the summer session it can be changed if written notice is provided in advance and a new financial agreement has been signed.

Payment Policy

Tuition is due every Monday even if your child is absent. A late charge of \$25 will be charged if payment is not paid in full by the close of business on Tuesdays. Childcare may be interrupted for those not paid in full by Wednesday morning.

You will pay your tuition by registering for Bill Pay through the Brightwheel app. You have the option of adding a credit/debit card or linking it directly to your bank account (HCH payment). Your weekly tuition charge will be automatically added to your account each week. Adjustments will be made to your tuition during holidays once attendance is accounted for.

Holidays

After Zone will be closed the following holidays:

New Year's Eve (TBA)/New Year's Day

MLK Day

President's Day

Good Friday/Easter Monday

Memorial Day

Independence Day

Labor Day

Columbus Day

Thanksgiving Day

Day after Thanksgiving

3 Days at Christmas (Days TBA)

Tuition is charged during holidays and is due in advance. Advance notice will be announced for any closings. **Your regular weekly tuition is still due during holidays even if your child does not attend.**

Arrival and Departure

Parents are always welcome inside the After Zone. Please park in designated parking areas. Do not block the circle drive and do not leave your keys in your car. **Always turn off your car and lock the doors.** Escort your child to his/her class and never leave them unattended. The child must be left in the care of an employee. Always check your child in and out for the day. This is required by the Health Department. Never send a child in to pick up your child registered at the After Zone. An adult must accompany the child. A written note is required if someone other than a parent is picking up the child and must be listed on the authorized pick-up list. A valid driver's license is required from the adult picking up your child before we release your child.

Health

The After Zone only accepts children that can conform to group care and who do not have medical needs that require individualized care. Daily one-on-one medical attention is not available at the After Zone. We ask that parents help us to keep this facility as germ free as possible and not send in sick children. Please be sure to inform us of any medical changes that may occur during enrollment. This is especially true of allergies.

If your child runs a fever of 100.4 degrees or above, has loose bowel movements, vomiting, tear matting or eyes draining, severe coughing or wheezing, you will be notified to pick up your child immediately. All children must be fever free for 24 hours without administering fever-reducing medications before returning to The After Zone. Contagious conditions such as head lice, ringworms, impetigo etc. require treatment before the child can return.

There will be absolutely no smoking on the premises at any time.

Sunscreen

You will need to sign the attached waiver to give our staff permission to spray sunscreen on your child during outside play time. You will need to apply the first coat before arriving in the morning (during summers). We will only use spray sunscreen labeled with your child's name. The sunscreen bottle must have a current date on it.

Medications

The employees at the After Zone do not administer any OTC or prescription medications at any time. For the children who are diagnosed with Diabetes and require injections they must be able to administer the injection to themselves along with a parent note stating such.

Injuries

If an injury occurs, the After Zone employees are trained in first aid for minor injuries. Treatment will be limited to cleaning and bandaging. An accident form will be sent home to explain the nature of the incident. We must always have current and up-to-date contact information and will also need 2 alternative contact numbers in case we are unable to contact you. If the child needs immediate medical attention, emergency personnel (911) will be notified, or the child will be transported to the nearest emergency room.

Meals and Nutrition

An after-school snack will be served along with a drink upon arriving at the After Zone. During the summer months, Spring Break week, Thanksgiving week and Christmas Holiday 2-week break, the parents will be responsible for sending a healthy sack lunch with your child. When After Zone is open all day, breakfast and 2 afternoon snacks are provided.

Sack lunches shall contain healthy foods. No over-abundance of candy, cookies, cakes etc. See Appendix C9 -14 for suggested foods and serving sizes. There will be more than sufficient refrigerated space to store sack lunches.

Clothing and Belongings

All clothing and belongings shall be clearly marked with the child's name. Every child will need to have a change of clothes to be kept in their assigned cubby at all times. This will only save you from having to bring clothes and leaving work in case your child has an accident during the day or happens to get dirty during the course of the day. We do not want to send your child home in dirty clothes if by chance you need to go somewhere after you pick them up.

Electronic devices are **NOT** permitted during the school year. Select days during Summer Camp they are allowed to bring an electronic device, but it can only be used during designated times **The After Zone will not be responsible for stolen, lost, or broken electronic devices.** There will be absolutely no cell phones allowed at any time. If a child needs to use the phone, they will need to ask the office for permission. All cell phones and other electronic devices are to be left in the cubby assigned to the child.

Shoes must be worn at all times.

Playground

Outdoor play is essential for children therefore, all children will be allowed to have ample time outdoors. Make sure your child is dressed appropriately for daily weather conditions. There will be no outdoor play time under extreme weather conditions. The rules for the playground are as follows:

1. No bullying
2. No throwing rocks or dirt
3. No climbing up the slides. Go feet first down only.
4. K5 & 1st Grade are not allowed on monkey bars.
5. Be respectful to your friends

6. Take turns.
7. No kicking, pushing or hitting
8. No spitting
9. No littering
10. Follow directions from your teacher
11. No foul language

Discipline

The After Zone will use the following methods of discipline:

1. Our method of discipline will not be of a humiliating, frightening, or physical nature. It will be consistent and individualized for each child. Discipline will be directed toward teaching the child appropriate behavior and self-control.
2. Spitting, hitting, kicking, punching, biting, inappropriate language, defiant behavior, and disrespect are not allowed. The consequences are as follows:
 - *First offense- verbal warning
 - *Second offense- lose play time/note to parents
 - *Third offense- a note sent to parents/possible suspension

Repeated disruptive behavior may result in dismissal from the After Zone.

Termination Policy

Occasionally, a child will experience some difficulty in adapting to our environment or abiding by After Zone rules of behavior. We will work closely with you to see if the problem can be resolved. If the child's behavior continues to be disruptive, we reserve the right to ask you to withdraw your child from daycare.

You must give two-weeks' notice when **voluntarily** withdrawing your child from After Zone. You will be responsible for all final payments through the end of the notice period, whether in attendance or not.

If the rules and policies set forth are not followed, we reserve the right to terminate the daycare arrangements at any time. In such an event, we will be paid in full through the end of the week in which such termination occurs.

Childcare arrangements will be terminated immediately for any of the following reasons (but not limited to):

- Failure to comply with the policies set forth in the parent handbook.
- Destructive or hurtful behavior of a child that persists even with parent cooperation in stopping the behavior.
- Non-payment of childcare or late fees and/or recurring late payment of fees.
- Inability to meet the child's needs without additional staff.
- Blatant disrespect and/or disagreement from parent or child towards After Zone staff and management.
- If a parent knowingly brings their child ill.

Field Trips

There will be times when field trips are taken, especially throughout the summer months. There will be permission slips sent home prior to the date of the trip. The permission slip must be returned by the due date in order for the child to be included.

All children who attend field trips must ride the After Zone bus or vans and **CANNOT be transported to or from field trips by a parent**, as we are liable for them. Children are not able to be dropped off or picked up from a field trip site. (This applies to swimming as well.)

Please do not allow your child to bring money on field trips. They will not need money for any reason. This has all been figured into the summer activity fee.

The bus and all vans owned by After Zone are insured and have all necessary inspections stickers, licenses, and registration.

Insurance

The After Zone does not have accidental insurance. If your child is involved in an accident and requires medical attention, the parent will be held financially responsible. We do cover liability which is different from and should not be confused with accidental insurance. The After Zone cannot be, or held to be, responsible for any care or service outside of or away from our building and/or regularly scheduled events.

Emergency

If for any reason After Zone has an emergency and needs to relocate, our relocation sites will be:

1. Little Footprints 301 Distribution Drive, Madison, MS 39110
2. Madison United Methodist Church 300 Post Oak Road, Madison, MS 39110

Handling Complaints

If there are any questions or complaints concerning the After Zone policies and procedures and/or employees, please contact Stephanie McCormick at 601-331-0184. Please do not put the employees on the spot for answers they are not able to provide. All employees have been asked to keep the After Zone customers information confidential.

Suspected Child Abuse

Mississippi law clearly states that a director or caregiver must immediately report any suspected child abuse or neglect to the Department of Human Services. The toll-free hotline is 1-800-222-8000. Caregivers are to report any suspected abuse to the director immediately.

2024-2025 HANDBOOK AGREEMENT

I, _____, parent
of _____, have been given a copy of

After Zone's After-School Care and Summer Day Camp Program Handbook and have
read it very carefully and completely understand the information provided. I find it
acceptable and agree to abide by all its policies.

Date

Parent's Signature

2024 SUMMER SUNSCREEN WAIVER

I, _____, parent
of _____, give permission to the
employees at The After Zone to apply sunscreen to my child when needed.

Date

Parent Signature

**** PLEASE FILL OUT & RETURN THIS PAGE BEFORE YOUR CHILD'S START DATE! ****