

Nighthawk Hangout Before/After Care Program John Ross Elementary and Edmond Public Schools

Lisa Ross Director
(405) 315-3574 Lisa.ross@edmondschools.net

We welcome you and your child to the John Ross & Edmond Public Schools Before / After School Program. Our goal is to provide a safe, healthy, and fun environment while striving to meet the needs of your child. We hope to offer activities that will keep your child active and interested. The program is staffed primarily by Edmond Public Schools faculty / staff. The program only provides service to children grades K-5th currently enrolled at this site. We reserve the right to limit the number of children admitted to our Before / After School Program.

Hours of Operation

Before care: 7:00-8:20 a.m.

After Care: 3:40-6:00 p.m.

Children may begin arriving at 7:00 a.m. Children are to be picked up by 6:00 pm. A **late fee of \$1 per minute** will be charged for any children remaining after 6:00 pm. The late fee will be due at the time the child is picked up. The program runs in conjunction with the Edmond Public School's academic calendar. We are closed during all scheduled breaks. (ex.: holidays, spring break, snow days, etc.)

Attendance

For safety purposes, you must **notify the director** in the event your child is absent or leaves school early. You are responsible for paying for all days your child is enrolled, regardless of absences.

Withdrawal from Daycare: Written notice is due to the director **two weeks** prior to withdrawal. Withdrawal without notice will result in your child not being readmitted into the program and you will be charged for the two weeks

Signing In/Out

For your peace of mind and the safety of your child, all children must be signed in and out by parents, or a person you have authorized and listed on the enrollment sheet. Children will not be released without your authorization and appropriate identification. Children may not sign themselves in or out!

Snack

A nutritious snack and drink will be served each day. Please let us know if your child has food allergies.

Activities

The program will provide time for homework, large motor play, arts & crafts, games, and computers. When weather permits, the children will be allowed to play outside utilizing the school's playground equipment. Homework areas will be provided for students to work on assignments. Students will be assisted with homework, but there is not a "tutoring / teaching" session. It is the child's responsibility to complete homework.

Discipline

To provide your child with appropriate and safe care, we have established discipline procedures.

1. The parents will be notified when there are behavior problems.
2. Should the behavior continue; the parent will be contacted to pick the child up early.
3. If the behavior does not stop, the child will be dismissed from the program.

In Case of Emergencies

If a child should become ill, with a fever or anything we feel could be detrimental to the child or other children, we will notify a parent to pick up their child immediately.

If any of your contact numbers should change during the school year, please notify the director so our records stay current. We need to be able to contact you at all times and in case of an emergency.

Payments

Monthly payments are to be made in advance or at the beginning of each month. A late payment fee of \$15 will be charged if payment has not been received within 3 days of the new month, unless arrangements have been made. Payment must be for the scheduled days and times you have enrolled. Refunds and /or reductions will not be made for illnesses, absences, and other activities. You are charged for the number of days you signed up. Payment can be made with check, cash or online. When writing a check please write the date you are paying for on the memo line and your child's name. Nonpayment can result in the loss of your child's spot in the program and no remittance. In the event school is closed, due to a holiday, snow day, etc., you will not be charged for that day.

For online payments, print receipts, and print tax information go to

<https://ok-edmond.intouchrecepting.com>

Grade K

| <u># of Days</u> | <u>Before</u> | <u>After</u> | <u>Both</u> |
|------------------|---------------|--------------|-------------|
| 5 | \$56 | \$66 | \$95 |
| 4 | \$47 | \$55 | \$81 |
| 3 | \$38 | \$45 | \$65 |
| 2 | \$29 | \$35 | \$49 |
| 1 | \$20 | \$25 | \$33 |

Grades 1-5

| <u># of Days</u> | <u>Before</u> | <u>After</u> | <u>Both</u> |
|------------------|---------------|--------------|-------------|
| 5 | \$53 | \$63 | \$92 |
| 4 | \$46 | \$55 | \$77 |
| 3 | \$37 | \$45 | \$62 |
| 2 | \$28 | \$35 | \$47 |
| 1 | \$19 | \$25 | \$32 |