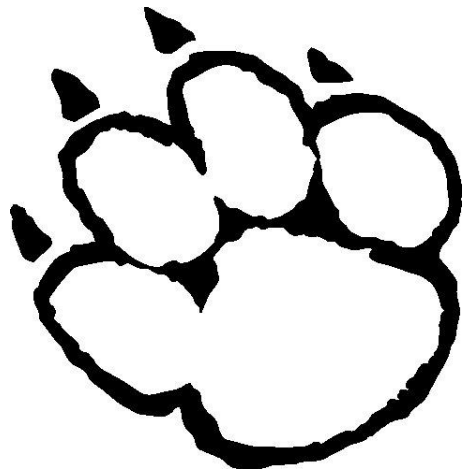


# Noah Webster Schools-Pima



2018-2019

Extended Wildcat Hours Handbook  
(Before & After School Care)

Dear Parents,

Welcome to Noah Webster Schools' Extended Wildcat Hours. We are excited to offer before and after school care to help make the school year a little less stressful. Please read this handbook completely as it will answer most of the frequently asked questions.

### **Important Contact Information**

<b>Pima Campus:</b>	<b>5399 N. Pima Road Scottsdale, Arizona 85250</b>	<b>480-291-6900</b>
Program Director:	Robert Rodenbaugh rrodenbaugh@noahwebster.org	ext. 3103
Part-Time Director:	Paul Haag phaag@noahwebster.org	480-392-3011 cell
Billing Department:	billing@noahwebster.org	ext. 3130

### **HOURS OF OPERATION**

The Extended Wildcat Hours program will be open on all regular KG-6th mandated school dates. The facility will not be open during school holidays, breaks or summer vacation.

- Before school care is 6:00 a.m. to 7:00 a.m.
- After school care is 3:00 p.m. to 6:00 p.m. on regular school days.
- After school care is 1:00 p.m. to 6:00 p.m. on early dismissal days.

All students on campus after 3:00 pm (1:00 pm on early dismissal days) who are not riding the bus, enrolled in an extra-curricular after school program, or waiting in parent pick up will be directed to the After School Extended Hours and assessed a fee. All fees will begin at 3:30 pm (1:30 pm on early dismissal days).

### **ENROLLMENT OF CHILDREN**

- To be eligible for the Extended Wildcat Hours program, a student must be enrolled in Noah Webster Schools for the current school year.
- Any and all past due invoices must be PAID IN FULL to be eligible for the program.
- For staffing purposes, the student must be enrolled in the before and after school care program prior to attending.
- Enrollment in before and after school care can be done while completing your child's enrollment paperwork online, downloading the enrollment form from the website or completing the form in the front office.
- The parent/legal guardian will complete and sign an Extended Wildcat Hours Enrollment Form that contains:
  - The student's name, grade and date of birth;
  - The rate for the current school year;

- The name, home address, telephone numbers, email and social security number of the person who will be responsible for the account and any charges incurred.
- By signing the enrollment/application form, the legal guardian agrees:
  - To be responsible for any charges incurred on behalf of the students listed on the enrollment form.

**SIGNING IN & OUT**

Students must be signed in and out of the Extended Wildcat Hours program each day the student attends. Between 6:00 a.m. – 7:00 a.m. students must be signed in with the designated staff member at the Pre-K gate. Students can be signed out from After Hours, located in the multi-purpose room, after 4:15 p.m. on regular school days and 2:15 p.m. on early dismissal days.

Students can only be signed out by the parent/legal guardian or an individual on the contact list which was completed at the time of enrollment into Noah Webster Schools. Students can also be signed out by an individual who is granted permission by the parent/legal guardian to pick up for a specific day. This permission must be listed on the call list. Any individual signing out a student must provide a state issued ID.

The sign in and out records are legal documents; therefore, the signatures must be legible, in ink and must be the legal first and last name of the individual signing the student out. Initials are not allowed. If an error occurs, please notify the aftercare staff so they can fix it correctly.

**CHARGES & FEES**

- Noah Webster Schools-Pima offers free before and after school care, with the exception of Late Parent Pick Up Fees.
- Late Parent Pick Up Fees
  - A fee of \$5.00 per minute (according to site clock) will be charged after 6:00 p.m. on regular school days. Police will be called at 6:30 p.m. if the student is still on campus.
  - A fee of \$5.00 per minute (according to site clock) will be charged after 6:00 p.m. on early dismissal days. Police will be called at 6:30 p.m. if the student is still on campus.

**INVOICES**

- Invoices for Late Parent Pick Up Fees will be emailed to the email address provided for the account.
- Noah Webster Schools does not divide invoices between parents.
  - One account is created for the student and any siblings; it is up to the parents to decide how to separate the charges and who will remit payment.
  - Parents are responsible to keep track of which payments each parent makes.

**PAYMENT REQUIREMENTS**

- Payment must be received within 5 days of receipt of a Late Pick Up Fee invoice.
- A Late Payment Fee of \$15.00 per month may be charged on any unpaid balances.
- Noah Webster Schools has the right to remove a student from any school program if balances are not brought current on a weekly basis.
- Any account that is past due will be sent to an outside collection agency.

## **ADMISSION & RELEASE OF CHILDREN**

- Noah Webster Schools will maintain written, logged and dated Sign In/Out Records containing a child's name with the time of each admission and release of the child.
  - The attendance form will be signed legibly with the first and last name by each child's parent or individual designated in writing or by telephone by a parent each time the child is admitted or released.
  - Before releasing a child to an individual other than a parent, we shall require each individual collecting a child to present a state issued ID.
  - A child will not be released to an individual other than a child's parent or other individual designated in writing by a parent except when the parent is unable to collect the child and authorizes Noah Webster School by telephone to release the child to a designated individual. The school will verify the telephone authorization using a means of verification that has been agreed upon between the school and the parent at the time of enrollment.
  - Self-admission or self-release of a child is not permitted.
  - Sign In/Out Records will be maintained on the premises for 12 months from the date of attendance.

## **PARENT RESPONSIBILITIES**

Parents who enroll their student in our Extended Wildcat Hours are expected to abide by the policies and procedures of the school. These policies can be found in both the Pre-K and KG-6<sup>th</sup> Grade Noah Webster Schools Parent Handbook.

- All parents/authorized individuals must present a state issued ID prior to signing the student out of the program.
- No child under the age of 18, will be permitted to sign the student in or out of before/after school care.

Per safety requirements and the Arizona Administrative Code, Title 9, Chapter 5, the playground is closed to the public. In order to ensure a safe environment, parents are not permitted to remain within the play area and the after hours room once the student is signed out.

## **ACTIVITIES AND PROGRAM**

Program Directors have designated activity times available to the students. Students can choose, if they wish, to participate in recess, snack time, homework time, electronics and game time, group games and free time.

For electronic time, students are allowed to have cell phones to play appropriate games. No social media sites or YouTube is allowed. No phone calls or texting is permitted in before and after school care. **Noah Webster Schools is not responsible for lost, stolen or damaged electronics.**

## **HEALTH OFFICE**

- Either the Health Service Director or Health Assistant is on duty during regular school hours, 8:00 a.m. – 4:00 p.m.

- We ask all parents to complete an Emergency Medical Referral card for each of their children each year at the time of enrollment into the school. Tell us how to contact you or another guardian if your child becomes ill or is injured in before and after school care.
- Like you, we want to do what is best for your child. **If we cannot reach you in an emergency, we will call the paramedics who may decide an ambulance should be called.** The cost of this service is the parent’s responsibility.
- It is the parent’s responsibility to ensure that their contact information, and that of their emergency contacts, are up to date. All changes of telephone numbers must be done through a Change Form at the Front Office during regular business hours (7:30 a.m. – 4:15 p.m.).
- Students are recommended to have a jacket for cooler weather.
- **Any student with a temperature of 100 degrees or more must not attend school.** When a student is sent home from school with a fever, the student must not return to school until he/she is fever free for twenty-four hours without the use of Tylenol or similar medications.
- Any student sent home from after care, regardless of the reason, is required to be picked up within the hour. Any students not picked up within the hour may be subject to being billed for specialized care at a rate of \$12.00 per hour.
- For further Noah Webster Schools policies please refer to the Parent Handbook.

### **BATHROOM ACCIDENTS**

- All students are required to be bathroom trained for enrollment at Noah Webster and attendance in before and after school care.
- Any student that is sent home from the health office due to multiple bathroom accidents during school hours is not permitted to attend same day after care.
- Any student that has a bathroom accident in after care will need to be picked up for the day. Students will not be permitted to change their clothing and remain in after care.

### **DISCIPLINE GUIDELINES AND METHODS**

When a student is misbehaving we will follow the following procedures:

1. Redirect
2. 1<sup>st</sup> Warning
3. Think Time
4. Disciplinary action and contact parents
5. Possible disenrollment of the student from the program

### **SAFETY DRILLS**

Noah Webster School has procedures in place to handle emergency or crisis situations. These procedures could include fire drills, lock downs or evacuations, depending on what is appropriate for the situation. The school has a Human Response team to assist staff and students in preparing for, responding to or recovering from a crisis.

### **CHILD ABUSE REPORTING**

A.R.S. 13-3620 states that all school personnel are obligated to report suspected abuse, including teachers, support staff and administrators. This obligation arises when observation or disclosure provides “reasonable grounds to believe” that a minor is a victim of child abuse, non-accidental injuries, physical neglect or sexual abuse. All school personnel must “immediately report or cause a report to be made” of suspected child abuse to the police and/or Child Protective Services (CPS).