



AFTER SCHOOL CARE PROGRAM POLICIES AND PROCEDURES

WELCOME:

On behalf of the Little Rock Athletic Club and Kids' Down Under Center we would like to welcome you to our After School Care Program. The following information will address our policies and procedures and is designed to help your family become more familiar with our program. Our goal is to provide a first class After School Care Program for children in grades Pre-K - 6th. The following policies and procedures will serve as guidelines for the successful accomplishment of our goal.

HOURS OF OPERATION

The LRAC After School Care Program operates Monday through Friday from 2:30 to 6:00 pm when school is in session. When school is out of session we offer "Out of School Fun Days" if we have at least two children participating.

INCLEMENT POLICY

The Little Rock Athletic Club After School Care Program will follow the Little Rock School District's school closing policy for inclement weather. Therefore, if the LRSD makes an early morning or mid-day closing, the After School Care Program will be closed as well. In addition, if the LRAC deems the weather or road conditions too dangerous for travel, we will not provide transportation to the Club to ensure the safety of all children and staff. Staff will call parents immediately to inform them of the situation should the need arise.

ENROLLMENT/TUITION

A non-refundable registration fee of \$25 is due every semester to reserve your child's place in our program. Tuition will not be prorated or credited for missed days. Please refer to the *After School Care Billing Information* for rates.

CHECK IN / OUT

All children will be checked in when they arrive at the Little Rock Athletic Club by an After School Care staff member, and every child must be signed out by a designated parent or guardian at the end of each day. Please notify the program director if someone other than a parent or guardian will be picking up your child. We also ask that every adult authorized to pick up a child bring a picture ID.

ATTENDANCE

The After School Care Program follows a strict student/teacher ratio and prides itself on timely van arrival and departure. **On days when your child will not be attending the After School Care Program, we MUST be notified. Please leave a voice mail message at 225-3600 ext. 334, before 1:00 pm.**

After 1:00 pm, please do the following:

Call the LRAC (225-3600) and ask for the Tennis Desk. Tell the attendant your child's name and what school he or she attends. The Tennis Desk will notify the van driver.

LATE PICK UP

If your child remains in the care of LRAC After School Care Program past 6:05 pm there will be a \$5 charge for every additional 5 minutes he/she remains. If a child is still in the Down Under Center for over one hour after the close of the After School Care Program, we are required to call Social Services. Therefore, please let us know if you are going to be late. Remember that your child as well as our staff worries about you when you are late.

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SNACK AND LUNCH

Snacks will be provided by the LRAC After School Program. If your child has allergies to specific foods we will work with you to provide what your child needs. Lunches will only be provided on days when schools are out all day. We do understand that some children may be hungry at the end of the day but we will not allow the children to charge to their account until 5:00 pm each day.

MEDICATION

Medication will only be given to children with a signed parental consent form listing a date, type, name, time, and dosage. All medication must be in the original container, have a valid expiration date, and be labeled with the child's name. Staff cannot dispense medications in dosages that exceed the recommendations stated on the medication container. The Health Department does not allow a child with a fever of 101 or greater, diarrhea, vomiting, rashes, or sore throat to attend the After School Care Program. If your child displays any of these symptoms, a parent or guardian will be notified immediately.

PROCEDURE FOR INJURY

The LRAC will contact the parents/guardians of any child that is injured while in our care. If the injury is serious in nature, unless the LRAC is instructed differently by the parents, we will call for an ambulance.

STAFF

The LRAC hires only qualified staff over the age of eighteen to work in the After School Care Program. A background check is required for all employees who work with this program. All staff members are required to be certified in child/adult CPR.

DHS REQUIREMENTS

The LRAC After School Care Program is licensed by the Arkansas Department of Human Services (DHS). It is a requirement of DHS that any suspected signs of child abuse be reported to the Child Protection Agency. If an employee suspects any child abuse he/she is required to file a report and call the child abuse hotline. The proper authorities will then intervene and conduct an investigation. Our licensing also stipulates that any staff member or child enrolled in the LRAC After School Care Program may be subject to an interview by DHS officials.