



Dunham After-School Day Care

Welcome!

Dunham is pleased to offer an after-school day care program. We are committed to providing our families a safe environment for the after school hours.

Our goal is to create a casual and yet structured program, which allows children the needed time to work on their homework, as well as enjoy some physical activity after the school day.

Please read through the policies and procedures listed. Most importantly, do not hesitate to speak with one of the aftercare workers, or administration in the office if you have any questions or concerns about your child's experiences in our program.

Hours of Operation

Dunham Daycare is open from 11:45 a.m. to 6:00 p.m. during the school year. There is no program available for teacher staff development days throughout the year. However winter, spring and summer vacations are subject to change depending on anticipated sign-up and turn out.

Camps

Camps may be made available throughout the school year during the fall, winter, spring or summer breaks. In order to gauge possible attendance and viability we will send out a questionnaire at least 2 months prior to the possible date. Camps are contingent upon feedback from our parents. Please fill out questionnaire immediately and place in the afterschool bin in the office or the afterschool room, if you intend to send your child.

Registration

In order for aftercare to have current and accessible information, we require that all families complete the registration packet prior to using the program. There is a one-time, non-refundable registration fee of \$40 for the first child, \$35 for each additional child. This fee is not required annually.

Schedules

A blank schedule will be sent home the third week of each month. We appreciate knowing ahead of time when your child will be attending daycare. Twenty-four hour notice is appreciated for the students who will be attending on days not marked on the monthly schedule or to cancel a day prescheduled.

Release of Your Child

The safety of your child is of prime importance to us. The same safeguards that apply during the school day are in place during aftercare. Your child will only be released to the person(s) designated on your registration form. Any other person picking up your child must do one of the following:

- Have written authorization from you to pick up your child
- Have authorization from you via a phone call to aftercare staff
- Sign the child out on the appropriate form

Please inform anyone who may pick up your child that they should expect to be asked to show identification with a current photo at the time of pick up.

Medication

All medication will be kept in the school office. Aftercare workers will walk students to the office to dispense any medication there. All medication must be in the original pharmacy container with the directions attached. Any medication

to be administered during aftercare hours must be accompanied by an Authorization for Administering Medication form signed by the parent and with instructions from the physician. Only a parent or legal guardian may give non-prescription medication.

Absences and Illnesses

When calling the school office regarding your child's absence from school, please ask that the message be passed on to aftercare as well so that the workers know to not expect your child.

If your child becomes ill during aftercare, we will call you to come pick him/her up as soon as possible.

Aftercare Emergency Cards

Each child must have a Dunham Aftercare Emergency Card on file in order to participate in the program. *Students who do not have a card on file may be excluded from participation.* It is important that the aftercare staff have quick access to this vital information, so please fill out and return the card to DDC (Dunham Aftercare). We recognize that this is a duplication of the information already on file in the office, and thank you for your help in making sure we provide the safest environment possible for your child.

Personal Belongings and Electronic Devices

Play equipment, toys, animals, or other personal belongings are not allowed at school or at daycare at any time. **No personal electronic devices are allowed in aftercare**, as well. This includes tablets, iPods, cell phones, etc. If they are brought to daycare they will be stored in the student's backpack for the duration of daycare time.

If you need to get in touch with your child(ren), please feel free to use the Aftercare direct line: **(707) 792-5314**

Snacks/Lunches

Kindergarten students using Dunham Aftercare may purchase a lunch through the school lunch program. More information about this program is sent home through the school office. They may also bring their own lunch and snacks.

Students in the after-school program will NOT receive a snack during the afternoon. **You need to provide an afternoon snack in their lunch box.** Students may also use snack time to finish contents of their lunch they may have not eaten during the day as well.

Student Behavior

Students are expected to demonstrate the same high level of respect and cooperation that is expected during the school day at Dunham. In the case of those students not meeting behavioral expectations, the same consequences as those used during the school day may be implemented. These include, but are not limited to:

- Conference with the student
- Note home to parent(s) –
- Phone call to parent(s)
- Immediate pick up by parent
- Exclusion from aftercare for period of time to be determined by principal

➤ *Each day, your student will do his or her homework, if they don't have homework, then they will be asked to read for the first 30 minutes of the day. We are here to assist them with their daily homework and ease your evening, therefore, it's not optional. If possible, we will have a separate space for upper grade homework kids, allowing them quiet time.*

Dunham School rules and Dunham Aftercare rules are the same. All rules that apply to the playground or classroom during school hours, apply to Dunham Aftercare.

The key to maintaining a positive after-school environment for your child is open and frequent communication between home and the aftercare staff. Please do not hesitate to speak with our staff about any of your questions or concerns about your child's program.

After-School Programs - Dunham Daycare offers a number of after school programs through outside vendors, including things like piano, "engineering for kids," Chess Club, and Drama. Our offerings fluctuate based on student interest.

After school programs run by vendors are fee based and you must fill out a registration form and turn it into the Daycare director before your child can participate. Miss Dana's Drama is a daycare program. Please make checks for Miss Dana's program payable to "Dunham Daycare".

Hourly Rate, Fees and Extra Charges:

One-Time Registration Fee:	\$40 for first child/\$35 each for siblings
Late Payment Fee:	\$25(Monthly bill not paid each month)
Late Child Pickup Fee:	\$5 per minute, each minute after 6:05 p.m.
Check Return Fee:	\$20.00
Hourly Rate for First Child:	\$5.00
Hourly Rate for Second Child:	\$4.00
Special After-School Programs	Cost varies depending on the program

* A reduced hourly rate is available for families who are enrolled in the Free or Reduced Lunch program. Please see the office if interested.

Billing

Daycare and Cafeteria payments are due within 30 days of the billing date. Families who fall more than 60 days behind shall not be allowed to attend daycare until their account is current. The district is open to arranging for payment plans in cases of financial hardship. When appropriate, and upon approval of the superintendent, outstanding balances shall be assigned to a collection agency.

Emergency Form - Each and every year, we ask that our families fill out all the following information. Also remember to notify us whenever changes happen to contact information and/or needs throughout the year, so please keep us updated. We need this information ASAP. If we don't receive it by September 2nd, 2015, you child will be removed from aftercare until it's turned in. One per family is fine.

Dunham Aftercare Parent/Student Acknowledgement of Rules and Procedures

I have reviewed the rules and expectations for my behavior at Dunham Aftercare, and will do my personal best to meet the standards. I know that if my behavior is not acceptable at Aftercare, the same school consequences may apply.

Student Signature

Date

I am aware of the discipline procedures for my child, and will communicate any concerns with the aftercare staff. I have reviewed and understand the payment procedures listed in the handbook. I understand that I need to provide a monthly calendar of attendance and that 24 hours notice is appreciated if I need to add or cancel days. Without notice, I will be charged accordingly.

Parent Signature

Date

Getting to Know You...

We want to provide the best possible care and environment for your child. Getting to know both you and your child will assist us greatly in doing this. Please take a minute and fill out the information below. Your responses will be shared with aftercare staff only, and will not be seen by your child or other students.

1. Has your child participated in after-school care before? ____ Yes ____no
2. Why will your child be using the aftercare program? (I.e. due to parent work schedules, opportunity for more socializing, car pools, etc
3. _____
4. What types of situations tend to be the most difficult for your child?

5. What do you want your child to say about the aftercare program in which they participate?

Would you say that overall school work (especially completion of homework) is (circle **one** for your child).
easy a struggle a real battle no problem

6. What types of outdoor activities does your child like to do?

7. What types of indoor activities does your child enjoy?

8. What is a main interest that your child has outside of school?

9. If your child has participated in any aftercare situation previously, would you say that it was overall a positive experience? – If not, what were the difficulties?

10. What else would you like us to know about your child?

Please provide us with the following Emergency Information:

Students Name: _____
Parent(s) Names: _____
Home Address: _____

Home Phone Number: _____
Work Number(s): _____
Mom: _____
Dad: _____
Cell Number(s): _____
Mom: _____
Dad: _____

Please provide us with a list of family and friends that may pick up your child:

Name: _____
Relationship: _____
Phone: _____

Name: _____
Relationship: _____
Phone: _____

Name: _____
Relationship: _____
Phone: _____