

**Friendship Company**  
**SOUTHWEST ALLEN COUNTY SCHOOLS**  
**ELEMENTARY CHILD CARE PROGRAM**  
**PARENT INFORMATION 2019 – 2020 SCHOOL YEAR**

**PROGRAM ORIENTATION**

The program offered by Southwest Allen County Schools assists working parents by providing supervised care of school aged children before and after the regular school hours. Our website is [www.sacs.k12.in.us](http://www.sacs.k12.in.us). Our information is located under the Departments tab - 1<sup>st</sup> option – Before/After School Care.

**CHILDREN TO BE SERVED**

Children enrolled in Southwest Allen County Schools K-5 are eligible to enroll in childcare services. Childcare sites are located at Aboite, Covington, Whispering Meadows and new for 2019-2020 Lafayette Meadows Elementary. Even though your child may attend an elementary where there is not a childcare site, the district will provide transportation. Enrollment numbers and available space within the schools determine childcare sites. **Part-time childcare is available only when the parent has provided the Friendship Company with a specific schedule of when their child will be at the childcare program and only if space is available.** Regular attendance is necessary. For those students who are not in attendance for 2 weeks and who have not notified or discussed the reasons for their absences will be removed from the roster and the space filled with other students. We do not provide drop-off childcare. Your child must be enrolled in the childcare session they will be attending. Your child may not attend on weather related days if they are not enrolled in the AM session.

**STAFF**

A staff/student ratio of 1:15 will be the goal at each site.

**ENROLLMENT**

Complete the forms and return to Child Care Supervisor, Southwest Allen County Schools - 4824 Homestead Rd., Ft Wayne, IN 46814 or school office. Contact from Supervisor will be made by letter or phone call.

**PROGRAM POLICIES**

**PAYMENT AND PENALTIES**

**PAYMENT IS TO BE MADE BY FRIDAY BY 9:00 A.M. THE WEEK OF CHILDCARE SERVICES OR IF IT IS A SHORTENED WEEK, THEN PAYMENT NEEDS TO BE IN BY 9:00 A.M. THE LAST DAY OF THE SCHOOL WEEK.** Childcare fees are calculated at the end of each week based on attendance. Payment is accepted anytime throughout the week with preferred payment at the beginning of the week. Deposits are not made until the last day of the school week. If payment is not made during the week of childcare services then 1 warning letter per family will be issued. Payment must then be paid in order for your child(ren) to return to the program. After 1 warning letter then a \$10.00 late fee will be added to regular childcare fees. Payment for prior services + late fee must be paid in full in order to return to the program. **Checks to SACS and cash are accepted forms of payment and can be dropped off anytime during the week but no later than 9:00 a.m. at the end of the school week.** If paying with cash, please hand the money to a FC staff.

Any parent late in picking up their child will pay an additional late fee as outlined on the fee schedule.

**COMMUNICATION**

**Parents are encouraged to maintain communication with staff especially afternoon parents – Please call their designated site if your child(ren) will not be present in the P.M.** A parent communication booklet and voice- mail is always available to inform us of any schedule changes. Please contact the site if you will be picking up your child in the car rider line. If your child(ren) come into the Friendship Company after-school and should have been sent to the office/car rider line then a daily charge will added to their fees if the time on the clock is after 3:35 p.m.

**Aboite - 431-2113 Covington - 431-0532 Lafayette Meadows – 431-0662 Whispering Meadows - 431-2685**

You are encouraged to talk to the Child Care Supervisor by appointment or when you drop off or pick up your child. Please feel free to visit us.

**TIME SCHEDULE**

Before child care will begin at 6:30 a.m. After school child care will begin at 3:30 p.m. All children must be picked up by 6:00 p.m. Children may attend only on days when they are in attendance at school.

## **SCHOOL DELAYS AND CANCELLATIONS**

Friendship Company follows the Southwest Allen County School calendar. Childcare will be provided on days when the regular school program has a **weather related delay for the children who are enrolled to attend the morning session**. If school closes early and students are sent home for weather related reasons, childcare will not be open for the after school session. **If the district closes school, childcare services will not be provided.** Any child who is already at the childcare site prior to the announcement of school being canceled must be picked up by their parent or approved adult as soon as possible and no later than 10:30 a.m. **If your child(ren) is being picked up on a weather related closing after the normal start of school then a delay fee will be added to childcare fees – no additional charges will be added if your child(ren) are picked up by 9:00 a.m. .**

## **VACATIONS AND HOLIDAYS**

Childcare **will not** be provided during school vacations, holidays and teacher in-service and parent/teacher conference days.

## **DROP-OFF AND PICK-UP PROCEDURE**

When dropping off or picking up children, the parent/approved adult will be issued a key card, not students! **Each key card issued will cost \$10.00 per card.** The key cards will allow access to the school only during designated childcare times by the approved parent/adult. All cards will be deactivated at the end of the school year, but may be kept for the upcoming year. If your card is lost or damaged, please notify a Friendship Company staff immediately so the card can be deactivated. **A lost/damaged card will cost \$10.00 to replace.** Please do not tamper with or punch holes in the cards. Children may not enter or leave the childcare site unaccompanied by an adult. Children will only be released to an adult who have been authorized (in writing). Parents please only use key cards for pickup and drop off procedures, not for extra-curricular activities!

## **TRANSPORTATION**

As needed, school bus transportation will be provided by the school district from the childcare site to the student's school in the morning and from the student's school to the childcare site after school. **If you will be picking up your child(ren) from the bus at the school – we must be notified!** If we are not notified and we are out waiting for the bus and your child(ren) come into our possession, you will be charged for that visit. Please call us every day to inform us of any early pickups at the bus drop off location!

## **SNACKS/BREAKFAST**

Students who participate in before school child care will have breakfast available to them between 7:15 and 7:45 a.m. (On days when the start of school is delayed, breakfast hours remain unchanged.) Children who participate in after school child care will have a snack available to them. Children are asked not to bring food or drinks to the child care program unless prior arrangements have been made with the childcare staff.

## **STUDENT ILLNESS OR INJURY**

Student illness or injury will be handled according to the procedures in the school board approved health policy manual. Parents will be notified in the case of illness and will be expected to take their child home. Parents are expected to inform program staff if their child has been exposed to a contagious disease. If a medical emergency arises, the Child Care Supervisor will first attempt to contact the parent. If the parent cannot be reached, the Child Care Supervisor will contact the child's doctor. If the emergency is such that immediate hospital attention is necessary, the staff will arrange emergency transportation and authorize emergency medical treatment at a hospital or emergency care facility. Parents will be responsible for all costs incurred. The Friendship Company does not handle or administer any medications. Please refer to the school handbook for specific procedures on medication. Before any child can be admitted to the childcare program, a medical form must be completed.

## **NOTIFICATION OF WITHDRAWAL**

It is the parent's responsibility to provide a 2-week notice of any plans to withdraw their child(ren).

## **NOTIFICATION FOR ABSENCES**

When you know that your child will be absent from childcare, you must notify the childcare staff on the day when your child is absent or before. **Please contact the site by calling their voice mail.**

## **PROGRAM ACTIVITIES**

Program activities will include sports, outdoor play, free play, craft activities, study/quiet time, table games, and reading. All program activities will take place in the elementary school facilities. If the Friendship Company is out of the room, parents need to escort their child(ren) to the designated location and make sure a staff member is aware of their drop off and or pick-up. When using the gym, we ask that students wear non-marking shoes. Also, please do not bring any toys or items from home.

**PAYMENT TO BE MADE NO LATER THAN 9:00 A.M. THE LAST DAY OF THE SCHOOL WEEK!** All fees will be charged to parents on a per week basis. Payment can be made anytime during the week but must be in no later than 9:00 a.m. on the last day of the school week. If payment is not made during the week of services then one warning letter per family will be sent. Payment for the prior week of service must be paid on the first day of attendance the next week in order for your child to return to the program. If payment is not made on another occasion and you have already received a warning letter previously then a \$10.00 late charge will be added to your regular childcare fees. Again payment for last week services + the \$10.00 late fee will need to be paid in full in order for your child(ren) to return to the program. Parent fees pay for food, materials and staff. Checks and/or cash are accepted as forms of payment. Checks should be made to **Southwest Allen County Schools (SACS)**. If paying by cash, please hand the money to a Friendship Company staff. If overpayment is made based on your child's attendance, then the credit amount will be reflected on the next week's sign-in sheet. **You will receive a receipt for each payment and you should retain this receipt for tax purposes. Receipts are filed in a binder on the desk. Please note that only one receipt will be given - no photocopies. The Friendship Company will not provide year-end statements for childcares expenses, therefore, file your receipts in a safe place.** Please consult a FC staff to obtain our tax id number.

**Child Care Fee Schedule for 2019/2020:**

	<b>Price per visit / Each Additional</b>	
	<b>First child</b>	<b>child(ren)</b>
1 visit	\$18.00	\$13.00
2 visits	\$30.00	\$25.00
3 visits	\$36.00	\$31.00
4 visits	\$40.00	\$35.00
5 visits	\$45.00	\$40.00
6 visits	\$63.00	\$58.00
7 visits	\$70.00	\$65.00
8 visits	\$76.00	\$71.00
9 visits	\$81.00	\$76.00
10 visits	\$85.00	\$80.00

**Note:** Parents who qualify for free/reduced lunches with the school district can also qualify for reduced rates on their childcare - Please consult the Child Care Supervisor or Friendship Company Staff for those calculations. Those qualifying must present a copy of their free/reduced status to a Friendship Company staff in order to receive those rates. Regular rates will be used until documentation is provided to us.

At the end of each week, childcare rates will be calculated based on the above fee schedule. Payment information will then be shown on the Parent Sign-in sheet reflecting your balance after deducting your weekly payment.

**Note:** Those students who are not in attendance for 2 weeks and who have not notified or discussed the reasons for their absences will be removed from the roster and the space will be filled with other students.

**Extended Care**

Weather delays (one hour or two hour delay) additional fee added to regular fee regardless of the time of arrival

<b>1st child</b>	<b>Additional child(ren)/per child</b>
\$5.00	\$3.00

Late Pick-up 6:01 - 6:05 p.m. - \$5.00 (added to regular fee/per child(ren))

After 6:05 p.m. an additional \$1.00 per minute  
(please note that times will be based on the school clock)

**Note:** A third late pick-up will result in you child(ren) being removed from the program. Please be on time!

**DISCIPLINE** - Please review these behavior guidelines with your child before they begin.

Parents and children are expected to conduct themselves in an appropriate manner, the same as they do during the regular school day. School property must be cared for appropriately. The students must remain in the childcare area with a childcare worker and other areas of the building are off limits. We expect children to respect other students, staff, and themselves and demonstrate courteous behavior. The sample form below describes what steps will be taken if rules are broken.

### Friendship Company Behavior Notice

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_

Staff Member Reporting The Incident: \_\_\_\_\_

Check Behavior:

**Major Offenses: Consequences: Parent notified immediately with written notice.**

1. If a student receives a Friendship Company Behavior Notice for a major offense, there will be a 3-5 day suspension from the program depending on the severity of the offense.
2. If a student receives 2 behavior notices anytime during the school year, the child will be removed from the program for the remainder of the school year.

- \_\_\_ Carrying, possessing, displaying or using weapons
- \_\_\_ Hitting, fighting, choking or kicking
- \_\_\_ Leaving or threatening to leave the Friendship Company or school grounds
- \_\_\_ Threatening a Friendship Company staff or another student
- \_\_\_ Abusing or destroying school or Friendship Company property
- \_\_\_ Other

**Minor Offenses: Consequences: Parent notified immediately with written behavior notice.**

1. If a student receives 2 behavior notices during 1 month – 1-3 day suspension.
2. If a student receives 2 more behavior notices during any other 1-month period – 5-day suspension.
3. Next behavior notice – student will be removed from the program for the remainder of the school year.

- \_\_\_ Profanity
- \_\_\_ Rough/unsafe play
- \_\_\_ Talking back to Friendship Company staff
- \_\_\_ Disobeying Friendship Company staff
- \_\_\_ Inappropriate comments to others
- \_\_\_ Toys made to appear to be weapons or dangerous objects
- \_\_\_ Playing in restroom
- \_\_\_ Dishonesty
- \_\_\_ Other \_\_\_\_\_

Briefly explain the incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: **If siblings are enrolled in the program, the sibling(s) of a child who is removed from the program may continue to be enrolled as long as they meet the above guidelines. A student may re-enroll in the Friendship Company the following year if removed from the program.**

Parent/Guardian (Signature) \_\_\_\_\_

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**FAMILY ENROLLMENT FORM - 2019 - 2020 SCHOOL YEAR**

**Date child(ren) will begin with the Friendship Company** \_\_\_\_\_

Child's Name \_\_\_\_\_ Birth date \_\_\_\_\_ Sex \_\_\_\_ Car Rider \_\_\_\_\_

Name of School \_\_\_\_\_ Grade in School (19-20) \_\_\_\_\_ Teacher \_\_\_\_\_ Bus # \_\_\_\_\_

Days in attendance: (Circle appropriate days) **A.M. Mon Tue Wed Thr Fri P.M. Mon Tue Wed Thr Fri**

Additional children (to be enrolled):

Child's Name \_\_\_\_\_ Birth date \_\_\_\_\_ Sex \_\_\_\_ Car Rider \_\_\_\_\_

Name of School \_\_\_\_\_ Grade in School (19-20) \_\_\_\_\_ Teacher \_\_\_\_\_ Bus # \_\_\_\_\_

Days in attendance: (Circle appropriate days) **A.M. Mon Tue Wed Thr Fri P.M. Mon Tue Wed Thr Fri**

Child's Name \_\_\_\_\_ Birth date \_\_\_\_\_ Sex \_\_\_\_ Car Rider \_\_\_\_\_

Name of School \_\_\_\_\_ Grade in School (19-20) \_\_\_\_\_ Teacher \_\_\_\_\_ Bus # \_\_\_\_\_

Days in attendance: (Circle appropriate days) **A.M. Mon Tue Wed Thr Fri P.M. Mon Tue Wed Thr Fri**

**FAMILY INFORMATION (Place a star indicating which phone number to call 1st in the event of an emergency or school cancellation)**

Mother \_\_\_\_\_ Address \_\_\_\_\_

Check if Ok to call at work \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_

Father \_\_\_\_\_ Address \_\_\_\_\_

Check if Ok to call at work \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_

**PERSONS WHO ARE AUTHORIZED TO PICK YOUR CHILD UP FROM CHILD CARE:** Please list all persons who are authorized to pick your child up from child care, included names of parents and/or step-parents.

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

**FEE ASSISTANCE**

Are you currently on the school's free lunch program? YES \_\_\_ NO \_\_\_

Are you currently on the school's reduced lunch program? YES \_\_\_ NO \_\_\_

**Note:** All paperwork for the district must be completed and on file with the school to receive fee assistance. **After all paperwork has been approved by the district, please submit a copy of your paperwork indicating your fee assistance status.** Paperwork must be turned in and on file to the Friendship Company before you receive our free/reduced rate payment assistance.

**CHILD'S SPECIAL NEEDS**

Particular behavior difficulties or potential problems that you would like us to be aware of: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Special needs (specify): \_\_\_\_\_

\_\_\_\_\_  
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**REVIEW DISCIPLINE POLICY**

I have read the Friendship Company discipline procedures and reviewed these procedures with my child(ren).

Date \_\_\_\_\_

Parent or Guardian's Signature

**REVIEW ENROLLMENT FORM**

I have read the Family Enrollment Form and agree to all policies and procedures associated with the Friendship Company Child care program.

Date \_\_\_\_\_

Parent or Guardian's Signature

# Friendship Company

## SOUTHWEST ALLEN COUNTY SCHOOLS ELEMENTARY CHILD CARE PROGRAM MEDICAL FORM

I hereby authorize emergency medical care for my child(ren)

\_\_\_\_\_  
(child(ren)'s name(s))

during attendance at the Southwest Allen County Schools Child Care Program. If emergency care is deemed necessary and I cannot be contacted, I authorize the staff to act on my behalf in granting permission for my child to receive emergency care. I understand that whenever possible, I will be notified prior to medical treatment of my child. I understand I will be notified at the earliest possible time should prior notice prove impossible. I understand I am financially responsible for any expenses for medical care or transportation incurred on my child's behalf.

Date \_\_\_\_\_  
Parent or Guardian's Signature \_\_\_\_\_

The physician of my choice is Dr. \_\_\_\_\_ Doctor's phone # \_\_\_\_\_

Insurance Carrier \_\_\_\_\_ Hospital Preference \_\_\_\_\_

### EMERGENCY INFORMATION

Mother: Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Father: Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**List two people locally who can be notified in case of emergency when parents or guardian are not available:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

### HEALTH CONCERNS

Please identify your child's allergies, including allergies to food, medications, or drug reactions that you know:

\_\_\_\_\_  
\_\_\_\_\_

Please list all medications your child is presently taking:

\_\_\_\_\_  
\_\_\_\_\_

Please list any physical handicaps/disorders that may limit your child's activities, such as eyesight, hearing, speech, paralysis, diabetes, asthma, bee stings, ulcer, etc.:

\_\_\_\_\_  
\_\_\_\_\_