

Before After School Program

Gateway Science Academy
314-932-7513

Director
Mrs. Leyla Sariyerlioglu
1-314-601-1827

Administrative Contact
Ms. Kathie McCann
1-314-932-7513 ext: 302

ARRIVAL PROCEDURE

After school, children are to immediately report to the cafeteria to check in with staff.

Before school, children must be accompanied into the building between 6:00-7:30 and be signed in by a parent/guardian. **Children may not be dropped off at the entrance of the building or be sent inside alone.**

PICK-UP PROCEDURE

Children will be released only to those persons who have a Kinderlime PIN number. If the person picking up does not have a PIN number, the parent will be called to give permission and give the PIN number to that person.

Parents are asked to finish phone conversations before entering the building.

Please call a staff member if you know that you will be late for pick-up.

SNACK

A snack will be provided each day. If your child does not like the food served or you would like for your child to have more, please feel free to send a healthy snack with your child.

MOVIES

Only G and PG movies will be shown to the children. **Please be sure to sign the permission form and return it to Aftercare staff.**

HOMEWORK

Aftercare is not an academic extension of the school day but we will do all that we can to encourage children to work on homework. Our daily schedule includes 20-30 minutes of quiet time Monday-Thursday for homework or reading. During this time, staff will be available to provide assistance if needed.

MEDICATION POLICY

Regular and ongoing medication will not be administered by Aftercare staff. **Arrangements should be made with the school nurse for the child to receive medication before the day ends.**

MEDICAL EMERGENCY

In case of a medical emergency, we will call 911 and contact the child's parents/guardians. Responding emergency personnel will make determinations as to if the child should be transported to a hospital. We will provide them with the information from your child's enrollment form.

DISCONTINUATION OF ENROLLMENT

A child's enrollment may be discontinued or enrollment may be denied for any of the following reasons:

- Tuition or other fees are more than seven days past due
- Recurrent late pick-ups or late payments
- Student is unable to abide by the Aftercare rules, or the child's behavior is unsafe or unmanageable

DISCIPLINE

- Consistent rules are clearly stated. Children are expected to work and play within known limits.
 - Be responsible for personal belongings.
 - Never open outside doors
 - No fighting or using foul language
 - No playing in the bathrooms
 - No playing on or under tables
 - No running in the school building
- Behavior expected of children is age appropriate and according to development level.
- An atmosphere of trust is established in order for children to know that they will not be hurt or allowed to hurt other.
- Staff members strive to help children become acquainted with themselves and their feelings. This will help them learn to cope with their feelings and control them responsibly.

Children whose behavior is dangerous or repeatedly disruptive must be immediately picked up from Aftercare. Chronic disruptive or dangerous behavior will be cause for discontinuation of enrollment.

- Unacceptable Behaviors
 - Foul language

- Disrespect for another child or staff member
- Fighting
- Ignoring or disobeying rules
- Defacing property
- Stealing

DISCIPLINARY PROCEDURE

1st Incident

*Verbal warning, separation from the group and parent will be notified.

2nd Incident

*Parent/child will receive a written warning, consultation with the Assistant Principal of School Culture and one day suspension from the Aftercare program.

3rd Incident

*Two day suspension from Aftercare.

4th Incident

*Student may no longer participate in Before/Aftercare for the current school year, but may return the following year.

FEDERAL IDENTIFICATION NUMBER

Parents may print monthly and annual receipts directly from Kinderlime. Our federal identification number is **26-1425925**.

LATE PICK-UP FEE

Aftercare services end at 6:00 each evening. **There is \$10 fee for the first 15 minutes a parent is late for pick-up. If a child is not picked up by 6:15, parents will be charge \$10 for the first 5 minutes and \$1 for every minute after that.**

If a child has not been picked up by 6:30 and attempts to contact parents and emergency contacts have been unsuccessful, the police will be called.

FEES AND RATES

There is a non-refundable registration fee of \$25 per child at the time of registration each year.

ENROLLMENT WILL BE DENIED UNTIL OUTSTANDING BALANCE IS PAID.

Invoices will be sent online	FEES:
through Kinderlime at the beginning	AFTERCARE ONLY: \$12 PER DAY
of each month.	BEFORE CARE ONLY: \$4 PER DAY
Payments are due the 17th of the month.	BEFORE & AFTERCARE: \$16 PER DAY

There will be a 50% discount on the program fees for families who qualify for free/reduced meals as well as for siblings. The first child is full price, siblings are half price.

Contact Ms. McCann if you have questions about your balance.

CLUBS/TUTORING

Children enrolled in clubs/tutoring will sign in to Aftercare once the club/tutoring has ended.

SCHOOL CLOSING

Schools are sometimes closed for emergency conditions. In these situations, there is no Before/Aftercare.

SCHEDULES

Please check with your child's staff member for details.