

The After School Club LLC **Preschool** **2018/2019**

Child's Name

Before School

7:00 am to 8:15 am Monthly \$145.00 M-F or \$110.00 3 days

7:30 am to 8:15 am Monthly \$105.00 M-F or \$80.00 3 days

Preschool Hours 8:15 am to 12:30 pm

Full Time Preschool Monday thru Friday \$350.00 per month

Part Time Preschool Mon / Wed / Fri \$270.00 per month

Preschool Middle Hours 12:30 pm to 2:30 pm

Full Time Monday thru Friday \$150.00 per month

Part Time Mon/ Wed/ Fri \$120.00 per month

Extended Preschool Hours 2:30 pm to 6:00 pm

Full Time Extended Preschool Mon thru Fri \$270.00 per month

Part Time Extended Preschool Mon/Wed/Fri \$220.00 per month

ENROLLMENT FEE \$10.00 per year

SUPPLY FEE \$50.00 per year

* There is an additional charge for all preschool children
dropped off at school before 8:15 am.

The After School Club LLC or The ASC
Child Enrollment and Authorization for [Irving Preschool](#)

Child Full Name _____ Start date _____

Birthdate _____ Age at entry of care _____

____ For this school year only _____ enroll until 2 week notice is given

ALLERGY/HEALTH ALERT: (Must answer)

Does this child have allergies or other health issues?

Yes _____ No _____

ASC Staff Member initials _____

If yes, list all allergies or health issues, including instructions for providing the best possible care in regard to stated conditions. Do any of the medical conditions restrict the child's activities? If yes, please explain. Add additional page if needed. Please include food allergies and special dietary needs.

Parent or Guardian Contact Information

First and Last Name of Parent or Guardian Relationship to Child

Street Address City State Zip Code

Home Phone Cell Phone Work Phone

Employer / Work Hours

First and Last Name of second Parent or Guardian Relationship to Child

Street Address City State Zip Code

Home Phone Cell Phone Work Phone

Employer / Work Hours

Required Emergency Contact Information

(other than parent or guardian that is authorized to pick up child)

First and Last Name Relationship to Child

Home Phone Cell Phone Work Phone

First and Last Name Relationship to Child

Home Phone Cell Phone Work Phone

NON-Emergency Contact Information (authorized to pick up child)

First and Last Name Relationship to child

Home Phone Cell Phone Work Phone

NON-Emergency Contact Information continued (authorized to pick up child)

First and Last Name Relationship to child

Home Phone Cell Phone Work Phone

Medical/Dental Contact Information REQUIRED :

(*This MUST BE completed BEFORE the first day of care)

* _____
Primary Physician Name

* _____
Phone

* _____
Family Dentist

* _____
Phone

ASC Staff Member initials _____

Other Children in the Home

Full Name _____ Nickname _____ Age ____ Sex ____

Full Name _____ Nickname _____ Age ____ Sex ____

Full Name _____ Nickname _____ Age ____ Sex ____

No Child Should Be Left Out

It is our belief that no child should be left out, AND, it is our company policy that religious and traditional holidays, i.e., birthdays and calendar holidays, are personal and should be celebrated at home. Party invitations and holiday greeting cards shall not be handed out at The ASC. Our activities will be based on weekly themes. Whenever possible, seasonal themes will be incorporated.

Special Care Arrangements:

We are committed to giving the best care possible for your child, please list any additional information you feel would best help us care for your child.

Additional information or comments (attach additional pages if needed):

*
*
*

____ IFSP (ECCares) ____ Behavior Plan (Please attach a copy)
This information may be shared with school counselors, principals and ECCares personnel.

Check In/Out:

Students will come to Classroom #1, the Butterfly classroom between 8:15 and 8:45 am. If you are registered for before school, that drop off classroom is #3, The Pete the Cat room. Children MUST be picked up at their assigned time no later than 6:00 p.m. Children will only be released to individuals on the "authorized to pick up" list with photo ID. This is for the safety of your child(ren). If you do not have photo ID with you, we will ask you to go get it before you can pick up. The ASC is NOT responsible for your child after the child is checked out. Written notice MUST be given to make any changes on the authorization list. Please inform all those you have listed on the authorization list that they **MUST** have **photo ID** to pick up your child. If a parent/anyone is denied access to their child, we MUST have a copy of the signed court documents. A person checking a child out MUST come to the classroom and sign the child out before the child will be released.

Initial _____

Protecting all Children - 5 minute Guideline

The ASC is committed to making sure all children are safe and secure while in our care. If any School District staff members, counselors, volunteers or maintenance workers are in our designated areas for more than 5 minutes they will be asked to sign in with a ASC staff members upon arrival and departure. They will not be left alone with the children.

Parents may have access to their children or visit The ASC at anytime, we encourage all pick up and dropping off to happen within the 5 minute time frame. If more time is needed please see the Director or Lead Teacher. At no time may photos or videos be taken of your child playing with or around any children in the assigned ASC areas.

All play dates, sports practice and other social events must be planned by parents and not thru or with the children while in our care.

Initial _____

Divorce/Separated Information

Parent responsible for child care payments _____

Will separate accounts be needed: Yes ___ No ___ If separate accounts are needed: each parent will fill out their own packet. Two separate accounts will be set up. They will have the same account number followed by a "d" for dad and "m" for mom. All packets are private and will not be shared with each family by The ASC.

Custody arrangements (MUST have complete copy of Court-signed documents.)

Restraining Order Yes ___ No ___ (MUST have copy of Court-signed papers.)

Parent visits and parenting time is not allowed when your child is signed in. All arrangements must be made to take place outside of areas used by The ASC.

Finance:

All Day Care MUST be prepaid.

All payments are due on the 1st of the month, and are considered late after the 5th. A \$25.00 late fee will be assessed on late payments. If payment has not been made by the 8th, your child(ren) may be removed from the program and may lose their spot in the program. All late fees and monthly fees MUST be paid in full BEFORE we will accept your child back into the program (if there is an opening available).

A \$10.00 service fee will be charged for copies of children's records. This fee will be charged for each month requested.

Payments may be made by money order/cashiers check or check made payable to The After School Club or The ASC. Cash payments accepted for under \$50.00 only. If a check is returned for Non-Sufficient Funds, there will be a \$25.00 fee in addition to the bank fee, and may result in the requiring of all subsequent payments being made by money order/cashier's check.

There is a 10% discount for families with multiple children enrolled and attending The ASC at the same time.

If there is a billing question or discrepancy email:

lori@theafterschoolclub Eugene.com.

Even if you have a question about the charges, pay what you think they should be, accompanied by a detailed note or email. If you are in need of payment arrangements, you must make a payment toward your balance by the 5th of the month to avoid late payment fees. A detailed payment plan is required in writing or email.

A parent picking up a child after 6:00 p.m. will be charged a \$1.00 per minute late fee.

All **AFS/DHS** co-pay payments MUST be prepaid. Balances not covered by **AFS/DHS** are due beginning of the following month. If your co pay is higher than the monthly charge than you must pay all child care in full at the

beginning of each month. Some **AFS/DHS** plans may require a larger monthly payment ahead of care. Non-payment of co-pay or additional charges not covered by **AFS/DHS** may result in removal from the program.

We must have your caseworker's name and phone number on file for your child to attend our program.

Caseworker name _____

phone number _____

The Preschool doors do not open until 8:15 am. There is an additional charge for all preschool children dropped off at school before 8:15 am.

A Statement or handwritten payment coupon must accompany each payment made.

There is a yearly \$40.00 supply fee \$10.00 enrollment fee.

Initial _____

Snow Days

If the school district decides to close school due to weather conditions, we are required to be closed as well. 2 hour delay changes our start time from 7:00 am to 9:00 am. If school has already started and the weather turns bad, please pick children up as soon as possible, so all teachers can get home safely. There are no refunds for snow day closures.

Closed Days/No School Days: The preschool will be closed and no care will be available: Labor Day, Thanksgiving Break and Memorial Day. Winter Break, Spring Break & Summer Break are not guaranteed. These school "breaks" are decided the month before they are scheduled. These breaks are subject to enrollment needs.

We will be open for some 'no school' days as set forth in the Bethel School District calendar, furlough and teacher in service work days, parent/teacher conferences, and others. However, it is possible that we will not follow our regular daily schedule. For instance, the times for serving snack and lunch may be different. Additionally, the classroom teachers might change since the classrooms may be combined that day due to attendance.

School District and Holiday NO SCHOOL DAYS require an extra sign up process.

Scheduling:

To reserve your spot, we must receive regular monthly payments that cover the charge for your saved spot. We **MUST** be given a regular schedule of your child care needs. Parents are responsible to inform us as to any changes in attendance.

We have very limited space in our programs. ONLY children that have signed up AND have pre paid for will be allowed to stay. 12:30 pm scheduled pick-ups will be considered late at 12:35 pm and an additional \$1.00 per minute will be charged. The 2:30 scheduled pick-ups will be considered late after 2:35 and an additional charge of \$1.00 per minute will be charged. Our facility closes at promptly at 6:00 pm an additional charge of \$1.00 per minute will be charged for all pick up after 6:00 pm.

Parents are responsible to notify the director in writing at least 2 weeks before the end of the month if their child will be leaving the program. Failure to notify in writing less than 2 weeks before the end of the month may result in the parent being required to pay for the upcoming month.

Initial _____

How to reach us

Preschool Cell Phone 541-554-3481

After School Cell 541-556-9219

****Our cell phones do have texting.****

****Please always identify yourself when texting.****

School Land line 541-688-2621 x2416

Preschool questions for all teachers and the director should be emailed to:

Kasey@theafterschoolclub Eugene.com

Billing Questions to: lori@theafterschoolclub Eugene.com

Emergency Contact Owner Lori Wheeler 541-554-1658

Our web site address is: www.theafterschoolclub Eugene.com

Mailing address: 3200 Hyacinth Street Eugene, OR 97404

Anything mailed during the summer months will be delivered to us in September.

Toys From Home

The ASC has a variety of toys for the children to choose from. We ask that children DO NOT bring any toys from home. Occasionally we will have a special party or a themed no school day that children are able to bring in toys from home. On those special days we will have a note posted or sent home explaining what toys can be brought and how many. If a toy or item does come from home it MUST be clearly labeled with child's name or initials. This DOES include all electronic devices.

Photograph Information:

We MUST have your signed consent to take photographs of your children while they are participating in our program.

Photos are taken by ASC Staff with our company electronic devices only.

These pictures are regularly transferred to our company computer and are

deleted from our devices.

Some events include photographs of the staff and children participating in activities, parties and the like that happen at The ASC throughout the year. It is possible that these events may be of interest to the local news media.

We would like your permission to include your child/children in any photo show presentations of our year in a DVD format and/or in a photo board format that may be viewed by the teachers and other students in the school.

The After School Club has permission:

My child can **participate in a play or drama** production. Yes No

Use photos of my child/children for **display at the school**. Yes No

Use photos of my child/children for **Newspaper or TV** news cast. Yes No

Use photos of my child/children for display on **ASC website**. Yes No

Use photos of my child for **DVD photo show to be shown at the art show**. Yes No

At no time may photos or videos be taken by anyone other than ASC staff member in the assigned ASC areas.

ASC STAFF Initials _____

School Playground/Gym Use:

The school is designed, for the most part, for children 5 and older. The Preschool children are supervised very closely when choosing to play on the provided outside equipment. Children are allowed to use playground equipment if they are tall enough to do so without staff assistance.

Movie Policy

The ASC will occasionally show a movie that goes with our themes of the week or as a treat on a no school day. The movies will be rated either G or PG. We will post the name of the movie on the parent board the day of the movie. If you do not want your child to watch the movie, we will provide a place and alternate activities for them to do while the movie is on. Parents must notify a teacher at drop off if they are NOT allowed to watch the movie.

Bathroom Policy

Only one child at a time will be allowed to use the bathroom while signed into any of The ASC programs. This does include siblings. All children using the bathroom must carry a bathroom pass. If it is only a hand washing time then a teacher will stand outside the bathrooms and allow 2 children to go in and wash hands together. This is allowed only when a teacher is outside the bathroom. If a child needs to go the bathroom then hand washing stops until the child is done. ASC teachers can not help children in the bathrooms that are

k-5th grade. ASC Preschool teachers can help children with bathroom needs when signed into any of our preschool programs.

At no time should any adult be using the bathroom at the same time as any child. Parents and teachers must check in with an ASC staff member to see that no child is in the bathroom before using it. Parents and teachers should also use the bathroom pass.

Preschool children wash their hands in the classroom and not the bathroom.

Health Issues and Concerns:

Head Lice: Any child found to have live bugs will need to be removed from the program until no live bugs are found and they have been treated.

From the Child Care Division Rule Book Ordinance 414-300-0220 states:

Illness or Injury

(1) Illness:

(a) A center shall not admit or retain in care, except with the written approval of the local health officer, a child who:

(A) Is diagnosed as having or being a carrier of a child care-restrictable

disease, as defined in Health Division administrative rules, OAR 333-019-0010; or

(B) Has one of the following symptoms, or combination of symptoms, of illness:

(i) Fever over 100 degrees F taken under the arm;

(ii) Diarrhea (more than one abnormally loose, runny, watery or bloody stool);

(iii) Vomiting;

(iv) Nausea;

(v) Severe cough;

(vi) Unusual yellow color to skin or eyes;

(vii) Skin or eye lesions or rashes that are severe, weeping, or pus-filled;

(viii) Stiff neck and headache with one or more of the symptoms listed above;

(ix) Difficult breathing or abnormal wheezing; or

(x) Complaints of severe pain.

(b) A child who shows signs of illness, as defined in this rule, shall be isolated and the parent(s) notified and asked to remove the child from the center as soon as possible;

The ASC defines “as soon as possible” to mean within 30 minutes of notification of illness.

It is preferred that the student have no symptoms for 72 hours. The absolute minimum is 24 hours with no symptoms.

Initial _____

The After School Club's BEHAVIOR AGREEMENT

We believe that preschool and after school child care should provide a relaxed, comfortable environment where children are encouraged to play, visit, learn and create. In order to provide this type of environment, we have a flexible structure enabling the children to choose from many different activities. This is only possible if children are instructed and reminded regularly of their responsibility to follow these expectations, and we need your cooperation in impressing upon them the importance of these guidelines.

Our code of conduct is primarily the same as the school's:

- 1) follow directions from any adult in charge
- 2) show respect for other students and for adults in language and actions
- 3) respect the property of the school and other students
- 4) use good table manners, talk quietly and stay seated while eating
- 5) share all playground and craft equipment
- 6) use all playground and craft equipment safely and properly
- 7) work and play in the approved supervised areas
- 8) walk and talk in the breezeways/hallways quietly, at all times.

Appropriate behavior will be praised and recognized in various ways:
"Bucket Filler Awards", prize box, stickers and
most of all expressed specific appreciation from
fellow students, teachers and staff.

If a child is struggling with our expected behaviors, listed below are one or more of the ways we will redirect desired behavior:

- 1) the student will be reminded of expected behavior
- 2) the student will receive an opportunity to make another choice
- 3) the student may miss opportunity to participate in a craft or game

Although these guidelines are discussed frequently with the children, we would like you to go over this list of expectations with your child. We appreciate your support of this behavior agreement.

If a child's behavior does not improve after reminders and re-direction efforts, parents may be scheduled for a parent teacher conference for help and support.

Serious misconduct Defined:

Biting, disrespect, spitting at or on others, excessive hair pulling, inappropriate language, property misuse, defiance, stealing, intentional damage of property, physical assault on another person, intent to hurt/injure, profane or obscene language or open defiance of a supervisor may result in an immediate expulsion from the program. The parent will be responsible for reimbursing the program for the cost of damaged items. The ASC reserves the right to remove a student without notice if they engage in any of these behaviors.

Listed below are one or more of the actions plans, that may be taken, for serious misconduct.

Behavior Plan:

- **Child separated from peer group and Parent called.**
- **Parent/Student/Teacher Conference to discuss and write out a behavior plan form that has a specific plan to help child change and redirect the behavior.**
- **Parent/Student/Teacher/Director conference to write out a behavior plan form that has a specific plan to help child change and redirect the behavior. This conference may result in the student being removed from the program for up to 2 weeks.**
- **Immediate removal from the program and child must be picked up within 30 minutes of notification. A Parent/Student/Teacher/Director/Owner conference will then be scheduled to write out a final behavior plan form that has a specific plan to help child change and redirect the behavior. This conference will include a specific written plan of when and if the student may return to the program.**

There is a No Refund policy for any days missed due to behavior incidents

Initial _____

Potty Needs

All items needed for diapers and potty training and/or accidents must be supplied by the family. Preschool children will be encouraged to use the bathroom alone.

If a potty accident occurs they will be encouraged to change their own clothes.

If they need help a preschool teacher will assist them.

We require that a change of clothing be left on site or kept in their back pack that they bring daily.

- All clothing needs to be clearly marked with your child's name or initials.
- Clothing should be child friendly.
- No overalls or snap bottom shirts etc.
- Elastic waistband pants are preferred.

- Please, no oversized slip on shoes, over sized boots or flip-flops. Tennis shoes with Velcro are preferred.

For you and your child to enjoy their preschool experience please take care to choose their clothing with painting, various arts and crafts supplies, recess and gym times in mind.

Preschool Goals & Objectives

Goals:

- The goals of The ASC are to help guide and encourage the emotional, intellectual, physical, and social development of the preschool child through development of a positive self-image and an excitement for the school experience.

Objectives:

- To grow in independence: The teachers strive to help the child learn to make decisions and choices. They are responsible for helping each child reach a level of independence appropriate for him/her.
- To learn to give and share as well as receive affection: The teacher makes him/her feel secure and loved in a new environment.
- To learn to get along with others: The teacher helps the child develop the social techniques that will bring positive responses from others.
- To develop self-control: The teacher works toward the child becoming self-disciplined and self-directed.
- To honor human diversity: Stereotyping of any kind is avoided. Children are helped to understand the human body.
- To learn many small and large motor skills: The teacher guides and supports the child to develop these skills through many hands on activities.
- To foster the use of language and promote the understanding of his/her surroundings at every opportunity: The teacher uses games, songs and other activities to enhance these skills.
- To begin to develop an understanding about his/her relationship to the world: The teacher plans out and leads activities related to geography, science, nature and people to foster understanding.

Separation Anxiety:

During the month of September, we hope to build a secure feeling about school within your child. When your child says "goodbye," our goal is for him/her to feel that everything will be all right until you return. One way you can help your child is to let your "goodbye" mean "goodbye" and promptly leave. This action will help reinforce your conversation with your child that they will be safe and have fun and you will be back to get them soon.

Please talk with your classroom teacher about any concerns you have with your child's ability to separate. We will be able to develop a plan that works for your child, you and the teachers.

Lunch and Snacks:

Each child will be required to bring a lunch each day. All lunches must meet the USDA standards.(see attachment form the USDA) The After School Club is required by Children Services Division to supplement all lunches not meeting the USDA standards. Families may be charged extra for items supplemented. Their boxed lunch MUST be self-contained. It MUST NOT require heating or refrigeration.

The ASC provides snacks for the children that are USDA approved. Children with specific dietary needs will be required to bring their own snacks. Parents may wish, on their child's special day, to provide a special treat. No homemade items are allowed. Special treats must be store bought and pre packaged for all children to share.

For more information on the USDA Guidelines go to: www.choosemyplate.gov

Peanut and other Allergies:

Due to the increase in food allergies and special dietary needs children may need to bring their own snacks. For peanut allergies we will have separate lunch box containers for lunches with peanut butter items and non-peanut butter items. We will assign tables in the lunch room area that will be peanut free areas. Time will be spent with children on allergy education and awareness. If your child has special dietary needs and/or food allergies it is very important that they are explained clearly in the allergies section in this enrollment package.

e-mail Information

To keep up with scheduled events and school closure information we recommend that you subscribe to our posts.

Please go to our web site:

www.theafterschoolclub Eugene.com

The "Subscribe" section is on the right side home page.

Privacy of Records:

This completed enrollment form will be filed in a secure location.

If you wish to make changes please submit a new enrollment form. There is a \$10.00 charge for copies of completed enrollment forms.

To add a person to your pick up list do not fill out a new enrollment form. Write the name of the child, the new person to add to the list and sign it. Give that letter to a ASC staff member.

Please refer to our website at: www.theafterschoolclub Eugene.com to review the enrollment form information.

The After School Club LLC or The ASC

Irving Preschool

Parent or Guardian Authorization

My child may be given non-prescribed medication as indicated on the original container. This may include sunscreen, child pain reliever, Benadryl and antibacterial first aid cream. If your child has had allergic reactions to any of the above items, this must be noted in the ALLERGY ALERT section of this form. The child's parent or guardian will be contacted prior to administering non-prescription pain relievers and/or Benadryl. EACH Prescription medication MUST have a separate detailed permission slip filled out and signed.

In case of emergency, The After School Club has my permission to call 911 and allow them to transport my child to the nearest hospital to be treated by an on-call physician. The parent or guardian will be notified as soon as possible.

Parent or Guardian signature _____ **date** _____

Parent or Guardian Authorization:

- I have read and understand the policies, procedures and billing for The After School Club.
- I hereby give my consent for my child to participate in this program.
- I have reviewed the behavior agreement and will go over it with my child before their first day in the program.
- I understand the expectations of The After School Club.
- I am aware that The After School Club is an independent contractor for the 4j & Bethel School Districts.

Parent or Guardian signature _____ **date** _____

Signature of ASC Staff _____ Date _____

Preschool Required Items

The following items are to be supplied by the parents:

1. SMALL blanket to keep at school
2. Extra set of clothing inside a Ziploc bag clearly labeled with child's name
3. Boxed lunch that does not require heating or refrigeration.
Lunches must follow the USDA Guidelines
4. All diapering needs must be provided by parent.
5. 1 package of unscented baby wipes
6. 1 Box of tissue
7. 1 liquid hand washing soap container or refill bottle
8. 1 box of markers

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Healthy Eating ^{for} preschoolers Daily Food Plan



Use this Plan as a general guide.

● These food plans are based on average needs. Do not be concerned if your child does not eat the exact amounts suggested. Your child may need more or less than average. For example, food needs increase during growth spurts.

● Children's appetites vary from day to day. Some days they may eat less than these amounts; other days they may want more. Offer these amounts and let your child decide how much to eat.

Food group	2 year olds	3 year olds	4 and 5 year olds	What counts as:
Fruits 	1 cup	1 - 1½ cups	1 - 1½ cups	½ cup of fruit? ½ cup mashed, sliced, or chopped fruit ½ cup 100% fruit juice ½ medium banana 4-5 large strawberries
Vegetables 	1 cup	1½ cups	1½ - 2 cups	½ cup of veggies? ½ cup mashed, sliced, or chopped vegetables 1 cup raw leafy greens ½ cup vegetable juice 1 small ear of corn
Grains Make half your grains whole 	3 ounces	4 - 5 ounces	4 - 5 ounces	1 ounce of grains? 1 slice bread 1 cup ready-to-eat cereal flakes ½ cup cooked rice or pasta 1 tortilla (6" across)
Protein Foods 	2 ounces	3 - 4 ounces	3 - 5 ounces	1 ounce of protein foods? 1 ounce cooked meat, poultry, or seafood 1 egg 1 Tablespoon peanut butter ¼ cup cooked beans or peas (kidney, pinto, lentils)
Dairy Choose low-fat or fat-free 	2 cups	2 cups	2½ cups	½ cup of dairy? ½ cup milk 4 ounces yogurt ¾ ounce cheese 1 string cheese

Some foods are easy for your child to choke on while eating. Skip hard, small, whole foods, such as popcorn, nuts, seeds, and hard candy. Cut up foods such as hot dogs, grapes, and raw carrots into pieces smaller than the size of your child's throat—about the size of a nickel.

There are many ways to divide the Daily Food Plan into meals and snacks. View the "Meal and Snack Patterns and Ideas" to see how these amounts might look on your preschooler's plate at www.choosemyplate.gov/preschoolers.html



Parents Keep pages 17&18

Revised 8/2018