



## WCS Aftercare Program

Welcome to WCS Aftercare! We are excited about offering an Aftercare program to help serve the needs of students and parents.

Please read the following guidelines, sign, and return the registration form to the Elementary Office before the first day that your child attends WCS Aftercare.

### Program Information

**Staff and Contact Information:** WCS Aftercare is staffed by a team of competent, creative adults and responsible high school students. There are three classes offered: Pre-K, K-2, 3-5. Each class is staffed with a group leader and an assistant.

If you need to contact a K-5 leader DURING the program hours of 2:45-5:45 pm, please call 508-282-2052. If you need to contact the preschool leader please call 774-248-4295. If you need to contact a leader BEFORE or AFTER the program hours, please call 508-372-3280 (WCS) or 774-272-5840 (cell).

Sarah Bowler, Program Director [sbowler@whitinsvillechristian.org](mailto:sbowler@whitinsvillechristian.org)  
508-372-3280 (WCS); 774-272-5840 (cell)

Sarah Nydam, Pre-K Group Leader [snydam@whitinsvillechristian.org](mailto:snydam@whitinsvillechristian.org)  
Elaine Dias, K-2 Group Leader [edias@whitinsvillechristian.org](mailto:edias@whitinsvillechristian.org)  
Kathleen Warren, Grades 3-5 Group Leader [kwarren@whitinsvillechristian.org](mailto:kwarren@whitinsvillechristian.org)

**Grade Level:** Students in grades Pre-K-5 are welcome to attend WCS Aftercare.

**Location:** Preschool Classroom (Room 114) and Elementary Library

**Hours:** WCS Aftercare is available from 2:45-5:45 pm. Students are dismissed to the Aftercare room at the conclusion of the regular school day. Program hours are subject to change based on attendance.

**Aftercare is NOT available on half-days of school.**

### **Schedule:**

	Pre-K	K-2	3-5
2:30-3:30	Snack/Indoor Playtime	Snack/Outdoor Play	Snack/Homework/ Reading (until 3:15)
3:30-4:30	Outdoor Play	Indoor Play	Outdoor Play
4:30-5:45	Indoor Activities	Indoor Activities	Indoor Activities

**Homework/Reading Time:** Quiet time will be provided for Grade 3-5 students to work on and complete homework. However, this time should not be considered a tutoring service. Staff will help students with their homework as time permits, but are not responsible for the completion of the work. If students are finished with their homework, they will be expected to read quietly during the remainder of the time slot. This time may also include read-aloud chapter books.

**Students participating in extracurricular activities (sports, tutoring, music lessons, etc):** Students will be permitted to sign out to go to an activity 15 minutes before it begins (with written parental permission). If coming to the program late from an extracurricular activity, students must be signed in upon arrival. Please note that written permission by the parent is required in order for a child to sign

him/herself in/out. Please include dates and times that your child will be leaving and/or returning to the program.

**Safety:** It is our goal to keep your child safe while participating in our program. The Aftercare Program follows the guidelines/rules outlined in the WCS Parent/Student Guidebook. It is very important that any medical conditions pertaining to your child be identified on the registration form. The leaders of the Aftercare Program are trained twice yearly on the proper way to administer an epipen for students who have a doctor's order on file in the nursing clinic. Students who require an inhaler will be given supervised access to the clinic to self-administer the inhaler as long as there is a doctor's order on file.

**Pick-up:** Please pick up your child using the doors at the rear of the main building. If you are unable to enter through the back (due to the locked door), please call the WCS Aftercare phone line: 508-282-2052 **if your child is in K-5. If your child is in preschool**, please ring the doorbell. A parent, or person designated by the parent, may pick up their child anytime between 2:45-5:45 pm. Persons other than the parents of the child will be required to show a photo ID upon picking up the child.

**Snacks:** Students should always bring their own snack to Aftercare. On special occasions, a snack may be provided by the Aftercare leaders. On these occasions, the snack will adhere to the WCS food policy.

**Technology:** Per WCS school policy, no cell phones, personal game players, etc are to be used by students attending Aftercare. Reading tablets are permitted for reading only.

**Behavior:** School guidelines for behavior and consequences apply during Aftercare hours. It is expected that all students will follow and adhere to the same rules that are required of them during the school day. If there is a behavior infraction that warrants the parents to be notified, the following steps will take place:

First offense: The student will be notified that he/she has exhibited behavior that warrants a home communication form to be completed. When the child is picked up from Aftercare, the parent will receive a copy of the communication form and a copy will be placed in the child's Aftercare records.

Second offense: Parents must meet with Aftercare staff to discuss the child's behavior and formulate a plan to assist the child with their behavior challenges.

Third offense: Aftercare privileges for the student will be suspended for 5 school days.

Please speak with your child(ren) about behavior expectations during the Aftercare Program. We appreciate your full support in making the Aftercare Program a safe, engaging, and pleasant environment for all students.

**Bus students:** Students taking the bus will also participate in the Aftercare Program. The fee is \$3.00 per day with no registration fee. Students will participate in all group activities until the bus arrives at school to pick them up. Please fill out the registration form (omitting the payment) and indicate that your child will be riding the bus home from school.

### **Fees and Billing**

**Registration Fee:** A \$10 per family annual registration fee, due on or before first day of attendance, is required to be eligible for reduced hourly rate.

**Registered Student Fee:** \$7 per hour - Registration Fee required

**Drop-In Student Fee:** \$9 per hour - no Registration Fee required

**Late Fee:** After 5:45, \$6 per child per each 15 minutes late will be added to your bill.

Billing is based per half hour of attendance in the program and will be added to your monthly tuition payment.