

Lexington Elementary After-School Program

L.E.A.P.

2017-2018 Handbook

Staff

Eleanor Hess, Program Coordinator
Paul Deters, Principal

Students Eligible

Students enrolled in grades Kindergarten through Fifth Grade for the 2017-2018 school year are eligible.

Hours of Operation

-3:15PM-5:30PM

-L.E.A.P. will be held after school on days when students are in attendance for *full days*. The program will not run on partial or full teacher in-service or school improvement days, or on days when school is not in session, including all holidays, Christmas Break, and Spring Break. In addition, the program will not run on days when students are dismissed at 2:15. A calendar will be provided to the parents at the start of the school year.

Curriculum

L.E.A.P. will include a snack, free play, arts and crafts, and an opportunity to work on homework.

Attendance Policies

-Once enrolled, your child is expected to be in regular attendance for the schedule agreed to in the online parent enrollment form.

-Daily charges will be applied for every day a child is scheduled to be in attendance, whether he/she is there or not, according to the enrollment form, regardless of schedule changes or illness.

-All children must be signed out daily by a parent or authorized representative (as designated on the online enrollment form) when departing from the school. *No child will be released to anyone other than a person listed on the online enrollment form.*

Discipline and Behavior Management for After School Care Program

-Enrollment in L.E.A.P. is a privilege, not a right. Children are expected to follow rules and guidelines set forth by program instructors. When necessary, inappropriate behaviors will be documented and a parent will be notified. We will make every attempt to resolve behavior issues. In the event that the behavior issues can not be resolved, we reserve the right to dismiss a child from the program for unsatisfactory behavior.

-For additional information refer to the Lexington Elementary Student Handbook.

Fee Structure

-The fee for this program will be \$10 per child per day.

-After-School Programming can be reserved for 1-5 days per week, but must be consistent days throughout the school year. Limited schedule changes may be requested on a limited basis. We will make every effort to accommodate changes with one week advance notice and depending on program space availability. A Schedule Request Form can be found on the Lexington School District Website under *Grade School, After School*. Schedule changes without a one week notice may not be granted due to scheduling and staffing.

-Bills will be issued on the 1st business day of each month and the payment will be due no later than the 15th of each month. A late payment fee of \$25 will be assessed for any payment not received by the last school day of each month. Payments may be made with cash or check, payable to Lexington CUSD #7. (Drop off at Lexington CUSD#7 District Office or mail to Lexington CUSD #7 202 E. Greenwich St., Lexington, IL 61753)

-Returned checks will be assessed a \$25 service charge.

-We reserve the right to discontinue services due to late payments or returned checks.

➤ ***Late pick up fee: \$10 for every 5 minute increment of time after closing.**

Sick Policy

-If a child is ill and cannot attend (per doctor's written orders) for more than one consecutive week, the following payment policy will apply:

- **Week One: 100% of the fee needs to be paid**
- **Week Two and after: 50% of the fee.**

-In order to be eligible to take advantage of the reduced rates, the illness must be for two consecutive weeks and the parent must provide a physician's note stating the child's condition and at what date the child will be able to return. If a parent chooses to keep their child out for an extended period beyond the Dr.'s recommendation, full price will be charged for that period of time.

-Reimbursement will not be made for missed days that occur due to sickness lasting less than two weeks.

-All sick policies and procedures stated in Lexington Elementary Student Handbook also apply to L.E.A.P. This includes our procedures for fevers, flu, pink eye, strep throat and head lice.

Inclement Weather/Emergency Dismissal Procedures

-L.E.A.P. will be subject to announcements made through the district emergency notification procedures regarding closing or early dismissals due to inclement weather. On days when school is cancelled or dismissed early, the After School Program will not run and parents will be granted a \$10 credit toward the following month's tuition.

-Parents will need to communicate with the school regarding alternate arrangements the child should follow in cases where school is dismissed early due to inclement weather or an emergency, on a day when the child would normally have attended L.E.A.P.

Pick Up Procedures

-An adult designated on the online enrollment form must walk into the library and sign the child out each day. Parents will need to enter the main doors by the elementary office, east side of the building.

-In order to keep the lane in front of Lexington Elementary free for emergency vehicles, please park in the parking lot when picking up your child, rather than parking in the drop off lane in front of the building.

Enrollment Procedures

-An enrollment form must be completed by all potential participants in the program. An online enrollment form can be found under the "After School" menu item on the Lexington Grade School website. A confirmation of enrollment will be emailed to you.

-*A \$25 non-refundable deposit is required to save a spot for your child(ren). This will *not* be counted towards your monthly fees. The \$25 deposit will be due at the time of enrollment in L.E.A.P. If your student is not enrolled due to the program being full, your \$25 deposit *will be refunded*.

Communication

-Please do not hesitate to ask questions or seek more information about our program. Feel free to contact Ms. Hess at (309)365-2741 or by email at ehess@lexington.k12.il.us.