



CRESTHAVEN
ACADEMY
CHARTER SCHOOL

AFTER SCHOOL HANDBOOK
2024-2025

After School Program Policy and Procedures

CODE OF CONDUCT FOR STAFF, PARENTS, AND VISITORS: Cresthaven Academy After School Program subscribes to all code of conduct policies for staff, parents, and visitors as set forth in the Cresthaven Academy Charter School Scholar/Family handbook. Please refer to your Cresthaven Academy student handbook for specific policy details.

DISCIPLINE POLICY: The Cresthaven Academy After School Program adheres to all disciplinary policies outlined in the Cresthaven Academy Charter School Scholar/Family Handbook and reserves the right to suspend a child from the program if these guidelines are not followed. Please refer to the handbook for specific policy details.

Participation Guidelines

Participation in the after-school program is a privilege. The after-school program is optional and participation is voluntary. Continued participation in the after-school program is contingent on the student's attention to school behavioral guidelines. All students/families must understand and agree to follow CACS Student Rights and Responsibilities, local school discipline and safety rules, and all safety and discipline rules regarding bus transportation while participating in the after-school program.

While some structure is necessary for order and control, activities will be offered in a comparatively informal setting where students are given the opportunity to choose from a variety of activities. All activities are conducted within group settings. Students must be capable of acting responsibly and safely in a less restrictive atmosphere where the student-adult ratio varies, depending on the program activity, and may be as large as 20 to 1. A minimum number of participants are required for all program activities.

In keeping with the goals and objectives of the after-school program, the following guidelines govern student participation in the after-school program:

- The student must demonstrate both the ability and willingness to fully participate in group activities..
- The student must be able to conduct themselves safely and appropriately in a group setting.
- The student is able to manage personal and hygiene needs.
- The student must be able to understand and follow program rules.
- The student must be able/willing to follow directions.

- The student must have the ability to successfully transition from one activity to another and in and out of the program at the start and conclusion of each activity or day.
- The student is able to interact with peers and community in a socially appropriate manner.
- The student is not a danger to themselves or to others.
- The student does not disrupt normal activities making it unreasonably difficult for other scholars to enjoy the after-school program.
- The student does not engage in repetitive, aggressive, harmful, or disruptive behavior.

After-school program staff have the discretion to handle behavior problems as the particular situation arises. In all cases, maintaining the safety and security of all the students in the after-school program is most important. Student participation in the after-school program may be denied and parents/guardians may be asked to pick up their child if the guidelines, including chronic late pick-up, are not followed.

What the after-school program is not...

- The after-school program is not part of a student's free appropriate public education.
- The after-school program is not mandated and student participation is not required.
- The after-school program does not provide custodial care.
- The after-school program activities are not required to be provided in a traditional classroom setting.
- The after-school program is not required to be provided every school day or each school day.

PICK UP PROCEDURE:

Parent Pick-Up

Students who are picked up from the after-school program must be signed out by a parent/guardian or someone designated by the parent/guardian (at least 16 years of age) and permission must have been received in writing. Students must be picked up promptly at the end of the after-school program. If a student has not been picked up by the end of the program, after-school staff will try to contact the parent/guardian and/or those individuals designated as emergency contacts. If the parent/guardian and/or

those individuals designated as emergency contacts cannot be reached and the student has not been picked up by 30 minutes after the end of the after-school program, Plainfield Police and Child Protective Services will be contacted for assistance. **Three (3) late pick-ups will be cause for incurring late fees. Failure to pay late fees will result in removal from the afterschool program.**

LATE PICK UP FEES:

1-10 Minutes Late:	11-20 Minutes Late:	21-30 Minutes Late:	30+ Minutes Late:
\$10	\$20	\$30	\$50+ & authorities contacted

After school programming will **not** operate on school holidays or snow days unless otherwise noted on the school calendar. After school programming will **not** operate during Parent Teacher Conferences, on Half Days, or on Early Dismissal Days, unless otherwise noted on the school calendar.

FEES, CANCELTION AND REFUNDS:

A late fee of \$25 will be applied to accounts for any payments not received by the first of each month. Timely payments are essential to avoid incurring additional charges.

We understand plans change. We will gladly issue a full refund for any cancellation requests received more than 14 days before the billed invoice. **No refunds on cancellation notices received less than 14 days before the invoice is billed.**

Safety

Cresthaven Academy does not provide any type of accident, health, or other medical insurance for its students, including those who participate in the after-school program. If any injuries do occur to a student in the after-school program, school personnel will respond in the same manner that occurs during regular school hours. The after-school program operates with reduced staff levels compared to regular school day activities. Public health nurses, clinic room aides, public health attendants, and public health training assistants are not available. At least one after-school staff member is certified in cardiopulmonary resuscitation (CPR) or has received training, within the last two years, in emergency first aid and CPR.

Technology Use

Students will be expected to follow CACS guidelines and staff expectations with technology use within the school setting. Staff members may use their own professional discretion when they may deem it necessary for students to utilize technology in their club for specific activities. The After-School Program will follow the Cresthaven academy discipline procedures when inappropriate technology use occurs.