

PROGRAM OUTLINE 2018-2019

Honesdale Communities That Care is a non-profit organization. This group is comprised of members of the community who have come together in an effort to enrich the lives of children and families in this community.

REGISTRATION INFORMATION

The CTC After School Program will begin on Monday, September 10, 2018 and operate five days a week, Monday through Friday while school is in session. In registering your child for the CTC After School Program, we ask that you decide which days your child will be attending. At this time, you may register your child for all five days or any combination, thereof. However, whatever schedule you choose for your child must remain consistent.

PROGRAM FEE

The cost for the program is \$5.00 per day starting our first day September 10, 2018. Forms must be submitted 1 full school day prior to your child(s) requested start date. If you would like to be considered for a scholarship, please fill out the required scholarship form. We also suggest that you volunteer during the school year, talk to us and we can suggest ways that you can help us provide quality care for your child.

PROGRAM VOLUNTEERS

All volunteers in the Program are required to have the same background check school staff and volunteers are required to have. In addition, they have undergone a volunteer orientation program specific to the Honesdale Communities That Care After School Enrichment Program.

SCHOOL POLICY

All school policies regarding rules of school behavior, **to include the use of cell phones & electronics devices**, days open, responsibility for injuries and parent responsibilities will remain the same for the operation of this program. In the event a conflict arises between the school rules and the CTC Program rules, the school rules supersede. Please refer to your Parent-Student Handbook.

PROGRAM SCHEDULE

The Honesdale Communities That Care After School Enrichment Program will operate on the school calendar. When children are dismissed early from school due to half days, weather conditions or any other emergency condition, the Program will be closed. In essence, CTC After School Enrichment Program will operate ONLY when school is in session.

PROGRAM DISMISSAL

The procedure for picking up your child is the same procedure used by Lakeside School for picking up your child from a school activity. CTC will be in the cafeteria at program dismissal time. It is important that you designate on the registration form all persons, including yourself, who are authorized to pick up your child. Your child will only be released to the person you authorize, after he/she signs the child out.

The staff requests that you arrive on time to pick up your child. No later than 5:30 PM. If an emergency occurs and you may be late, please contact Richard Palazzo at 851-8098 so other arrangements can be made. In the event a parent does not arrive on time, and does not call, CTC staff will assume that some emergency has occurred and we will contact the emergency name you designate to pick up your child. If it is necessary for a person not listed to pick up your child, he/she will be required to produce a note from the parent including a phone number where the parent can be reached for verification.

NOTICE OF NON-ATTENDANCE

If your child is absent from school it is obvious he/she will not be attending the After School Enrichment Program. However, if your child is in school, but will not be attending the CTC After School Program as scheduled, please notify the School with a note. If your child is scheduled for CTC and does not have a note indicating a change in plans, the school personnel will send the child to CTC. If a child attends school and fails to attend the program without prior notification, CTC will notify parents and/or the emergency contact person.

Honesdale Communities That Care reserves the right to dismiss any child from the Program who becomes disruptive and does not correct his/her behavior when counseled to do so. Please review discipline policy on registration form.

Please sign below indicating that you have read, understand and accept the conditions of the Honesdale Communities That Care After School Enrichment Program. If you have any questions, or need clarification, please contact Richard Palazzo @851-8098 or Debi McDonald @470-0359, or visit our website, www.honesdalectc.com.

Signature_____

Date_____