

Providence Creek Academy Charter School

After Care Policy and Procedure Manual

Staff Contact List

Joan Messick, Aftercare Coordinator **Courtney Dowell**, Aftercare Lead Coordinator

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Job Description

Title: After Care Lead Coordinator

Reports to: Aftercare Coordinator

Schedule: Monday – Friday; 3:00 p.m. – 6:00 p.m.

Duties & Responsibilities:

- Greet and sign in students as they come in from their classrooms.
- Ensuring the safety and well-being of the students.
- Supervising the After Care Aides.
- Works with After Care Coordinator to ensure correct student participation hours are turned in for billing.
- Distribute bills to parents and/or teachers to be sent home in a timely manner.
- Preparing snacks for distribution.
- Upholding a cleanly and organized environment at the start and close of each day.
- Planning and facilitating daily activities.
- Supervising and assisting with homework.
- Submitting supply request forms to the Aftercare Coordinator.
- Lock deposits in the designated office on a daily basis.
- Communicating effectively with students, parents, and faculty.

Requirements:

Must be at least 18 years of age.

Must have a High School Diploma/GED.

Must have a clear background.

Must have a positive attitude.

Job Description

Title: After Care Coordinator

Reports to: Head of School

Schedule: As needed.

Duties & Responsibilities:

- * Receive, review and organize aftercare registration forms.
- * Receive and/or collect registration fees, prepare for deposit and contact parent/guardians for those students that have registered without submitting registration fees.
- * Accounts receivable duties – contacting parents to collect money telephonically as need and in writing when required. Provide reports to the Finance Department and Head of School on accounts that are past due to discuss a plan to either collect funds or dismiss the child from the aftercare program.
- * Review all forms to identify students with medical diagnosis, communicate with the nurse to create a care plan for those students and identify what medical supplies are necessary to have available during after school hours.
- * Create a binder for the aftercare staff that contains all pertinent information and forms; Replenish and update as needed weekly/monthly.
- * Receive payments and prepare forms for deposits daily/weekly and submit to finance department.
- * Meet with Finance Manager bi-weekly to review the receipt book and deposits for checks and balances purposes.
- * Create/Manage time sheets for students and calculate hours to prepare statements.
- * Creates statements for parents based on log in sheets provided by After Care Lead Coordinator for distribution.
- * Participate in the interview process for hiring aftercare staff with H/R.

* Order food and supplies for students in aftercare, submits supply request for approval.

* Ensuring the safety and well-being of the students by training all aides. Before the start of school and on an as needed basis to include, but not limited to: Reviewing the Aftercare Policy Manual, Review PCA Code of Conduct expectations, meeting with staff to keep them updated on changes and be the liaison between the school nurse and administration to provide knowledge to help them be competent in their roles as caretakers of our children.

* Communicating effectively with students, parents, and faculty.

* Receive all parent concerns, complaints, suggestions and handle them to ensure a positive outcome and follow-up with an e-mail to share resolution.

* Ensure the aftercare program has appropriate coverage on a daily basis by working with the aftercare lead and maintaining a strong substitute list.

Requirements:

Must be at least 18 years of age.

Must have a High School Diploma/GED.

Must have a clear background check.

Must have a positive attitude.

Job Description

Title: After Care Aides

Reports to: After Care Lead Coordinator

Schedule:

- **Shift One:** Monday – Friday; 3:30 p.m. – 6:00 p.m.
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Duties & Responsibilities:

- Welcome and Greet students as they come in from their classrooms.
 - Ensuring the safety and well-being of the students.
 - Distributing snacks and ensuring students with allergies are receiving accommodations.
 - Maintaining a clean and friendly environment for students.
 - Providing assistance to students with homework.
 - Communicating effectively with students, parents, and faculty.
 - Report and document incidents in which a student has had an injury to the appropriate staff and the parents.
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Requirements:

Must be at least 16 years of age.

Must have a clear background.

Must have a positive attitude.

After Care Policies

Absences:

- If an After Care employee needs to take a day off, that employee must notify the Lead Coordinator at least a week before the date of leave. The Lead Coordinator will then find a substitute to take the place of that employee.
- If an After Care employee needs to call out, that employee must notify the Lead Coordinator four hours before their scheduled time. Employees may not have a family member or friend call out for them. The After Care employee is the **only** person who is able to call out.
- After Care employees are not to schedule days off on days that Lead Coordinator has monthly staff meetings (with an exception of emergencies).

Professional Expectations:

- After Care employees are to present themselves in a friendly and welcoming manner.
- Employees are to communicate effectively with students, parents and other staff members.
- Employees are to contact the Lead Coordinator with any issues or concerns that may arise. Lead Coordinator will then handle the situation effectively with the assistance of administrators if needed.
- Aides are expected to interact with students during play.
- The use of cell phones is prohibited during After Care hours, unless approved by Lead Coordinator for emergency purposes only.
- Employees are expected to follow all policies and dress code.
- Employees should refrain from conversing about topics that might not be appropriate for students and/or parents and maintain confidentiality regarding student and staff information.

Policy on Compensation

- After Care employees will work on all school calendar days. Compensation will be consistent with the pay scale for paraprofessionals.

After Care Schedule

3:30 – 3:40 **Sign in students**

3:40 – 4:00 **Snack Time**

4:00 – 4:30 **Homework**

4:00 – 5:00 **Structured Free Play (Outside or Inside Play)**

5:00 – 6:00 **Structured Free Play (Inside Only)**

***Outside play time is contingent upon weather conditions and time of sunset. ***

Homework Policies:

- This schedule allows for a half hour time frame in which students are able to have a structured time to concentrate on homework. After Care staff is responsible for assisting students with homework during the homework time frame. After Care staff is not responsible for checking Thursday folders, signing agenda books and/or communicating with teachers or monitoring student progress.

Structured Free Play:

- This schedule also allows to a time for students to have structured, free play time during their time in after care. During this time, students are allowed access to centered style activities and games. They also have access to the reading corner, as well as arts and craft materials.

Miscellaneous:

- On occasion, After Care provides students with a Wii to play educational/fitness games to provide a more educational/healthy environment for our students. The Wii will be used during the Free Play time provided for students. This will be used as an incentive for students to model good behavior in After Care.

Schedule (More Detailed)

3:30 – 3:40 Sign in students

- During this time, the Lead Coordinator signs students in according to time of arrival. The Lead Coordinator will also be communicating via radio with other faculty members, ensuring students are going where they belong. An aide will be assisting students with turning in their homework folders and showing them where to hang their belongings.

3:40 – 4:00 Snack Time

- An aide will first distribute snacks to students who have an allergy to the snack that After Care has provided that day. After that, the aide will then distribute snacks to the rest of the students by grade level (Kindergarten, First, etc.).

4:00 – 4:30 Homework

- Lead Coordinator and one Aide will call students that have homework, to line up at the door. These students will go to another room to complete their homework.

4:00 – 5:00 Structured Free Play (Outside or Inside Play)

- One aide will assist students inside for free play and another aide will assist students outside for free play. Both aides will ensure students safety and provide activities for children to play.

5:00 – 6:00 Structured Free Play (Inside Only)

- Depending on weather conditions, at this time all students will come inside to continue free play. Lead Coordinator as well as aides will be providing a safe and fun environment for students to play.

Pick Up Policy & Procedure

All students need to be picked up by 6:00 p.m. Students **must** be signed out. Students are not to be walked to their parent's car by a staff member.

If a student is not picked up by 6:30 p.m.:

- Lead Coordinator then contacts parents.
- Lead Coordinator then contacts Clayton Police Department for student pick up.
- Lead Coordinator notifies the Head of School.

After Care employees are not to stay by themselves after hours. Lead Coordinator is to keep one extra person with them at all times.

Billing:

Parents are charged by the time their child is signed in until the time their child is signed out. If students are not picked up by 6:00 p.m., then a late fee will be charged to that families' bill. Bills are to be printed and sent home biweekly of every month.

Billing charges are as followed:

Statements will be processed on a bi-weekly/monthly basis. Payments should be made every thirty days.

Dress Code

The educational environment provided by After Care of Providence Creek Academy, should reflect a casual setting, type of apparel worn by staff should reflect that fact. Staff is expected to set a good example for their students and should not allow them to become careless in their grooming and attire. A Casual dress policy will be as followed.

After Care staff should follow the dress code that is identified and approved by the Board of Directors for “Professional Development Days”. Providence Creek Academy will provide after care staff with school t-shirts that identify their role in child care that may be worn as a t-shirt style shirt. In addition, staff may only wear jeans, khakis or black slacks with the school provided shirts.

Clothing that is obviously inappropriate for school activities must not be worn and the decision of the Supervisor or Head of School/Designee will determine the appropriateness of dress appearance.

- Leggings
 - Anything that is “skin tight” may be too revealing for students, parents and other staff. Leggings are permitted as long as the shirt covers both the front and back.
- Leisure, recreational and any athletic type of clothing
 - Yoga Pants
 - Sweat Pants
 - Warm-up suits
 - Shorts
 - Tank tops

Approved by the Board of Directors August 23, 2016

Acknowledgment of Aftercare Policies

I, _____, have read and understand the Aftercare Policy Manuel provided. By signing this document, I agree to and understand the policies and procedures noted in the policy.

Employee Signature	Date
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Supervisor Signature	Date
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