

**LaMotte Elementary School
After School Program 2013-2014
3:15-5:15 p.m.
PARENT HANDBOOK**



**LaMotte School
841 Bear Canyon Rd
Bozeman MT 59715**

WHERE EDUCATION AND THE ENVIRONMENT MEET


In Partner with United Way kidsLINK Initiative

Introduction

Welcome to LaMotte Elementary School's After School Program (ASP). This program provides a safe, supervised setting for your child and a wide range of supervised, creative, recreational, and educational activities that assist in the social emotional, creative and physical development of children. The program is grant funded and supported through fees paid by participant families. It is governed and regulated by the LaMotte Elementary School District. Please read and become familiar with the procedures outlined in this handbook and keep it for your reference.

Our Vision

To provide safe havens for children and promote their positive development.



*“To provide safe havens
for children and promote
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development.”*

Our Goals

- Reduce the number of children home alone in after school time
- Increase the number of children connected with caring adults in a safe environment
- Increase access to activities that provide support for academics, emotional and social success
- Increase opportunities to teach children skills for making healthy choices
- Increase children's skills with structured activities for diverse interest and needs
- Increase family support
- Increase the recognition that schools are the center of the community

Program Descriptions

Our program at LaMotte Elementary School provides after school opportunities for students from 3:15 – 5:15 p.m. A healthy snack and outside activity are provided as part of the program.

Staff

The ASP staff has been carefully screened by the LaMotte School District and a fingerprint background investigation has been conducted on all employees.

Registration

The ASP Registration Form must be completed for all students that attend. Forms are available at www.lamotteschool.com. The data on the form will be treated confidentially and is only reported to United Way.

Ages Accepted

Program is open to grades K-8.

Payments

The fee for attending the After School Program is \$3.00 daily or \$50/month maximum. December and June will be billed on a daily attendance basis. Families will be charged the full daily rate for each day of attendance in the program, regardless of time of pick-up. Invoices will be sent to parents and payment is due upon receipt of invoice. For those families choosing to pay a monthly fee, we request a payment at the beginning of the month. *Very limited scholarship funds* are available for families due to financial need; please contact the Principal for more information.

Late Pick-up Policy

We understand there are situations that may cause you to be delayed. We ask that you be conscientious about being on time. If you know you will be delayed contact the staff at LaMotte School at 586-2838. If possible, please arrange for an authorized person to pick up your child prior to closing time. Children who are not picked up by 5:15 pm by you or a person authorized by you will be properly supervised until they are picked up. At 5:30 the staff will attempt to contact the parent at home or at work. If the staff is unable to speak with the parent by phone, they will contact the authorized person listed on the registration form. **Late pick-ups will be charged \$1.00 per minute late fee for each minute after 5:15. The late fee will appear on your invoice. Three late pick ups jeopardize your child's continued participation in the program.**

Sign Out Policy

Parents must sign out their children daily along with the time of pick-up. Children may leave the program only with the persons specified on the registration form.

Illness or Injury

In case of Illness or Injury, school procedures will be followed.

Emergency Procedures

In case of emergency, school procedures will be followed.

Child Abuse Reporting and Confidentiality

The ASP staff will follow policies and procedures of the school district, in compliance with the law to report known or suspected instances of child abuse to the Child Protective Services Agency. Information shared with the ASP staff by a child or a parent remains confidential and will be disclosed only for purposes legally permissible or directly related to the administration of ASP. Information for any other reason is released only with written permission from the parents.

Behavior Management Procedures

The goal of the ASP staff is to provide a safe, fun and educational environment for all participants. We expect all children to show respect for one another and the adults. Our focus is on using positive reinforcement to help shape the behaviors we are looking for in the program.

After School Program Director

LeeAnn Burke, Principal, Coordinator

586-2838