

PLAY. LEARN. GROW.
FOX CHASE AFTER SCHOOL PROGRAM
FOX CHASE RECREATION CENTER
7901 RIDGEWAY STREET
PHILADELPHIA, PA 19111
Phone 215-685-0575
Fax 215-685-0552
foxchaserec@comcast.net

Fall 2011

Dear Parents,

Welcome and thank you for choosing the Philadelphia Department of Recreation After School Program at Fox Chase for your children. The After School Program at Fox Chase strives to provide a safe and fun atmosphere so your child can enjoy his/her out-of-school hours. The After School Program functions to provide all participants with well-rounded programs that allow them to PLAY, LEARN and GROW! Attached is a copy of the Fox Chase After-School Program policies and regulations. After reading through the policies, we require that you sign a copy of the rules/regulations form and return it to the center. We appreciate your cooperation and look forward to working with you during the coming school year. Feel free to call or email us if you have any comments, questions and/or concerns. We look forward to having an exciting, FUN-filled year!

Sincerely,

Art Comas
Facility Supervisor

Kathleen Goodwin
Coordinator, After School Program

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PROGRAM POLICIES

The After School Program at Fox Chase primary goal is to provide a supervised, supportive and safe environment with structured activity during after school hours where children can learn and grow. Children are given the opportunity to work on their homework, participate in visual arts, sports, computer games, and other activities in a structured environment.

CONDUCT

The program is designed to provide a safe and productive environment for the children. All children and staff, in order to make this program successful, must follow a code of conduct. The staff will clarify all rules, and the children are expected to adhere to them. If a child continually disobeys the rules of the program, we will have to remove him/her from the program. Please refer to the code of conduct & discipline information which follows.

FEES

The fee is due the first **Wednesday** of every month. Checks and Money Orders should be made payable to the "Fox Chase Advisory Council."

One child: \$125.00.

Two children: \$225.00.

Three or more children: \$315.00.

HOMEWORK

We ask that you and your child discuss whether or not he/she should work on homework during our program. Although doing homework during the program is not mandatory, Ms. Bonnie Gunn will assist the children with homework between 4:00 PM and 6:00 PM Monday thru Thursday. Children will meet with Ms. Gunn as a group at their assigned time each day. It is recommended that parents check homework completed during After School hours.

MEDICATIONS

Staff are not permitted to administer or secure any medications for the after school students. However, if prescribed, asthma inhalant medication may be self-administered during the After School period with written authorization by appropriate medical personnel.

REGISTRATION

Registration for the After School Program 2011-2012 school year will be held on Wednesday, April 25, 2011. Due to the limited space, registration will be open on a first come, first serve basis. At the time of registration a \$10.00 fee is required to save your seat.

Children must be registered for kindergarten to be accepted into the program. Program is not accepting Pre-K students.

All new interested persons should check for availability before completing the registration form. New registrations will be held on Thursday, May 3rd from 12:30 til 6:00 pm. Registration fee is \$25.00. Registrations of new students are on a first come first serve basis.

PERSONAL PROPERTY

Children's names should be on all personal property. Children's personal property, coats, clothing, school bags, etc. must be taken home at the end of each session of the program. Any personal property that remains will be put in a "LOST & FOUND" area. Although the Program attempts to help the children stay organized, the After School Program cannot be responsible for lost personal items.

SCHEDULE

The staff will escort the children who attend St. Cecilia School and Fox Chase School to the Fox Chase Recreation Center. Children who attend other schools must find alternate transportation to the recreation center. The children who are escorted to the recreation center are expected to be waiting at the designated pick-up areas as soon as school is dismissed. If your child will not be attending our program that day, you must notify the after school staff by calling the office before 2:30 P.M. (215.685.0575). Please inform your child's school teacher that he or she is attending the Fox Chase After School Program and must report to the designated area within 10 minutes of school dismissal.

- ❖ St. Cecilia's designated pick-up area is located at the church steps.
- ❖ Fox Chase School designated pick-up area is located in the auditorium.

Change of Clothes - The children participate in various activities from arts and crafts to flag football, which can possibly dirty their clothes. You may want to send an extra shirt or even another set of clothes in order to avoid ruining any clothing. **Early Dismissal** -Days when your child's school has an early dismissal, we will pick up your child at the scheduled dismissal time. Please pack him/her a lunch that day. Children will be given a mid-afternoon snack. See Snow Policy for program emergency weather plan.

Late Pick-up - The hours of operation for this program are from school dismissal until 6:00 P.M. - Monday through Friday. All children must be picked up by 6:00 PM sharp unless special arrangements have been made with the Facility Supervisor or After School Coordinator. **A \$5.00 fee per day will be charged if children are left beyond 6:00PM.**

SECURITY

Your child's safety is very important to us. For this reason, we require everyone to be signed out when leaving the program for the day. Please notify us in writing if anyone other than those listed on the registration form will be picking up your child. We will not permit anyone to leave the program with an unauthorized person.

SNOW POLICY

If your child's school is closed, there will be no After School Program. If there is early dismissal due to inclement weather, we will make every effort to pick up the children. You should contact the After School staff in the office to confirm the emergency pick up. Listen to KYW News Radio (AM 1060) for up to the minute closing announcements.

WRAP AROUND

If your child has a Therapeutic Support Specialist (TSS) or Wrap-Around Worker, a meeting prior to your child's participation in the program must take place. A memorandum of understanding will be drafted, listing issues of compliance.