



WARRIOR WATCH 2021-2022

Before and After School Program Policy

Mrs. Crane, a 4th gr teacher at TRES, is the coordinator of the before and after school program. Mrs. Crane or her staff will provide a safe, educational, and fun atmosphere for your child. The before school program will operate from 6:45-7:45 a.m. The after school program will operate from 3:10-5:15 p.m., Monday through Friday. Please be sure to review the information below and keep it for future reference. **There have been some policy changes this year. Those changes (or important reminders) are in bold print.** Mrs. Crane can be reached by e-mail at cranee@ncp.k12.in.us.

1. My child(ren) is (are) not allowed to come and go freely from the program site.
2. **I must maintain communication with Mrs. Crane about my child(ren) and keep her informed of any changes to my child's regular daily schedule. This includes times when my child rides the bus home, is sick, or is a pick up.**
3. If a medical emergency arises, the before or after school supervisor or staff will first attempt to contact me. If I cannot be reached, I authorize the child's doctor to be contacted. I also give permission to contact individuals listed in case of an emergency if I cannot be reached. If the emergency is such that immediate hospital attention is deemed necessary, the staff may take my child to the hospital or emergency care facility. I will be responsible for all costs incurred.
4. The afternoon program will operate until 5:15 p.m. I understand that it is required that I pick up no later than 5:15 p.m. for the afternoon program. The program will not operate on days when school is dismissed early due to any reason. Please be sure the classroom teachers are informed about what your child(ren) is (are) to do if this situation occurs. The program will also not operate in the event of a morning school delay.
5. **I understand there is a three strikes and you're out policy. Students may receive a strike for being disrespectful to another student or adult or not following school rules. If a student is picked up late, a strike will be issued. If payment is late, a strike will be issued. If a student is removed from the program due to strikes, the student may not reapply in the future. If a strike is issued for any reason, the parent will be notified in writing.**

Note: Keep this form for your reference.

Before School Procedures:

- Students are asked to arrive at school no earlier than 6:45 a.m. The door will not be unlocked until 6:45 a.m. Parents/guardians are not allowed in the building.
- Students will enter the building from the door outside the 3rd/4th gr wing. Door #13. Students will ring the doorbell at door 13 to gain entrance to the school.
- Morning Warrior Watch will take place in Mrs. Crane's room, Room 18.
- Students will be dismissed for breakfast or other school staff supervision at 7:45 a.m.
- **The cost of the morning program is \$3 per day per child to be paid on a weekly basis on Mondays.**
- Parents are asked to carefully monitor weather conditions in the winter. Do not send your child to school for morning Warrior Watch if it appears that school could be delayed or cancelled. Warrior Watch is not available on days school is delayed.

After School Procedures:

- The afternoon program will not be available when students are dismissed early due to bad weather or if school closes early for any other reason.
- Students will be dismissed by their classroom teacher to the Warrior Watch room, Room 18, when the rest of the class leaves for the buses.
- During Warrior Watch time, students may do homework, read, play games, have recess, complete crafts, and occasionally watch a movie. Due to limited staffing, your child(ren)'s homework may not be completely finished during this time.
- All students need to bring a snack from home. **In the event your child does not have an after school snack, an emergency snack will be provided to your child and your account will be charged \$1. Money for emergency snacks will be due the following Monday when weekly payment is made.** Water bottles will be provided to students.
- Students are to be picked up no later than 5:15. Parents are not allowed in the building. You will ring the doorbell outside door 13. We will bring your child out to you. Door 13 is the door outside the 3rd/4th gr wing.
- The cost of the afternoon program is \$4 per day per child. Payment is expected to be paid in cash on a weekly basis on Mondays. You are required to pay on days your child does not attend to hold his/her spot. The only time you will not pay is when school is not in session. Payment must be made in cash, exact amount. Please have your child keep the payment in a secure location in his/her backpack and take it to Monday's Warrior Watch supervisor. You may also choose to pay the supervisor when you pick your child up from Warrior Watch each Monday.

We feel so fortunate to have this program available. We know you and your child will follow these guidelines so the program will be successful for all. If you have any questions, please call the school or contact Mrs. Crane via e-mail: cranee@ncp.k12.in.us.

Note: Keep this form for your reference.

****** Complete this form and give it to the classroom teacher (along with payment in a sealed envelope) on the first day of school.**

**Warrior Watch Before & After School Program
Student Information Sheet**

Please complete the chart below to indicate when your child will be attending the program.

Child's Name	Grade	Before School Only	After School Only	Both Before & After	Mon	Tues	Wed	Th	Fri

Parents' Names (or Guardian) _____

Address _____

Cell Phone Numbers # _____

Emergency Contacts:

Name _____ Telephone # _____

Name _____ Telephone # _____

Doctor _____ Telephone # _____

Besides parents/guardians and emergency contacts, list others authorized to pick up your child/children:

I have read and understand all rules and procedures for the morning and/or afternoon Warrior Watch program and have reviewed the expectations with my child/children.

adult signature

date

****** Complete this form and give it to the classroom teacher (along with payment in a sealed envelope) on the first day of school.**

Personal Liability Waiver

The North Central Parke Community School Corporation and their insurance Carrier require that any individual not associated with an approved group or organization must sign a waiver of liability prior to being allowed to use the school facilities. The waiver will hold harmless the school corporation for any damage or personal injury.

Furthermore, by signing this waiver, you are affirming that you have your own insurance policy protecting you and the school corporation in case of any injury or damage.

Signature of Facility User

Date