



# First Presbyterian Day School After-School Enrichment Program Viking Clubhouse/ Viking Crew

5671 Calvin Drive  
Macon, Georgia 31210  
(478) 477-6505 ext.164



## Policies and Procedures for Parents

The After School Enrichment Program (ASEP) is offered to all lower school students (3K – 5<sup>th</sup> grade) who are enrolled in First Presbyterian Day School. The program will operate on weekdays from 12:30 p.m. until 6:00 p.m. during the school year (August to May). During the summer months, the program will operate from 7:30 a.m. until 6:00 p.m.

**For the 2022-2023 school year, The After School Enrichment Program will ONLY be open when school is IN session.** Parents will be notified about any special circumstances which necessitate closing the program on any given day.

### **ENROLLMENT APPLICATION:**

A child may be enrolled in the ASEP for two days, three days, or four/five days. The fee for four days or five days is the same. A family may change or cancel the after-school plan for his/her child at any time during the school year with a written notice to the ASEP Coordinator. You will also be asked to fill out a new Enrollment Form indicating the upcoming change. The summer program is run on a weekly basis.

### **ATTENDANCE:**

Attendance in the After School Enrichment Program will only be allowed when a student has attended kindergarten or elementary classes for that day. If your child attends the After School Enrichment Program on a monthly plan, please notify the After School Enrichment Program staff when there is any change in your child's schedule. Drop-ins are welcome in the program under the conditions that parents notify the office twenty-four hours in advance.

### **DISCIPLINE:**

We expect all children enrolled in the program to behave appropriately. Our teachers and coordinator will work with the parents in guiding the children toward good behavior. If needed, a child will be separated from the activity for a short period of time. If further disciplinary actions are needed, the parents and the coordinator will work together to find a solution to the problem.

### **DISMISSAL:**

For your child's complete safety and for your convenience, we have established the following rules:

- When picking up your child, please park in the marked spaces in front of the preschool building and come into the building.
- For the safety of all our children, do not pick your child up without signing him/her out in the class sign out book.
- Any 3K, half-day PreK or half-day Kindergarten student who is not picked up by 12:45 p.m. will automatically be admitted to the Viking Clubhouse, and hourly drop-in fees will be charged to your account.
- Any full day PreK, Kindergarten or Elementary student who is not picked up by 3:30 p.m. will automatically be admitted to Viking Clubhouse/Viking Crew, and hourly drop-in fees will be charged to your account.

### **EMERGENCY PROCEDURES:**

Every child in 3K-5<sup>th</sup> grade will have a Medical Emergency form already on file with the ASEP. If a child becomes seriously injured, the director will call the parents. Together they will decide if the parents will come for the child, an ambulance will be called, or the child will be taken by the director and another adult to receive emergency care. Unless otherwise instructed, the child will be taken to Coliseum Northside Hospital. Parents are required to sign an authorization form for medical treatment. This gives the coordinator permission to secure medical attention if the parents or other persons cannot be contacted.

If the ASEP building is damaged or has a loss of utilities etc., we will be in contact with the local authorities to find out if it is safe for the students to remain on the school premises in another building (if possible) or if they need to be evacuated.

**EXEMPTION STATUS:**

The ASEP and Preschool at FPDS are exempt from state licensing based on our accreditations, SAIS, AdvancED, ACSI, and CESA. We comply with all applicable statutes and governmental regulations related to preschool/afterschool programs.

**FIELD TRIPS:**

Walking field trips to an on-campus area may be scheduled at various times throughout the school year and summer program. A notice of any walking field trip will be posted in a prominent location in the preschool building at the time of the event.

**HEALTH:**

Children who are ill are never to be in the ASEP. Being ill includes having a severe cough or headache, a sore throat, an undetermined rash, a temperature over 99 degrees, or an upset stomach. If a child in the program is ill, the parents will be called, and the child will remain with a teacher or in the office until he/she is picked up.

Children may only return to the program after a communicable disease when they have been released by a physician and no symptoms remain. If there is any question about the exclusion time from the facility, the communicable disease chart (located in the center office) given by the Department of Human Resources will be followed. The center is required to report any suspected case of noticeable disease to the local Health Department. Please notify the coordinator if your child has a communicable disease so other parents can be notified of possible exposure.

The facility is also required to report to the Department of Family and Children Services any suspected child abuse or neglect.

Before medication is dispensed to a child, an authorization form must be filled out by the parent and given to the coordinator. This form must include the date, the name of the child, the name of the medication, prescription number, dosage, date, and time of day the medication should be given. Medication must be in the original container. Do not send medication in the child's bag.

Medical and emergency records, including immunization records, must be filled out before a child's first day in the program. (This includes drop-ins.) Be sure to contact the coordinator if there are any changes in the information during the year.

**LUNCH AND SNACKS:**

3K students staying for Viking Clubhouse have the option to participate in FPD's lunch program. Please see the Sage Dining brochure for more information.

Children who do not choose to participate in the lunch program, will be required to bring a nutritional lunch that meets USDA requirements. Note: If your child has any known food allergies, a note stating the allergy is required for your child's file. Canned drinks are not allowed. Please make sure the lunch is labeled with your child's name. If needed, please put an ice pack in your child's lunch box. Snacks are provided by the ASEP.

**NAPS:**

A nap time or quiet time is required for all students in 3K, PreK and Kindergarten. All children who do not sleep will have a quiet time of rest and soft music. The summer program requires all age groups to take part in this quiet time.

\*\*For staffing purposes, families are asked to inform the ASEP of their childcare needs in advance. Please refer to the Enrollment form on FPD's website [www.fpdmacon.org](http://www.fpdmacon.org)

\*\*\*The ASEP policies and procedures are located in the ASEP office; parents may review them at any time. The emergency procedures and evacuation plans are also posted in the office.