

LE MONDE PROGRAMS LLC

Aftercare Handbook

This handbook sets forth the policies and procedures applicable to the Aftercare program of Le Monde Programs LLC (“the LLC”). The LLC may update, modify, and revise the policies and procedures in this Handbook without notice. The LLC will post the most current version of the Handbook on its website. Parents are responsible for reviewing and knowing the most current policies and procedures.

What is AFCA? → The after-school program for families with students at Le Monde French Immersion Public Charter School (Le Monde), run by the LLC.

The aftercare program (AFCA) is an after school program run by the LLC (www.lemondeprograms.org), a separate entity from the school. We offer a full time program of group activities including art and crafts, music, games, study groups and more, with staff members with native French language skills or near-native fluency. All questions that you have regarding AFCA, including billing, and sign up questions, will be handled by Dylan Clifford, the AFCA manager (afca@lemondeprograms.org). PLEASE NOTE THAT THE SCHOOL STAFF WILL HAVE NO KNOWLEDGE REGARDING THE AFCA PROGRAM, so all AFCA questions should be directed to the AFCA manager.

Who is AFCA for?

Any student or approved student sibling of a Le Monde student who needs childcare or wants to join in any of the offered activities. Siblings of Le Monde students in the appropriate age range may only be admitted to the aftercare program upon approval by the AFCA manager and under the terms and conditions of this handbook. To be considered for admission in the aftercare program, the sibling must be no more than 1 year younger or 1 year older than the current Le Monde students.

Ex: For the 2017/2018 school year, the Le Monde students are in grades K-6, an age range of 5 years old to 12 years old. Accordingly, only Le Monde siblings who are 4 years old to 13 years old will be considered for AFCA.

What are the behavioral requirements of the children in AFCA?

All children participating in AFCA are expected to be safe, responsible, and respectful at all times. The LLC reserves the right to, in its sole discretion, cease providing AFCA to any child who behaves in a way that is unsafe, irresponsible, or disrespectful of people or property. The LLC will document and make reasonable efforts to communicate the behavioral problems with a parent or legal guardian of the child before deciding to end AFCA for such child. In instances where the child’s conduct is dangerous, reckless or outrageous, in the LLC’s sole discretion, the LLC may immediately cease provision of AFCA services.

When is AFCA open?

All school days: 3:45-6:00 PM

How much does it cost?

Prepay rate: \$16.00 a day from end of school to 6:00 p.m.

(choice of 1, 2, 3, 4 or 5 days a week per month)

- Prepay bill is due by the 25th of the month before the month of use (e.g. for November use, prepay is due October 25)
- **WE DO NOT REFUND PREPAYS. If YOU MISS AFCA USE DUE TO ILLNESS, CHANGE OF PLANS, OR OTHERWISE, YOU WILL RECEIVE NO REFUND**

Drop-in rate: \$10.00 an hour. Any increment of an hour is considered to be a full hour. Thus, if your child is in AFCA for 5 minutes, he or she will receive a billing for \$10.

- Drop in bills have to be paid within one week of being emailed.
- Students who fail to pay a bill in any given month within one week of the bill being emailed will be denied continued use of AFCA until their bill is paid in full.

Where is AFCA?

Burnside: The Gym

Division: A classroom in the main hall to be determined.

How does it work?

All students remaining in the classrooms at 3:45 go to AFCA. If they are not signed up and prepaid for they are considered a Drop-In. Children are expected to clean up the materials they are using before leaving. Please ensure that you allow for a few minutes for them to be able to help with clean up.

What do kids do in our AFCA program?

They can socialize, rest and play, as well as enjoy fun and creative group activities led by our wonderful care providers. Students first eat whatever snack they brought and have a short recess to decompress after the school day (please note that we do not have any extra snacks at AFCA, so be sure to pack a snack if your child is staying for AFCA).

The home room has lots of games, puzzles, blocks, books, arts and crafts supplies for students to use under the supervision of caring adults who provide group arts and crafts activities, lead songs and games, organize study groups and can also assist with homework if needed.

Pick up

- The person picking up must be on our list of people whom we are authorized to release your child to, which is the list you have provided to the school.

- All pick ups happen from the homeroom.
- The person picking up from AFCA needs to sign the child out.

Drop-In

- **Drop-In use of AFCA is allowed for Le Monde students only.**
- Please notify us in advance of a Drop-In for a Le Monde student (with a message to afca@lemondeprograms.org). It is not required, but it is much appreciated.
- When we have students Drop-In for which no advance notice was provided, we typically call the parents/caregivers after 30 minutes to make sure the Drop-In was intentional and there is not a mix up regarding who is picking the child up from school.
- Siblings of Le Monde students are not eligible for Drop-In. Siblings of Le Monde students who are accepted in the AFCA must be signed up for full time or part time AFCA and have prepaid in order to participate. After being approved by the AFCA manager, please sign up for full time or fill out the aftercare hours sign-up sheet, as set forth below.

How do I sign up for full time AFCA?

For full time monthly sign up options go to the website under the AFCA tab on the main navigation bar. <http://www.lemondeprograms.org>

Send the AFCA sign up sheet to afca@lemondeprograms.org. You will be invoiced via email. Once you have the invoice you can bring in a check to drop in the AFCA box at the school, or go online to pay using paypal. Use the “afca invoice” button at lemondeprograms.org and enter the amount on your invoice. **Please reference your child's name and invoice number.**

Being signed up means you have prepaid for the days that you foresee using during the month. Notifying us about Drop-In does not constitute sign up and therefore does not give you the prepay rate.

When do I have to sign up?

Sign up/prepay for the coming month closes on the 25th. In September, we accept sign up until September 7. If you were only recently notified about admission to Le Monde or if your aftercare needs change, we will do our best to accommodate you.

Waiver of Liability and Medical Treatment Authorization Conditions to Participation:

As a condition to participation in AFCA, each child and his or her parents or legal guardians agree to the following terms:

Except for harm caused by the gross negligence or intentional conduct of the LLC, its member, or any of either of their directors, members, officers, advisors, employees, agents, instructors, volunteers, childcare workers, and all other persons or entities acting for them (“the Released Parties”), the children participating in before care and aftercare and their parents and legal guardians release and hold harmless the Released Parties from any and all claims, demands, suits, cost and charges, in connection with or arising out of services provided during aftercare including but not limited to, personal injury, bodily harm, injury, or property damage that occurs while the child is participating in aftercare activities.

As a condition to participation in AFCA, each child must provide to the AFCA manager a Medical Information and Release form completed and signed on his or her behalf.

Acknowledgement

I have read and understand the policies, conditions and waivers outlined in the Aftercare Handbook.

With this knowledge, I accept the policies, conditions and waivers outlined in the Aftercare Handbook as a condition of having my student participate in the Le Monde Programs LLCs aftercare program and associated activities.

Child's or Children's Name(s) _____

Parent or Legal Guardian signature _____

Date _____