



*A Majestic Place to Call Home...*



## Cordova Kids After School Program 2024/2025

### Program Rules

1. Running and yelling belong outside; we study and play quietly when we are inside.
2. Furniture, games, equipment and supplies are treated with respect and care. Whenever we use something we return it the same way we found it or better.
3. Everyone helps at clean up time and everyone cleans up what they are using before they leave.
4. Shoes must be worn at all times unless given permission to take them off.
5. We always share toys or games with each other.
6. We always inform the teacher when we need to use the restroom.
7. Food is to be eaten at the designated location during the designated time.

### **MOST IMPORTANT:**

1. We always treat staff and other children with respect even when we are upset
2. We always listen to what any teacher tells us.
3. Hitting, Kicking, Shoving, Fighting, Wrestling, any form of **Touching will not be tolerated.**
4. Swearing and name calling **will not be tolerated.**
5. Arguing with others over games, toys or anything else **will not be tolerated.**

Our goal is to provide a healthy, safe and secure environment for all participants. Children are responsible for their own behavior. However, if there is a situation that needs to be addressed the following guidelines are in place to assist the children in making positive choices.

1. Verbal guidance
2. Time to think this may continue during snack time
3. Conference with the parents or guardians
4. Suspension of the program and probation established
5. Termination of services

The program director may suspend the child from the program for up to five days.

On situations considered an emergency, i.e., a perceived threat to persons or property or extreme disruption of the program, one or more steps in the guidelines may be skipped at the discretion of the Program Director.

We reserve the right to terminate enrollment of any child at any time who exhibits inappropriate behavior patterns that we are not set up to handle, whose behavior is at the expense of the health

or safety of other children, and/or teachers at the program, and/or who is not benefiting from our program's environment. **Inappropriate behavior patterns include (but not limited to) biting, pinching, punching or unauthorized touching of other children or teachers.**

In order for the City of Cordova to continue to provide this program, all fees must be made promptly. Any account past due more than the equivalent of 2 weeks service will be suspended from the program. Any accounts remaining open will not be allowed to sign up for other programs until all fees are paid in full. All fees must be paid to the Program Director at the Cordova Community Center. Attendance fees are \$20 per child per week. We accept cash, credit card and check. Returned check fees are \$30 and will be due immediately.

Once your child has been accepted into the program, the weekly fee will be applied EACH week, until you remove them from the program via written correspondence. You are responsible for the fees incurred until removed from the program.

Pick up time is 5:30 p.m. Late fees are incurred at 5:35 p.m. \$1 per minute will be charge for late pick ups.

Although we follow the Walker County School calendar, we do not necessarily dismiss early each time they do. Beginning in Fall 2023, each participant will be added, upon acceptance into the program, to a group message. All communications regarding closure, early dismissal, etc will be communicated through this group message.

**Parent MUST sign their child out each day.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Student Name: \_\_\_\_\_