



QUEST
PREPARATORY ACADEMY

2018-2019

Before-Care & After-Care Program

4025 N. Rancho Drive

Las Vegas, Nevada 89130

Phone: 702-631-4751



BEFORE/AFTER-CARE PROGRAM GUIDE

2018-2019

Mission/Philosophy

Quest Before-Care and After-Care Program acknowledges that every student is different and experiences success through different learning styles. We approach the learning process eclectically through movement, reading, listening, reasoning, reflecting and hands-on manipulation.

Vision/Goal

The Quest Before and After-Care program will provide activities that support the following goals:

1. Provide a safe, nurturing, and positive environment for children.
2. Promote a positive development of self in each child through meaningful leisure activity.
3. Provide supervised free-choice activities.
4. Provide fine and gross motor skill activities for physical fitness.
5. Provide a nutritious after school snack to encourage healthy living.

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After-Care Locations and Times of Service



Quest Academy – Alexander Campus
7550 W. Alexander Ave
Las Vegas, NV 89129
702-631-4751

Quest Academy – Northwest Campus
4025 N. Rancho Drive
Las Vegas, NV 89130
702-631-4751

Hours of Operation

Before and After-Care will operate on Instructional Days, Monday through Friday, during the 2018-2019 School Year.

| <u>Location</u> | <u>Before Care</u> | <u>After Care</u> |
|---------------------|---------------------|---------------------|
| Northwest ES | 6:00 a.m.-8:00 a.m. | 3:00 p.m.-6:00 p.m. |
| Northwest MS | 6:00 a.m.-7:30 a.m. | 2:30 p.m.-6:00 p.m. |
| Alexander | 6:00 a.m.-7:45 a.m. | 2:45 p.m.-6:00 p.m. |

Early Release Days

On “Early Release” days, After-Care hours are after dismissal to 6:00 p.m. Sign-up sheets will be available one week prior to upcoming early release days. **After-Care is not available on school holidays, breaks, last day of school or professional development days.**

Enrollment Policy and Procedures



Parents must enroll students in the Before and After-Care program prior to the student attending the program. **PAYMENT IS DUE PRIOR TO PARTICIPATION IN THE PROGRAM.**

- New Students: Registration forms must be completed by parents/guardians and submitted along with supporting documentation and payment prior to attendance.
- Payment: Is due one week in advance of attendance. Payment is based on attendance. Any money left over will be rolled over to the following week.

***Drop-in rates are listed below and apply to students not enrolled in the program. Drop-in rates are reserved for unexpected or emergency childcare needs.

Methods of Payment

Payments can be made during Before and After-Care hours of operation or at the front desk during regular school hours. We accept payment: cash, check or money orders. Make checks or money orders **payable to: Quest Academy**. Include student's LAST, FIRST name and the word "Aftercare" on the memo portion of check.

(NFS) Non-Sufficient Funds/Returned Check

A \$35 NFS charge will be added to your account for any returned checks. Following an NFS, any future payments must be made in cash or money order.

Tax Information

Quest Preparatory Academy is a non-profit governmental agency. You are responsible for retaining copies of all receipts for your IRS financial records.

| Fee Schedule for 2018-2019 | | |
|-----------------------------------|--|--|
| | Daily | Weekly Rate |
| Before Care ONLY | \$7 one child, \$5 for each additional child | \$35 per week; \$60 per week for two children |
| After-Care ONLY | \$10 one child; \$5 for each additional child | \$50.00 per week; \$75 per week for two children |
| Late Pick-up AFTER 6:00 p.m. | \$1.00 per min charge | 30 min waiting period/ CPS contacted |
| ***Drop-In Before Care | \$10 one child; \$7 for each additional child | NA as it is unexpected or emergency |
| ***Drop-In After-Care | \$12 one child; \$7 for each additional child | NA as it is unexpected or emergency |
| Early Release Rate | \$20 one child; \$10 for each additional child | NA as it pertains to early release days ONLY |



Early Release Rates

Half day programs during parent/teacher conference days and professional development early release days will require special fees for the extended hours. Please refer to the fee schedule for rates.

Late Pick-Up

The After-Care program closes at 6:00 p.m. Students picked up after that time will be assessed a \$1 charge per minute payable at pick-up. Every effort will be made to contact the parent or other emergency contacts listed on the Student Information Card. If a student is not picked up within 30 minutes of closing, Child Protective Services (CPS) will be contacted. When a child is picked up after 6:00 p.m. on more than two occasions, written notice will be issued with the next late pick-up resulting in the possible removal from the program. Students who are picked up late more than three times will be removed from the program.

*We encourage parents that are running late to contact staff (702-631-4751) as soon as possible so staffing arrangements can be made.

Past Due Payments

Any account that is over 2 days or \$20 overdue is subject to removal of the Before and After-Care program. If a student arrives with an account over 2 days due or \$20 overdue, every effort will be made to contact the parent or other emergency contact listed on Student Information Card. If the student(s) is not picked up within 30 minutes, Child Protective Services (CPS) will be contacted.

Withdrawal

A student withdrawing from the Before and After-Care program after payments have been made will be given a refund for the paid, unused days. Parents are responsible for notifying the Before and After-Care Program Lead in WRITING at least two weeks prior to withdrawal date.

PROGRAM SCHEDULE



Before-Care Program

The before school program will offer recreational games and activities inside the multi-purpose room. Activities such as board games, reading, and quiet activities are offered. A special area may be provided for those children who wish to complete homework assignments. Students will be excused at the appropriate time if they are participating in the school's breakfast program.

After-Care Program

Program schedules have a suggested time frame. Activities will vary by campus; however, each site will include all of the following within their daily afternoon schedule:

- Games and Relaxation (30 minutes): This is a time set aside to help children make the transition from school to Aftercare. Roll is taken at this time.
- Snack Time (30 minutes): Quest utilizes Three Square Food to provide children with a snack during the allotted time period. This is a social time for the children and time for sharing events of the day.
- Homework & Quiet Time (30 minutes): Children will be allowed to complete their homework assignments during this period. If children do not have homework, they can read or draw quietly during this time. Every effort will be made to allow your children to complete their homework assignments, however, **please remember that this program is a recreational program and is not designed to tutor your child.**
- Leisure Activities (90 minutes): This time is set aside for recreation activities such as arts and crafts, sports, games, music, dance, tournaments, special events, and seasonal activities. On Fridays, an age appropriate movie may be shown at the end of Aftercare.

Sign-In/Out Procedure

Each child must be signed in (morning) and/or signed out (afternoon) daily by authorized adults aged 18 or older. Authorized adults are listed on the Before and After-Care Enrollment Form. For the protection and safety of the children, ALL authorized adults must be ready to show a picture I.D. before their child is released. Families with multiple students must write each student's name on the sign-in and/or sign-out sheet on a separate line. **Please be patient during pick-up. Students are required to clean-up and put away any activities they are engaged in.**

After-Care participants are dismissed at the end of the school day to the multi-purpose room for check-in. After-Care begins check-in fifteen minutes after the end of the school day. Accounts will be charged a \$10 flat rate fee once students are checked-in. They must be signed-out before leaving.



Conduct of Parent

Please remember that as adults in the community, we all serve as role models for the children in the program. If you have a concern, please address your concern with the After-Care Lead at the appropriate campus. Communication is key to the success of the program and if we communicate with respect and understanding, we can effectively address questions and concerns. If a situation includes physical force, harassment, or intimidation, Quest reserves the right to remove participants from the program.

Staffing

The Before and After-Care program is staffed by Quest employees. For the children's safety, all staff is trained and certified in CPR and First Aid. Each employee must also complete a background check. All staff is trained at the beginning of the school year in positive child discipline and safety procedures.

Medication Policy

Before and After-Care employees will not administer medication to students. Employees will give basic first aid such as Band-Aids and ice packs.

Telephone/Personal Property Use

Use of personal property is not allowed (electronic device, toys, cards, phones, etc.) while in the program. Such items brought and taken out of backpacks will be collected from the students and kept by staff, to be returned to the parent/guardian at pick up. Children's personal cell phones should be turned off and placed in their backpack. Quest is not responsible for personal cell phones brought to the program. School telephones are intended for emergency purposes only. Parents that need to reach an employee from Before and After-Care may call (702) 631-4751 and choose the appropriate campus location.

Custodial Orders

The most important priority is the safety of your child and the quality of the Before and After-Care program. If applicable a copy of the custodial agreement or court restraining order is required for the program. Should a situation arise and you have joint physical custody, Quest will contact the parent that registered the child. With joint custody, the parent that registered the child is responsible for listing the other parent/guardian's address and emergency telephone number. The parent who registered the child will be responsible for distributing a copy of the manual to the other parent/guardian. The parent that registered the child is also responsible for payment and balances regarding the account.

Communication

Keeping our parents informed is very important to the success of our program. Check the sign out table for daily information. To assist with the communication between staff and families, we ask that parents make themselves available for brief conversations during pick-up times. You can also access our website, www.questlv.com for school-wide updates and click on the Before/After-Care tab.

Student Behavior and Discipline Policy



Students will follow all rules and procedures as part of the Quest Preparatory Academy Family Handbook. See our website for quick reference at: www.questlv.com/forms/handbook.pdf.

Students are always expected to be respectful and responsible. Behavior deemed disrespectful or harmful to others will not be tolerated, and a parent conference will be scheduled. Examples of inappropriate behavior that may result in discipline include, but are not limited to: physical assault, abusive language, inappropriate gestures, disrespect of staff (talking back/not following directions), misuse of property, and stealing. Any student that physically injures another person will be immediately suspended from the program and moved to the 3rd offense consequences. If the behavior continues, the student will be removed from the program.

Quest staff will take steps to correct inappropriate behavior. Staff may communicate appropriate behavior to the child, give a child quiet time to reflect, inform the child as to why the behavior was not appropriate, and document the behavior in a written report to share with the parent. If a student receives 3 written reports, a parent/staff meeting will be scheduled. A Behavior Plan may be developed to document what is expected.

Discipline Policy:

The Before and After-Care program disciplinary procedures are as follows:

- 1st offense – After-Care Lead/Student conference (Warning)
- 2nd offense – After-Care/Parent/Student conference; notification given to campus Administrator
- 3rd offense – Suspension from the program; mandatory conference with After-Care Lead, Administrator, and parent before return to program
- 4th offense – Removal from the program

The After-Care Lead reserves the right to immediately remove any child who interferes with the quality and/or success of the program, and/or exhibits behavior not in accordance with the Family Handbook.

Additional Information



After-Care Nutrition Policy

Snacks and beverages offered during our After-Care program will meet the nutritional guidelines as stated in Quest Preparatory Academies School Wellness Policy. See our website for quick reference at: www.questlv.com

After-Care Physical Activity Policy

At least 30 minutes of physical activity time, both structured and/or non-structured, will be provided daily. Activities and games from Quest's "Sparks" physical education curriculum may be used. Physical activity will encourage inclusiveness of all students and will be developmentally appropriate. Non-educational screen time will be limited to no more than one time per week.

Emergency Form

A current emergency contact form must be on file with the After-Care Lead employee. Please ensure that names and contact information for **ALL** persons authorized to pick-up your child are listed on the Student Information Card. These individuals may also be contacted in the event of an emergency if a parent/guardian cannot be reached.

Donations

Before/After-Care welcomes donations of games, toys, paper, puzzles, etc. If you have any items you wish to donate, please contact any Before/After-Care staff member to make arrangements.

BEFORE AND AFTER-CARE PARENT ACKNOWLEDGEMENT FORM



Child's Name: _____ Grade: _____ Teacher: _____

PLEASE INITIAL AFTER READING AND UNDERSTANDING EACH POLICY AND PRODEDURE:

| | |
|-------|---|
| _____ | I ACKNOWLEDGE THE GENERAL HOURS OF OPERATIONS FOR THE BEFORE/AFTER-CARE PROGRAM. THE PROGRAM IS CLOSED ON SCHOOL HOLIDAYS/BREAKS AND PROFESSIONAL DEVELOPMENT DAYS AND THE LAST DAY OF SCHOOL. |
| _____ | I ACKNOWLEDGE THAT PICKING UP MY CHILD LATE (AFTER 6:00 PM) IS SUBJECT TO A LATE FEE OF \$1 PER MINUTE PER CHILD. BEING PICKED UP LATE MORE THAN THREE TIMES WILL RESULT IN REMOVAL FROM THE AFTER-CARE PROGRAM. CPS WILL BE CONTACTED FOR ANY REMAINING CHILDREN 30 MINUTES AFTER CLOSING. |
| _____ | I ACKNOWLEDGE THAT IF MY ACCOUNT IS OVER 2 DAYS OR \$20 OVERDUE, MY CHILD MAY BE SUSPENDED OR REMOVED FROM THE BEFORE/AFTER-CARE PROGRAM. |
| _____ | I ACKNOWLEDGE THAT PAYMENT IS DUE ONE WEEK IN ADVANCE OF SERVICE. |
| _____ | I ACKNOWLEDGE THAT STAFF WILL ASK FOR IDENTIFICATION EACH TIME I OR AN AUTHORIZED PERSON PICKS UP MY CHILD. |
| _____ | I UNDERSTAND THAT MY CHILD MAY NOT BRING TOYS, GAMES, ELECTRONICS OR CELL PHONES TO BE USED/PLAYED IN BEFORE/AFTER-CARE. QUEST ACADEMY IS NOT RESPONSIBLE FOR BELONGINGS THAT MY CHILD BRINGS INTO THE PROGRAM. |
| _____ | I ACKNOWLEDGE AN NSF FEE OF \$35 WILL BE CHARGED FOR ALL RETURNED CHECKS. FOLLOWING A RETURNED CHECK, ANY FUTURE PAYMENTS <u>MUST</u> BE MADE IN CASH OR BY MONEY ORDER. |
| _____ | I ACKNOWLEDGE THAT I WILL UPDATE MY CHILD'S BEFORE/AFTER-CARE INFORMATION CARD OF ANY CHANGES. |
| _____ | THE COST OF THE BEFORE-CARE PROGRAM IS \$7/DAY or \$35/WEEK and \$5/DAY for each additional sibling. THE COST OF THE AFTER-CARE PROGRAM IS \$10/DAY or \$50/WEEK and \$5/DAY for each additional sibling. THIS FEE WILL BE APPLIED REGARDLESS OF DURATION OF STAY. A SNACK IS PROVIDED DAILY. **I ALSO ACKNOWLEDGE THE DROP IN BEFORE/AFTER-CARE RATES and the related EARLY RELEASE RATES AS STATED IN THE BEFORE/AFTER-CARE MANUAL. |

I acknowledge that I have read the information above and agree to adhere to the guidelines and procedures set by the Quest Before and After-Care program guide. I have completed the emergency contact list and enrollment form. It is current and accurate.

Print name of Parent/Guardian

Signature Date

Print name of Parent/Guardian

Signature Date