

## **After-School Program Policies:**

**1. Admission:** Each student must be enrolled in the after-school program by a parent or legal guardian. Applications for the program will be accepted on a first-come, first-serve basis.

**2. Attendance:** Attendance will be taken each day upon entry into the building.

**3. Discipline Policy:** The purpose of the discipline policy is to foster a positive after school environment where each student feels safe and secure; where staff agree on general principles of discipline within a framework of progressive discipline; where parents are kept informed of their child's behavior; where all students are provided with opportunities to grow in personal and social development; and, if they are involved in a discipline concern, are given due process.

Rules and regulations outlined on the Student Rules form are expected to be obeyed. If a student fails to do so, disciplinary action will be taken, as outlined in the Disciplinary Action policies.

**4. Pick Up Policy:** Your child will be supervised from 3 p.m. until 5:30 pm. If a student wishes to remain at the Effingham Public Library past the time of supervision, he or she may do so as long as he or she complies with the Safe Child Policy.

- A. **Custody:** Staff is not trained to review legal documents or court decrees. Decisions regarding who is authorized to pick up a child will be governed by the Primary Parent/Guardian information listed on the registration form.

**5. Programming/Enrichment:** The After-School Program will have a monthly schedule of activities and programs available to students.

**6. Photo Release:** The Effingham Public Library is hereby granted permission to use any individual or group photograph or video recording showing your child at the library, unless otherwise arranged.

**7. Medical Authorization Form:** If your child requires medication, including OTC medicines, during the after-school program then the medical authorization form must be completed, signed and on file.

**8. Authorization for Medical Treatment:** A parent or guardian will be called to pick up a child who is sick or injured. In the event that a parent or guardian cannot be reached to make arrangements for medical treatment, the parent or guardian authorizes the Effingham Public Library staff to administer first aid or transport the child to the nearest hospital or emergency care facility.

**9. Schedule:** Please see the website for up-to-date schedules. The Effingham Public Library will follow the Unit 40 School schedule, unless otherwise indicated.

**10. No-Show:** If a child is a no-show on 3 occasions without the Library receiving prior notification, the child's place in the After-School Program will be forfeited.

**11. Rules and Regulations:** Rules and regulations are subject to change. Please see website for up-to-date rules, regulations, policies, and procedures.