

***Keene School District
Keene Community Education***

***2009/2010
Project KEEP
Parent Handbook***

Welcome to Project KEEP! You have enrolled your child in a high quality after school program; we commit to offering your child a safe, fun, and enriching environment each day.

OUR MISSION:

KEEP fosters the growth of young minds and the strength of young bodies by offering diverse enrichment, social, recreational, and community involvement activities.

OUR STAFF:

Franklin: *Meaghan Briggs, Lead Teacher*

Fuller: *Randi Beth Stone, Lead Teacher*

Symonds: *Colleen Brophy, Lead Teacher*

All Lead Teachers are certified educators. Assistant Teachers and teacher aides as needed round out our staffs to maintain a 10:1 ratio.

Keene Community Education

Kim Harris, Secretary

357-0088 ext. 0

Cindy Osgood, Program Assistant

357-0088 ext. 103

Jan Barry, Director

357-0088 ext. 102

***OUR OFFICE HAS MOVED TO A NEW LOCATION -
171 WEST ST. (ACROSS FROM FRIENDLY'S)***

PROJECT KEEP CELL PHONE NUMBERS:

Symonds Project KEEP Cell Phone - 313-0962

Franklin Project KEEP Cell Phone - 381-1917

Fuller Project KEEP Cell Phone - 313-1484

These cell phones are turned on promptly at 3:00 PM, and are your direct link to Project KEEP. Please notify the KEEP teachers of your child's absence by leaving a message at the appropriate cell number before 3:00. Thank you for helping us track each child in this way.

OUR POLICIES:

Authorization to Pick-Up Your Child

The only adults we will allow to pick up your child are those people you have identified on the registration form. Initially we will ask to see photo identification; eventually our staff will come to know the adults routinely picking up a child, but an authorized person who does not often pick up your child will be asked to show photo identification.

If you need to add or change the adults authorized to take your child home, you MUST submit that change in writing to the Keene Community Education office on West Street. Please do not submit the change to your child's school, as this can result in a delay in receiving the information and allowing the change. Community Education will notify Lead Teachers on the day we receive the change.

The authorized adult will need to sign out a child each day, and check out with one of the KEEP staff members.

Late Pick-Up

Children must be picked up promptly by 5:30 PM. Our Project KEEP staff is expected to stay at school just until 5:30, and are compensated through that time only. Please be respectful of staff time and commitments and of your child's feelings by being prompt. Community Education does reserve the right to end participation in Project KEEP if late pick-ups are a continuing problem, and to impose a \$25.00 fee for a late pick-up. The late pick-up fee is payable directly to the Lead Teacher inconvenienced. Community Education will oversee payment of the fee.

Snow Days and Early Dismissal

Project KEEP is not held on snow days. You are paying for your child to participate in Project KEEP for 179 of the 180 school days (the last day in June is a half day, and Project KEEP is not held). Therefore, if we have a snow day during the winter, the day is made up in June and the overall total number of days remains the same: we do not adjust the payment schedule in the winter due to snow days. However, if your child leaves the program early, and the district has called a snow day, then you will be reimbursed for that day.

Project KEEP will be held on early dismissal days. The Community Education office will call parents or other emergency contacts to advise of the decision to dismiss early, and will request pick-up at the earliest possible time. This is our policy because if the district has determined the roads are unsafe, we want children to get home as soon as possible. Please listen to the radio announcements on questionable days regarding early dismissals.

Attendance

If your child is going to be absent from KEEP, please be sure to leave a message on the appropriate cell number before 3:00 PM so that our Lead Teachers are aware. It is possible to call after 3:00, but prior to that time is preferred, as it lessens disruptions. Thank You.

Behavioral Expectations

We expect children to treat staff and peers with respect and courtesy, so that all can enjoy and benefit from the enrichment provided at KEEP. If issues arise, we will seek to address them through the following process:

- 1. Lead Teacher discussion with parent/guardian at pick-up or by phone, based on Lead Teacher documentation of incident(s)*
- 2. Lead Teacher gathering information from parents and daytime school staff, as appropriate, to intervene consistently and well*
- 3. Lead Teacher/Director/Parent meeting to discuss behaviors and interventions*
- 4. Lead Teacher report to parent/guardian on interventions at pick-up or by phone, based on lead Teacher documentation*
- 5. Lead Teacher/Director/Parent meeting, potentially disallowing child's participation in the program*

This is a voluntary program not connected to the school day. If a child's behavioral or other issues during the regular school day or while participating in Project KEEP indicate that the intended order cannot be maintained and/or the intended enrichment cannot be provided to students within the intended staffing ratios, Keene Community Education must reserve the right to disallow or end a child's participation in the program.

Project KEEP Toileting Policy

Generally we expect that children will be able to toilet themselves prior to acceptance into Project KEEP. If this is not possible for a disabled child, we ask if a KEEP staff member is willing to accept the responsibility of helping a child for the additional stipend we, as a program, can manage. Toileting children is not a usual staff responsibility. If a staff member is not willing, regretfully, we cannot accept a child unable to toilet his or herself.

Safe Transportation of Your Child/Field Trip Days

Community Education employs First Student Transportation and uses school buses for all of our field trips. Please plan on picking your child up at 5:30 PM on field trip days.

If a KEEP Lead Teacher suspects that an adult arriving to pick-up a child is under the influence, and so questions the child's safety in riding home with that adult, the Lead Teacher is instructed to call the Keene Police as well as the Director of Community Education. We will not allow a child to ride home with any adult suspected of being under the influence of drugs or alcohol.

FINANCIAL:

Cost

1. Tuition for each month is based on the number of school days in that month, and is collected one month in advance. Example: tuition for December is due November 1st.
2. We have 3 options for tuition, depending on financial need: our regular rate of \$8.25/day, and reduced rates of either \$5.25/day or \$3.25/day.
3. A payment booklet will be given based on the pay option. Each month the coupon should be submitted with your payment. If possible, automatic credit card deductions are the preferred method of payment. Checks are made payable to KEENE SCHOOL DISTRICT, not Project KEEP.

Late Payment

1. Payments are due on the first school day of each month.
2. A \$25.00 late fee will be assessed for payments received after the 10th of each month.
3. Community Education reserves the right to disallow or end a child's participation in Project KEEP if payment is not made by the end of the month payment is due.
4. If collecting payment becomes a continued problem we reserve the right to disallow or end a child's participation in Project KEEP.

We want children to be safely cared for after school too, but the program is self-supporting: timely tuition payments enable us to meet our operating expenses.

Pro-rating

We are not able to pro-rate for days your child is out of Project KEEP, for illness or other reasons. This policy is based on the fact that your child is still taking a slot, a slot which cannot be filled by another, when temporarily out of KEEP.

Partial Participation

We allow participation in KEEP for just one, two, or three days per week after a set deadline in late August. We have two purposes in doing this: we first offer KEEP to those working parents needing full-time, five day/week care, and we need KEEP to be a self-supporting program.

**The start date for partial registration for 2009/2010
is August 20, 2009**

Children may attend for one to three days each week, but fees will be based on 3 days per week. The monthly fees will be the same as those listed on the \$5.25 rate chart. Children attending four days are considered full-time.

Refund Policy

1. If your child exits KEEP before the end of the school year, please notify our office directly. We respectfully request that you exit your child at the end of a month.
2. A \$10 processing fee will be charged for exiting before the end of the month.
3. Full refunds will be made if Community Education cancels the program for any reason.
4. Refund checks will be mailed from the Community Education Office approximately three weeks after withdrawal.

Taxpayer Identification Number: 026000927

1. *Childcare costs are tax deductible! Our taxpayer identification number is 026000927. This number is printed on each calendar beginning in January, so that you may deduct your childcare costs when you prepare your taxes.*
2. *Community Education does not send out notices regarding your total childcare costs. Included in this handbook is a copy of the payment schedules for each option for your use in deducting childcare costs.*

OTHER:

Eating at Project KEEP

Project KEEP does not provide regular after school snacks, but we do offer Cooking Club and the children eat their efforts! Therefore, if your child has any food allergies, let us know! Please remember to provide a snack, as the children are definitely hungry. We do keep an “emergency” cracker supply.

Presentations

KEEP often hosts special presenters and invites parents to plays, a talent show, dance production, or other family event. These special events will be on the calendars you receive each month, and the children usually create invitations too. Generally these events begin at 5:00 PM, to try to accommodate working parents.

Communication

As noted above, a KEEP calendar will be mailed to you each month noting activities and special events.

Updating Student Records

It is very important for us to be able to contact a parent if necessary. Please be sure to keep the Community Education office apprised of any changes in your address, and phone numbers for your home, work, and cell phone.

Exiting Project KEEP

We respectfully request that if you will be taking your child out of Project KEEP, you do so at the end of any given month, and that you notify the Community Education office at the beginning of the month. KEEP teachers are not responsible for maintaining program records and financial paperwork, so though you may certainly want to share your intention with your child’s teacher, we ask that you make arrangements through our office in this timely manner.

Parent Volunteers

Last but unquestionably not least, we are glad to have parents volunteer when able. It is very helpful to have another pair of adult hands for a more complex project or for a field trip! Please let your Lead Teacher know if you would like to help.

Questions/Concerns

If you have any questions or concerns about KEEP, please call Community Education Director Jan Barry at 357-0088 ext. 102. We strive to offer an excellent program and welcome your comments.

WELCOME TO PROJECT KEEP!