



United Way
of Yellowstone County

CARE Academy

Children's After-School Recreation & Education

Providing care, academic support, and enrichment to Billings' children.



2018-2019

Parent Handbook

2018-19 CARE Site Schools: Arrowhead, Big Sky, Boulder, Burlington, Central Heights (a.m. only), Highland, and Meadowlark.

2018-19 Satellite Schools (limited busing available for K-3 students to Site Schools): Broadwater to Highland; McKinley to Highland; Miles Avenue* to Highland (subject to change); Rose Park to Highland; Washington to Highland; Central Heights to Meadowlark.

INDEX

SUBJECT	PAGE
Absences.....	5
Bus Transportation.....	6
CARE Academy Staff Contact Information.....	8
Children’s Rights & Responsibilities.....	7
Closing Time.....	5
Discipline and Termination.....	7
Early Out Program.....	5
Emergency Procedure.....	8
Enrollment.....	3
Field Trips.....	6
Financial Assistance.....	4
Food & Snacks.....	6
General Information for Parents.....	3
Holidays.....	5
Hours.....	3
Illness.....	7
Late Pickup Fee.....	5
No Program Days.....	5
Parents’ Rights & Responsibilities.....	7
Payment Options of Tuition Fees – When—Where to send.....	4
Pick Up (Release of Children).....	6
Registration.....	3
Returned Check Charge.....	4
Tuition Fees.....	4
Whole Day Program.....	5

CARE ACADEMY – GENERAL INFORMATION FOR PARENTS

CARE Academy is available for elementary school-age children (grades K-5) who are currently enrolled as students in schools where the program is offered.

The daily program at CARE Academy is dedicated to providing a setting and schedule which is more “home-like” than “school-like.” The children in the program already spend many hours in school each day. After school, children need some time to relax or rest, and to stretch their bodies as well as their minds. The setting needs to provide a “fun place to be.” Children must look forward to going there each day. The space and materials are stimulating for school age children.

Program Goal

To provide a safe and caring environment for all children in CARE Academy with a variety of educational and recreational activities.

Key Elements: (1) Homework help/academic assistance and educational games; (2) Physical activity including a variety of sports and age-appropriate games; (3) Enrichment activities ranging from arts & crafts to music; (4) Finally, just “free time” for children to pursue their favorite interests.

Schedule: 2018-2019 School Year

CARE Academy will serve children during scheduled school days and most major breaks and holidays. Separate registration is required for each school break and holiday breaks. For more information, please contact Mark Lambott, Director, at lambottm@billingssschools.org or by phone at 406-672-4214.

Hours

Before School Care 6:45 am to start of school
After School Care from class dismissal to 6:00 pm

Enrollment

Parents may enroll students on a monthly basis, space available, first-come/first-served. Early registration is advised. Registration forms are available in the office of the specific elementary school, or may be found on the United Way of Yellowstone County website: www.uwyellowstone.org/care-academy.

REGISTRATION

Fall Application fee \$15 per child or \$20 per family

Application fees are non-refundable and are to be submitted with the enrollment forms. If the application fee is not paid, the child(ren) will be put on a waiting list until the fee is paid. **Parents will be contacted via email confirming enrollment of your child(ren).** **Children who cannot be immediately enrolled due to the site being full will be placed on a waiting list.**

TUITION FEES

Monthly tuition fees are due on the first of each month starting September 2018 through May 2019, unless previous approved arrangements have been negotiated in writing.

After School Program Only

5 days per week	\$250.00 per month
3 days per week	\$175.00 per month
(10% discount for each additional sibling)	

Before School Program Only

5 days per week	\$75.00 per month
3 days per week	\$55.00 per month
(10% discount for each additional sibling)	

Combined Before & After School Program

5 days per week	\$300.00 per month
3 days per week	\$205.00 per month
(10% discount for each additional sibling)	

Payment

Monthly payment is due by the 1st of each month. If payment is not received by the 10th, your child(ren) will be suspended from the program. **Reinstatement may occur on a space-availability basis when all fees have been paid.**

Payments must be mailed to or dropped off at:

United Way of Yellowstone County, Attn: CARE Academy
2173 Overland Avenue
Billings, MT 59102

Payments should be made payable to "United Way of Yellowstone County". Payments may not be dropped off at the Site.

Payment Options

Monthly payments are to be made through the following: ACH Transfer, Debit/Credit Card, Cash, Personal Check, or on-line (www.uwyellowstone.org/care-academy). Please complete and return the appropriate form indicating your choice of payment method to the United Way of Yellowstone County office. Any questions on invoicing or payments should be directed to Jane Crowder, Finance Manager, at jcrowder@uwyellowstone.org or call her direct line at 272-8502.

Returned Checks

Returned checks are subject to a \$30 charge, with money orders, cash, or cashier's checks only accepted thereafter.

Financial Assistance

Families may request a financial assistance packet by either checking the box on the bottom of the 2nd page of the application or by calling the CARE Academy Office at 406-272-8512. Financial assistance decisions will be based on information received. Families must provide a completed application, the four most recent paystubs, and the most recent tax return to be considered for the tuition assistance program.

EARLY OUT AND WHOLE DAY PROGRAMS

All Billings Schools will dismiss an hour earlier on Wednesdays for the 2018-19 school year. CARE Academy will be open from dismissal time until 6 pm on those days.

CARE Academy will provide child care programs on most weekdays when the Billings Public Schools are not in session, other than recognized holidays. On these days, CARE Academy will be offered at centrally located centers. Space is limited at each center. **The fee for the Whole Day Program IS NOT covered by monthly tuition, and will be billed a separate invoice each month there are whole days.**

CARE Academy Whole Day dates for 2018-19 will be:

Oct. 18, 19, 2018; Nov. 21, 2018; Dec. 27, 28, 2018; Jan. 14, 2019; Feb. 8, 13, 2019; Apr 8, 22, 2019; May 3, 2019.

Cost: Whole Day Program \$25.00/day
(10% discount for each additional sibling)

Parents wishing to use the CARE Academy’s Whole Day Programs will be required to sign up and reserve a slot for their child(ren) well in advance. The CARE Office will email out the registration form for the Whole Day Programs. Once you register, whole days will be billed on a separate invoice each month there are whole days. After reserving a slot, the CARE Office needs to be emailed 24 hours in advance if a child will not be attending. Failure to email the CARE Office in advance will result in you being billed for the day/s the child(ren) did not attend.

Operating hours are 6:45 am to 6:00 pm, Monday through Friday.

Closing Time

Please observe our closing time of 6:00 pm. Any child left at a CARE site outside of operating hours will result in additional billing. More than three infractions will result in termination of services. **Late pick up fee - \$10.00 for every 10-minute increment.**

CARE Academy starts on Thursday, August 23, 2018. Bussing from satellite schools to main CARE Academy sites WILL NOT be available August 23 & 24, 2018. Bussing will start Monday, August 27, 2018.

No Program Days and Holidays

CARE Academy **DOES NOT** provide programming on the following days and recognized **holidays:**

Sept. 3, 2018; Nov. 22, 23, 2018; Dec. 24, 25, 26, 2018; Jan. 1, 2019; April 19, 2019; May 27, 31, 2019.

CARE Academy will be closed on the last day of school, Friday, May 31st for clean-up and inventory.

Absences

No credit will be given for any absences. If a child(ren) do not arrive as intended, the CARE staff will contact the parent(s). If the parent(s) cannot be reached, the CARE staff will contact the child(ren)'s emergency contact person(s).

School Closed Due to Weather

If school is closed because of severe weather or any other unscheduled or emergency situation, CARE Academy will also be closed.

Release of Children

Child(ren) will be released only to person(s) who have been specified by the parent(s) through written permission or phone confirmation. All individuals with permission to sign out a child(ren) must be 16 years of age or older, unless special arrangements are made. Identification may be required prior to the release of a child(ren). Any exceptions to this must be communicated to the CARE Academy staff at your child(ren)'s CARE Academy School.

FOOD & SNACKS

Morning Program: Unless the school has a breakfast program in place, children will not be fed in the morning. (If breakfast is served at the school site, parents may work directly with Food Service to take advantage of the service.)

Afternoon Program: Nutritious snacks will be served in the afternoon. Parents may want to provide a treat in honor of a child's birthday. In this case, they should contact the CARE Academy staff to determine the number of children to be served and plan the date.

Whole Day Programs: Snacks will be served mid-morning and mid-afternoon. Parents should send children after eating breakfast with a bag lunch. No food will be provided for breakfast or lunch at the site.

BUS TRANSPORTATION

School days: Busing from satellite schools is contingent upon busing availability.

Early Out Days: No busing is available from Satellite Schools to CARE Academy Site Schools on Parent Teacher Conference Days, Nov. 1, 2, 2018. Parents will have to arrange for transportation to and from the program site during those days.

Whole Day Programs: Whole day programs will be held at Meadowlark Elementary. Parents will have to arrange for transportation to and from the program site during Whole Day programs, as no busing will be available.

FIELD TRIPS

Parents are required to sign a notice regarding any field trip as acknowledgement of the field trip date, time, and location. Any field trip requiring transportation will be provided by the school district's transportation office.

CARE Academy provides many opportunities for children to explore their community and sites of interest. In order for our program to provide quality care and enrichment, it is critical that, on dates when field trips occur, all children participate. Therefore, no on-site care is provided for those not wishing to participate in any given off campus activity.

ILLNESS

CARE Academy provides after school care for children who are attending school on any given school day. If a child is too ill to attend class, he or she is then too ill to attend the after school program. If a child becomes ill, or arrives ill at CARE Academy, the parent(s) will be contacted and expected to promptly pick up the ill child within 30 minutes of notification from the program. The child will be isolated from the other children until the arrival of the parents.

Discipline and Termination

Children are entitled to a safe, pleasant and harmonious atmosphere. Since CARE Academy operates after school hours, and we are unable to send a misbehaving child to the office, unacceptable behavior may be cause for dismissal from the program.

If a child is chronically disruptive to the functioning of the program, his/her enrollment may be suspended and/or terminated upon the recommendation of the staff after reasonable effort to integrate the child into the program, and after consulting the Director, the parent(s), and the Site Coordinator.

Children's Rights:

1. To have a safe environment.
2. To use all equipment and space on an equal basis.
3. To have their ideas and feelings respected.
4. To have discipline that is fair, equal, and respectful.
5. To have staff members who care about them, enjoy being with them, and help them grow.

Children's Responsibilities:

1. To learn the rules and accept the consequences for their actions.
2. To control their feelings so their actions do not harm people or school property while in the program.
3. To follow directions and remain with the group and supervisor at all times.
4. To return materials and equipment to the place they found them for other children to use before taking out a new activity.

Parents' Rights:

1. To know their child(ren) are in a safe environment.
2. To share concerns with the staff about anything they do not feel is in the best interest of their child(ren).
3. To know about their child's behavior. If there is a concern, to spend time talking with the staff about a solution.
4. To know if their child(ren) do not report to the program as intended.

Parents' Responsibilities:

1. **Any changes to your child(ren)'s schedule, drops or other changes, must be communicated to CARE Academy via email at careacademy@uwyellowstone.org or by calling the CARE Academy phone at 406-272-8512.**
2. To notify your child(ren)'s CARE Academy Site Coordinator by phone or written notice if a child(ren) will not attend.
3. To notify your child(ren)'s CARE Academy Site Coordinator when another authorized person is picking up the child(ren).

4. To pay fees on time.
5. To keep the child(ren)'s records up-to-date with changes in phone numbers and addresses.
6. For your child(ren)'s safety, you must sign your child(ren) in each morning and out each afternoon.
7. To pick up your child(ren) on time. Parents whose child(ren) remain past 6 pm must pay overtime fees at \$10 per each 10-minute increment. Children's services may be denied if three overtime charges occur.
8. To tell the site coordinator if the child(ren) needs special attention which may not be indicated on their registration forms (for example: a special crisis time in the child(ren)'s life, a death in the family, medication a child is taking, etc.).

Emergency Procedures

In case of a medical emergency:

Step 1: The Site Coordinator will call the parent(s). If neither parent can be reached, the next step will be taken.

Step 2: If the parent(s) have listed an alternative emergency number, that number will be tried (for example: grandparent, neighbor, or close friend). If those individuals cannot be reached, then step number 3 will be followed.

Step 3: The child will be taken by ambulance to the emergency room at a local hospital at the parent's expense.

Step 4: CARE Academy's responsibility ends when the child has been transported to the emergency room at the hospital. It is suggested that parent(s) have a notarized permission form on file with the hospital to treat their child(ren).

In case of poisoning, staff will immediately contact Poison Control (1-800-222-1222) and follow their instructions.

CARE Academy Contact Information:

On the first day of CARE Academy, you will receive the current Site Coordinator's contact information for your child(ren)'s location.

If you have questions for the Program Director, please contact:

Mark Lambott, Director

Phone: 406-672-4214

Fax: 406-281-6177

Email: lambottm@billingsschools.org

If you have any questions regarding enrollment, tuition fees, payment, or the waiting list, please contact the CARE Academy Office at:

Phone: 406-272-8512

Fax: 406-252-3830

Email: careacademy@uwyellowstone.org