

Keepers Policies and Procedures

2017-18

General Information

Parent pick up is on the side of the building near the statue. Keeper's staff will let you in. Children will not be released to anyone other than a parent or guardian or other individuals listed on your child's Emergency Procedure Card unless prior arrangements have been made, in writing, by you. Picture ID will be required of individuals not known to the Keepers staff.

Children will remain in the extended care area until the student is signed out. Parents or guardians must come to the extended care area to pick up their child (ren). Children will not be sent alone to the car, and children will not be left alone in the extended care area.

Children will receive a snack upon arrival at Keepers. Homework time is from 3:30-4:00 PM. Children must read a book, or complete a worksheet if they do not have homework. We do not allow any talking during homework time. No electronic devices (I-pads, cell phones, etc.) will be permitted until after 4:00 PM. Children are to remain in secured approved extended care area at all times. Any students caught in unauthorized area of the school will receive detention.

Inappropriate Behavior

***Level one** - Disrespecting staff, talking during homework time, leaving snack on table or floor, Offensive language or playing on electronic devices are examples of level- one behaviors. First offense verbal warning; second offense parents will be notified, student will walk laps. Third offense the student will receive R&R.

***Level two**- Being in unauthorized area, arguing, bullying, or any display of harassing behavior, or destruction of school property are examples of level- two behaviors. First offense, student will walk laps; second offense, parents will be called to pick up child; third offense, one day out of Keepers.

***Level three**- Fighting, and/or showing aggressive behavior towards another child or staff member; or intentionally injuring another child are examples of level -three behavior. First offense, parents will be called to pick child up from Keepers and they will not be allowed to attend keepers the next day; second offense, 3-5 days out of Keepers; third offense, child will not be permitted back in Keepers.

** Any child with repeated offenses will receive extra days out of Keepers, or not be permitted back in Keepers. **

****Children are not to share any electronic devices or watch another child play on one. ****

Please review these policies and procedures with your child. **We must have a signed copy of this on file for your child to attend Keepers programs or Snow Day Care.**

I have read the policies and procedures with my child (ren) and I agree to them.

Parent's signature _____ Date _____

Student's signature _____ Grade _____

Thank you for reviewing these rules with your child (ren). If you have any questions or concerns contact me at mjeffrey@stfrancismorgantown.com.

Michelle Jeffrey