



S A F E
After School Program

Registration: Beginning 7-17-17 (seats are limited & on a first come first serve basis)



Price: \$85/month for first child, and \$70/month for every child thereafter

Program Description: afternoon snack, homework assistance, & structured activities

Times of Operation: August 21, 2017 to May 31, 2018 From 3:30pm to 6:30pm

Contact information: call 972-218-3700 or visit us at www.lancaster-tx.com



**TENTATIVE BUS ROUTE
PICK UP TIMES
AND LOCATIONS**



PARENT RELEASE / SIGN-OUT

The registration form includes a section for the parent/legal guardian to provide the names of individuals allowed to pick up their children from the After-School program. A government issued photo identification (i.e. valid drivers license) will need to be supplied for each authorized individual, in addition to the parent/legal guardian. Registration forms are not carried over from program to program. A new set of forms is required at registrations for each program. For security reasons, staff may not give out information over the phone.



Belt Line Elementary	3:40 p.m.
Houston Elementary	3:30 p.m.
Lancaster Elementary	3:45 p.m.
Pleasant Run Elementary	3:30 p.m.
Rolling Hills Elementary	3:45 p.m.
West Main Elementary	3:45 p.m.
Elsie Robertson Middle School	2:55 p.m.
Rosa Parks/Millbrook Elementary	3:50 p.m.
G.W. Carter 6 th Grade STEM Learning Center	2:45 p.m.

**Schedule is Tentative.
Subject to Change.**

**TRANSPORTATION LIABILITY
AND WAIVER**

Before participant(s) can be transported to and from City sponsored activities, a Transportation Liability and Waiver form must be completed by the parent(s) of the participant(s) and filed with the Youth Program Coordinator.

First Aid supplies and a First Aid and Emergency Care Guide will be available in all City program vehicles that provide transportation children.

LATE PICK UP

The After School program concludes at 6:30 p.m. The first incident of a late pick up will result in a written reminder to the parents. Further incidents will result in a \$5.00 late assessment charge for every 10-minute period after 6:30 p.m. Being late three times in a 30-day period could be cause for termination from the program. Failure to pay the late fees within one week of the incident, may result in termination from the program.

**Supervised After-School
Fulfillment Enrichment
Program**

Standards of Care

Program Guidelines

August 21, 2017 to May 31, 2018

City of Lancaster
Recreation Center
1700 Veterans Memorial Parkway
Lancaster, TX 75134
www.lancaster-tx.com





August, 2017

Dear Parent(s):

It is that time of year again! Back to school can be an exciting time, with so much happening all at once. The Lancaster Recreation Center would like to thank you for registering your child in the month of August. As our way of saying thank you, all of the Break Camps (Thanksgiving Break, Christmas Break, and Spring Break) will be included in your August Registration free of charge!

The daily schedule includes a snack, exercise or free play, homework assistance, and enrichment activities; all during a fun and engaging environment.

You are invited to a Parent Orientation on, **Thursday, August 17, 2017 at 6:30 p.m., Grand Hall, Lancaster Recreation Center.**

This meeting is designed to answer any questions or concerns that you may have regarding the upcoming 2017-2018 school year.

We are extremely delighted to have your child/children enrolled in our S.A.F.E. After-School Program, and with your help, we will make this year the best one yet.

For additional information, contact us at (972) 218-3700.

DISCIPLINARY POLICY

Disciplinary action will be taken when a child acts inappropriately, is disruptive, verbally or physically abusive, or creates a safety concern. Children will be warned and or placed in time-out. If the behavior continues or is severe, the child will receive a Behavioral Report. Behavioral Reports are to be signed by the parent/legal guardian. Suspensions and terminations are determined by the severity of the incident and/or the number of behavioral reports issued. Suspensions and terminations will have Recreation Superintendent approval before being implemented, unless the parent requests immediate enforcement. Suspensions and terminations include all Lancaster Parks & Recreation Youth Programs.

1st Behavioral Report Parent/legal guardian signs and receives a copy of the report.

2nd Behavioral Report Parent/legal guardian signs and receives a copy of the report. The program coordinator will contact the parent to set up a conference. The mandatory conference is held with the parent/legal guardian, child, and Recreation Supervisor to discuss the reports. The parent/legal guardian and child are reminded the next report may result in a one-week suspension. If the parent/legal guardian does not respond to the request for a conference within five days, a written notice will be sent home to inform the parent/legal guardian that the two Behavioral reports remain and the next Behavioral Report may result in a one-week suspension from the program.

3rd Behavioral Report Parent/legal guardian signs and receives a copy of the report. Upon Recreation Superintendent approval, the parent may have one business day grace period before the suspension begins. During the suspension period, the child will not be eligible to be registered for other youth programs. When the suspension period is completed, the child may register for other youth programs if space is available or may be placed on the waiting list. Refunds will not be issued for days the child serves on suspension. Parents will be responsible for staying current on program fees.

4th Behavioral Report Parent/legal guardian signs and receives a copy of the report. Upon Recreation Superintendent approval, the parent may have one business day grace period before the termination begins.

AFTER-SCHOOL ACTIVITIES



RECAP AND SNACK TIME

Attendance will be taken and students will receive a healthy After-School snack. Students will have the chance to share any special news or special events, while our Youth Program Leaders can set expectations for the afternoon.

ON THE MOVE

After a long school day, students need to let out their energy. We will spend time dancing, doing yoga stretches and team games. It is just enough time to get out the "wiggles" and refocus to do homework assignments.

HOMEWORK ASSISTANCE

Students will be provided with a quiet and supervised environment to work on their homework assignments. If a student finishes early, they may choose a quiet activity, like reading a book or a magazine.

ENRICHMENT

Students will participate in fun, enrichment-based activities, such as arts and crafts, science experiments or mentorship activities. These activities will vary from week to week.

FITNESS AND FREE PLAY

We understand that making time for daily movement and learning sportsmanship is an integral part of development. Thus, we will engage students in a fun game or team competition. Students need time for self-navigating and the ability to use their muscles.

