

ALPHA AND OMEGA CENTER

Before School and After School Care

(248) 904-9469

(248) 373-2700 (follow prompts after hours)

CENTER HOURS: 7:00am-6:00 p.m. —

The ALPHA & OMEGA CENTER will provide the following: —

- An opportunity for children to participate in a variety of activities that are fun, developmentally appropriate and allow for social, physical, and intellectual stimulation.
- A place to work on homework or school projects.
- Competent and caring Christian Staff.
- A pleasant Christian atmosphere that enriches the child's learning before and after school hours.
- A SAFE PLACE FOR STUDENTS BEFORE AND AFTER SCHOOL.

Registration

Before and after school childcare are available on school days. All Elementary and Middle School students will be checked into Omega if remaining on the school premises after the 3:35 dismissal. Both Alpha and Omega are drop in care programs, available upon need. Pre-registration for Alpha and Omega are not required.

Child Information Record

All students must have a Child Information Record on file before attending the Alpha or Omega programs. This form can be found on our school website or by request at the front desk.

Fees and Payment Policy

The cost for before and after school childcare is \$7.50 per hour per child. Pricing can be found on our website under "Current Families" and "Omega Afterschool Care." Families will be billed monthly through the FACTS system.

Location and Hours of Operation

The OMEGA students will be divided by grade into classrooms. Elementary students will be divided between the Jr. Kindergarten room and the Elementary Art/Music room or Library. The Middle School students will gather in the Art/Music room or Library with the older Elementary students. The center will be open Monday – Friday, beginning the first day of school. The center will be closed on scheduled or unscheduled days off (in-service, holidays, snow days, etc.). The school will open for student access at 7:00am. Omega care begins each day after school and operates until 6:00 p.m. Please be prompt in picking up your child(ren). Late fees will be \$1.00 per minute after 6:00pm. The supervisor will call emergency numbers and, if deemed necessary, the Oakland County Sheriff if students are not picked up by 6:00pm.

Snack

All Jr. Kindergarten students staying for the afternoon program (12-3pm) will be provided an afternoon nutritious NUT-FREE snack and drink. If your child has a documented food allergy, the school will make every effort to

accommodate with a possible substitution. Parents may also provide their child with snacks that meet their diet needs.

Elementary and Secondary students may bring a snack or purchase one for a small fee ranging from 50 cents to \$1. Students may pay for snacks daily with cash, or parents may prepay for their child's snacks with a check or cash. Snack cards can be purchased when picking up your child from the Omega program.

Sign in and Sign Out

When Elementary and Secondary students arrive to the ALPHA or OMEGA program, he/she will be signed in to the program by a staff member. A parent or predetermined adult on the child's Child Information Record must personally pick up their child(ren) from OMEGA and sign them out. Students will not be allowed to sign themselves out.

If it becomes necessary to have someone other than the predetermined adult person pick up your child, you must notify the school office or Omega phone with the name of the person picking up. The person must also be listed on the child information record. We will not release a child to someone who is not on the child information record or whose parents have not notified the office of. Identification (Michigan Driver's License) will be checked for those people with whom the staff is unfamiliar.

Unless custody has been established by a court action, one parent may not limit the other from picking up the child(ren) from our care. A copy of the court order must be on file with the ALPHA AND OMEGA CENTER in order for a child to not be released to a parent.

Children's Conduct

Parents, please review the following expectations with your child:

- Children must remain in the ALPHA & OMEGA area with an ALPHA & OMEGA staff member.
- Children are to respect the rights and property of others.
- Children are to act courteously and appropriately, be cooperative, and follow instructions.
- School building rules apply along with ALPHA & OMEGA rules.
- Appropriate and acceptable language is expected.
- Children are expected to be responsible for their actions.
- Materials and equipment are to be treated properly and returned to their places.

Discipline

- If a problem occurs, the members of our staff use positive methods of discipline that encourage self-control, self-direction, and cooperation.
- Most disruptive behavior will be handled with a "removal from the activity", which gives the child time to regain self-control and time to think about his/her actions.
- Inappropriate behavior will be brought to the attention of the parent who picks up the child and to the Director of the program or Principle. We will follow the published discipline plan located in the Elementary Handbook. Please review the policies.
- Chronic disruptive behavior will not be tolerated. An incident report will be given to the parent or guardian to read, and then a meeting with the Director and/or Principal will be arranged.

Dismissal from Program

The following circumstances may result in a child being dismissed from before or after school care:

- Failure to pay for services in a timely manner.
- Chronic disregard for the 6:00 p.m. closing time.
- Any child intentionally harming another child, himself or herself, or a staff member.
- A child who does not adjust to behavioral recommendations as found in or out of the program.
- Parents chronically not signing a child out of the Omega program.

Health and Safety

ALPHA & OMEGA will follow the Health & Safety guidelines of the Jr. Kindergarten. See page 22 in the Elementary Handbook, under “Health and Safety”. Outside play is planned every day, weather permitting. Please dress your child according to the weather; this includes hats, gloves, coats, and boots in winter.

Early Dismissal or Inclement Weather Days

ALPHA & OMEGA will follow the school closing guidelines on page 12 of the Elementary Handbook.