



Emerson
SCHOOL

Before & After School Program Guide

2024-2025

In order for your child to participate in any of our programs, we must receive a signed copy of this guide with your signature(s) via your Procure account.

Contact Information



After School Cell Phone

CALL OR TEXT

734-660-5108



Carly Meloche

Director

cmeloche@emerson-school.org



Catherine Audette

Assistant Director

caudette@emerson-school.org

COMMUNICATION NOTES

You can reach us by email and text **ONLY** from 10:00am until 2:30pm Monday through Friday.

You can reach us by call and/or text from 2:45pm until 6:00pm Monday through Friday.

If you have a question or concern regarding our programs during school day hours, please text or email us.

If you have a question or concern which does not relate to our programs during school day hours, please contact Emerson's Front Desk at **(734) 665-5662**.

Hours of Operation

Before School Child Care (Morning Care): 7:30am-8:15am

- Parents may not drop off students at school prior to 7:30am
- All students arriving before 8:00am will be signed into Morning Care

After School Child Care (After Care): 2:45pm-6:00pm

- All students not picked up curbside by 3:30pm will be signed in to the After School Program
- **After School Child Care ends promptly at 6:00pm**, regardless of evening school events and their start times (ex. Art/Music Nights, Band/Orchestra concerts, Science Fair, etc.)

Program Philosophy

Emerson's After School Program is designed to offer safe, rewarding experiences for students during after school hours. The program offers children an opportunity to socialize with peers, learn new skills, and enhance their school experience. Emerson School is committed to providing a safe environment full of caring and dedicated staff, exciting and diverse enrichment classes, and fun, age appropriate indoor and outdoor activities for all children.

Enrollment

Both morning care and aftercare are available to all students currently enrolled at Emerson School on a drop-in basis. We do not require advance registration. Morning care and aftercare will officially begin on Tuesday, September 3rd.

Security

If you are an authorized parent or guardian picking up a child, you must park and enter the building via the Belonging Center doors. Then, you can sign your child out with us at our After School Program desk at the front of the library. We use a digital system called Procare to keep track of all family contact information, authorized pick-ups, and student attendance. Each individual authorized to pick up a student will have their own designated PIN that they will enter into one of our iPads at the front of the library during pick-up time. It is important that all students who are signed into the After School Program exit the building with their authorized parent or guardian via the Belonging Center doors during after school hours for visibility and safety purposes.



Morning Care Program

Any Y5-8th grade students who are on campus prior to **8:00am** must sign in to morning care. Grade divisions should follow these morning care protocols:

- **Y5-3rd Grade** → Enter through the Belonging Center doors and sign in with our staff at the front of the library.
- **4th-8th Grade** → Enter through the front main doors and sign in with our staff in the Commons.

All students will be supervised by our morning care staff consisting of both Emerson teachers and After School Program staff members. All students signed in to morning care have the option of reading, drawing, coloring, doing homework, spending time with friends, or playing in the gym. Students who sign into morning care will be charged at the rate of \$10/day billed at the end of each month. Any students who ride the bus to school in the morning will not be charged for morning care. However, they must still sign in with morning care staff for supervision/attendance purposes. All students will be dismissed to their lockers/classrooms at their respective grade's starting times (8:00am for all 4th-8th grade students and 8:15am for all Y5-3rd grade students).

After School Program (Young Fives-3rd Grade)

Any Y5-3rd grade students who are not picked up curbside by **3:15pm** will be signed in to the After School Program at their grade division's designated location during their respective dismissal times:

- **Y5-K**→Sign in with Miss Catherine at the After School Program desk in the front of the library at 2:45pm
- **1st-3rd Grade**→Sign in with an ASP staff member on the steps of the library at 3:00pm

Students will be directed to these specific locations by their teachers and After School Program staff members. Upon signing in, students will be given a pre-packaged snack which they will eat outside. All grades will spend ample time outside on the playground (weather permitting). When Y5-3rd grade students come indoors, they will have games, crafts, activities, and ample opportunity for creative and self directed play available to them in the library. In addition, After School Program staff members may lead various planned activities each week. These are optional but open to any students interested in participating.

After School Program (4th-5th Grade)

Any 4th-5th grade students who are not picked up curbside by **3:30pm** must check in to the After School Program in the Commons right outside the AIC. Upon signing in, 4th-5th grade students will be given a pre-packaged snack which they will eat outside. They will spend ample time outside on the playground (weather permitting). When 4th-5th grade students come indoors, they will have games, crafts, activities, and ample opportunity for creative and self directed play available to them in the Commons. In addition, After School Program staff members may lead various planned activities each week. These are optional but open to any students interested in participating.

After School Program (6th-8th Grade)

Any 6th-8th grade students who are not picked up curbside by **3:30pm** must check in to the After School Program directly outside Room 204 at their respective dismissal time. Upon signing in, students can head outdoors to the playground to get a pre-packaged snack which they will eat outside. After finishing their snack, 6th-8th grade students have three options for how they may spend their time in the After School Program:

1. **Spend Time Outdoors:** Students may spend time outside on the playground getting some fresh air and exercise.
2. **Work on Homework:** Students may do homework or study in our designated Homework Room (Room 208). Our Homework Room will be supervised by one of our staff members and is meant to be a quiet work space.
3. **Relax and Socialize:** Students may spend time in Room 204. This room is also supervised by one of our staff members and is meant to be a space where students can socialize with friends, play games, work on a craft, or engage in any activity that allows them to unwind after a long school day.

Off-Limits Locations

Students who are checked into the After School Program are not permitted to wander the hallways, lounge in the Commons areas, or spend time anywhere else on campus without direct adult supervision.

Computers

6th-8th grade students are allowed to use their computers for homework in the designated Homework Room only. If a student is caught using their computer for anything other than homework during after school hours, their computer will be confiscated until they sign out of the After School Program for the day.

Cellphones and Smartwatches

In alignment with school day policies, smartwatches are not allowed in the After School Program. 6th-8th grade students may use their cellphones to communicate with a parent or guardian until 3:30pm. If a student is seen with a phone past 3:30pm, it will be confiscated until they sign out of the After School Program for the day.

After School Sports

When a 4th-8th grade student has an after school sport or activity that meets at 3:30pm or earlier, they should NOT sign into the After School Program. Once they are dismissed at 3:15pm, they can use that time to prepare for their practice or game. When a 4th-8th grade student has an after school sport that meets anytime after 3:30pm (3:45pm, 4:00pm, 4:30pm, etc), they should sign into the After School Program immediately following their dismissal at 3:15pm. If 4th-8th grade students stay after school for a practice or activity and are not picked up promptly at the end of this sport or activity, they must sign in to the After School Program and will be charged for that time spent in our program.

For families with students in different grades with different dismissal times, Y5-3rd grade students will not be charged for aftercare while they wait for their 4th-8th grade sibling(s) to be released.

Dates of Operation

Morning care and the After School Program will begin on Tuesday, September 3rd, 2024. Morning care is offered every regularly scheduled school day, and the After School Program is offered according to the school calendar. In addition, full days of child care will be held on certain days when school is not in session (detailed below). Child care will not be available on days that school is closed due to weather conditions. Below is a comprehensive list of dates when we will be offering additional child care opportunities as well as dates when we will not be offering child care:

- September 3 - First Day of School, child care available 7:30am-8:30am and 2:45pm-6:00pm
- September 3-4 - Half Days for Young Fives-1st Grade (childcare available 12:00pm-3:00pm with fees)
- September 5-6 - Half Days for Young Fives-Kindergarten (childcare available 12:00pm-3:00pm with fees)
- September 3-13 - Half Days for Young Fives and Kindergarten (childcare available 12:00pm-3:00pm with fees)
- September 27 - Late Start Day (extended morning care available 7:30am-9:45am with fees)
- September 27 - Homecoming (normal aftercare offered with pre-registration)
- October 16 - Parent Teacher Conferences (extended aftercare available 6:00pm-7:30pm with fees)
- October 17 - Parent Teacher Conferences (full day childcare available 8:00am-6:00pm with fees)
- October 18 - No school/childcare
- November 27-29 - Thanksgiving Break (no school/childcare)
- December 2 - Report Writing Day (no school/childcare)
- Dec. 23-Jan. 3 - Winter Break (no school/childcare)
- January 10 - No aftercare (faculty/staff event)
- January 20 - MLK Day (no school/childcare)
- January 31 - Early Release Day AND No School for Y5-K (childcare available 12:00pm-3:00pm with fees)
- February 13-14, 17 - Mid-Winter Break (no school/childcare)
- February 28 - Early Release Day AND No School for Y5-K (childcare available 12:00pm-3:00pm with fees)
- March 19 - Parent Teacher Conferences (extended childcare available 6:00pm-7:30pm with fees)
- March 20 - Parent Teacher Conferences (full day childcare available 8:00am-6:00pm with fees)
- March 21 - No school/childcare
- March 24-28 - Spring Break (no school/childcare)

- April 17 - No aftercare (faculty/staff event)
- May 23 - No school/childcare
- May 26 - Memorial Day (no school/childcare)
- June 2 - No aftercare (faculty/staff event)
- June 5 - Last Day of School (no aftercare)

Fees

After School Program fees are based on the total amount of time that your child spends in the program each day. Total charges for the entire month are billed to your student account at the end of each month.

TOTAL TIME:	CHARGE:
30 min	\$11.00
1 hour	\$17.00
1 hour 30 min	\$20.00
2 hours	\$24.00
2 hours 30 min	\$28.00
3 hours	\$31.00

If a parent or guardian is on campus volunteering (coaching a sport, leading an activity, or working with ESPO), they will not be charged for childcare. However, we ask that you notify us of these instances in advance via email so that we can take them into account and not charge your account by mistake. Parent-teacher conferences or scheduled meetings are not included in this exception.



Late Policy/Fee

The After School Program ends promptly at 6:00pm. A strict late fee of \$5.00/minute for every minute after will be charged for each student that is picked up after 6:00pm. Late pick-ups are very difficult on your child and on the After School Program staff. If you are going to be late, please call or text **734-660-5108** so we can reassure your child that you are on your way. No exceptions to the late policy will be made.

Parent/Caregiver Responsibilities

- Any student not picked up at curbside by their grade's respective dismissal time will be signed into the After School Program, must be signed out when picked up, and will be charged accordingly.
- Parents/caregivers should familiarize their child and their child's teacher with their After School Program schedule.
- Parents/caregivers must enter the building via the Belonging Center doors to pick their child up in person.
- Parents/caregivers are required to provide the Front Office with written authorization for anyone that will pick up their child from school at any time of the day, including during the After School Program.

Parent/Caregiver Rights

- Parents/Caregivers have the right to visit the After School Program during operating hours at any time.
- Parents/Caregivers have the right to request detailed reports – verbal or written – of their child’s behavior during the After School Program.
- Parents/Caregivers have the right to speak to the After School Program Director about the program’s activities and planned events.
- Parents/Caregivers have the right to request conferences with the After School Program Director throughout the school year regarding their child’s specific needs in the program.

Snacks

Children in the After School Program receive a pre-packaged snack upon signing into the After School Program. Snacks are simple, such as pretzels, popcorn, baked chips, etc. We also offer apples and clementines as a supplementary snack option when students wish to have it. If your child has a food allergy, they will be provided with an alternative snack. However, replacements will not be given out for picky eaters. Students are always permitted to bring a snack from home. All snacks will be consumed outside before playing.

Movies

Movies may be shown occasionally, typically reserved for rainy days. All movies shown are age appropriate and usually have a ‘G’ or family rating. ‘PG’ films may be shown with the approval of the After School Program Director.

Discipline

Children are expected to show respect for individuals and property, self-control, and good judgment during the After School Program. If necessary, staff members will intervene in situations where children are not behaving appropriately. Using positive discipline measures, staff and children work together to resolve conflicts and establish acceptable guidelines for behavior. When problems or conflicts occur, children are encouraged to express their feelings as they relate to the issue, making it possible, in most cases, to come to a resolution through open discussion. If problematic behavior continues, parents are notified and may be asked to meet with the Director for assistance in working with the child. In accordance with Emerson and State of Michigan guidelines, physical punishment, humiliation, or intimidation will not be tolerated in the After School Program.

Restorative Action in Middle School After Care

In Middle School After Care, we follow a similar Restorative Action Plan to the one that is implemented throughout the school day. Please note that these policies are aligned with our cell phone and smartwatch policies during the school day. This consistency is very important for our adolescent learners.

If a student displays poor behavior in Middle School After Care, these are the action steps that will be followed:

- 1. Verbal Warning:** The student will receive a warning that their behavior is unacceptable. They will also receive a warning that the next step is a location change.
- 2. Short-Term Location Change:** If the student repeats this behavior, they will be sent to the library and directly supervised by the Director and Assistant Director of the After School Program for the remainder of their time in aftercare. In the library, they may work quietly on schoolwork, read, or draw until their parent or guardian arrives for pick-up.

3. **Restorative Conversation & Student Reflection Process:** If the student's behavior continues beyond Step 2, the Director and Assistant Director will schedule a meeting with the student to have a restorative conversation about their behavior and develop a plan going forward. The Assistant Head of School and the Director of Student Life may also be present for this meeting depending on the circumstances of the situation. Following this conversation, the student will be guided to complete the [Student Reflection Form](#). This will then be shared with their Advisor/HRT. Parents will be called and/or emailed with a summary of both the student's behavior and the restorative process. These details will also be documented in RenWeb.
4. **Final Step:** If a pattern of behavior continues beyond Step 3, we will discuss future options with the student, their parents, the Assistant Head of School, and the Director of Student Life. This may include a temporary suspension from aftercare.

Licensing

The Emerson After School Program is fully licensed by the State of Michigan Department of Child Day Care Licensing and follows all rules and guidelines that the state establishes. Many of the program's policies are designed to meet these guidelines. We maintain a notebook with all of the licensing inspection reports, special investigation reports, and correction action plans from November 2009 to the present. This notebook is available during all normal business hours of the program. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

Health and Safety Guidelines

The After School Program strives to keep all of our students healthy and safe. We comply with all and any current guidelines set forth by the Washtenaw County Health Department and meet or exceed the recommendations laid out by the MI Safe Schools Roadmap. We also mirror any policies and protocols implemented by Emerson School at large. If a child has a fever of 100 degrees or higher, has vomited, or has presented any symptoms of COVID-19 within the past 24 hours, please do not send your child to the After School Program. If a child has a fever or vomits in the After School Program, we will contact parents immediately for pick up. If a child is not feeling well or is injured while in our care, we will also contact parents to alert them of the situation. In addition to daily custodial cleaning services, the After School Program uses disinfecting wipes each day to clean the surfaces we use most often (tables, chairs, handrails, etc.) and alerts the custodial staff of anything needing additional attention. For more details, please refer to the Emerson School 2024-2025 Health & Safety Policies Procedures bulletin sent to all families at the start of the school year.

Enrichment Classes

The After School Program offers a wide variety of after school enrichment classes, such as art, dance, podcasting, cooking and baking, and much more. These enrichment classes are divided up into three six week long sessions, and class offerings will vary according to each session. Pre-registration is required for all classes. Class details are released via email a couple weeks before each session begins, and registration opens at that time. Fees for enrichment classes will be billed to your student account at the end of each session. Here are the dates for our enrichment sessions this school year:

- **Fall Session:** September 16th – November 15th (no classes Oct. 14-18 due to parent teacher conferences)
- **Winter Session:** January 13th – March 14th (no classes Feb. 10-17 due to Mid-Winter Break)
- **Spring Session:** April 7th – May 30th

Music Lessons

The After School Program is proud to provide students the opportunity of taking quality in-person private music lessons. Private lessons run in two sessions (September-December and January-June). Lessons are billed at the end of each session for the entire session at the rate of \$40 per 30 minute lesson. Contact the After School Program Director for more information or to sign your child up for lessons.

Frequently Asked Questions

Q: How do I sign my child up for Morning Care and/or After Care?

A: You don't need to! Our programs operate on a completely drop-in basis. You will never need to sign up for morning care and/or aftercare in order for your child to participate. If there has been a change of plans with your family's after school pick-up plan and you would feel more comfortable letting them know during the school day, simply contact Emerson's Front Desk via phone or their teacher via email to request that they pass the message along to your child.

Q: Can I call or text the After School Program phone to have my child sent curbside for pick-up?

A: In the past, we have allowed families to call or text for their child to be sent to their car at curbside. However, in alignment with Emerson's overall goal for heightened security and safety, parents and guardians must come inside the building to pick up their child from now on. When you arrive at Emerson School to pick up your child from aftercare, please park and enter the building through the After School Entrance (the Belonging Center doors). Then, you can sign your child out at the After School Program desk in the front of the library. You will enter your designated PIN into one of our iPads, and then we will call your child for you.

Q: How do I sign my child up for music lessons and/or enrichment classes?

A: To sign your child up for music lessons or to get more information about them, contact Carly Meloche via email at cmeloche@emerson-school.org. To sign your child up for enrichment classes or to get more information about them, contact Catherine Audette via email at caudette@emerson-school.org.

Q: If I am on campus volunteering or coaching, is my child charged for aftercare during that time?

A: No. A student will not be charged for time spent in our program if their parent or guardian is on campus volunteering their time for the school in some way. However, we ask that you notify us of these instances in advance via email so that we can take them into account and not charge your account by mistake. Parent-teacher conferences or scheduled meetings are not included in this exception.

Q: If my child is in an after school activity (music lesson, enrichment class, sport, etc), are they still signed into aftercare?

A: Yes. However, students who are involved in after school activities are not charged for aftercare while they are at their sports practice, enrichment class, music lesson, etc. In order to keep track of which students are on campus during after school hours, we must keep these students signed into Procure, our online attendance portal. However, we keep meticulous records of which students are involved in after school activities and cross reference this information with our attendance lists on a daily basis. This is to ensure that your account is not incorrectly charged for time your child spends on campus during after school hours. If your child does spend time in aftercare before or after their activity, your account will be charged for that time.

Q: Does my Middle School student need to sign into morning care and/or aftercare?

A: Yes. If your Middle School student is staying after school past their dismissal time for any reason (waiting for their ride to arrive, sports practice, play rehearsal, etc), they must sign into the After School Program and will be charged as such for the time they spend in our program. While we understand that many of our Middle School students require less direct supervision than our Lower School students do, they still require baseline supervision. This is a safety concern as it is crucial to keep track of which students are on campus during after school hours.