



Dear Parents,

Welcome to the 2017-2018 school year! As the Director of the program, I look forward to working with you during this school year.

In hopes to answer any questions about the program that you may have, the following is a breakdown of the Before and After school program at Corpus Christi, further referred to as Treasures.

#### WHAT ARE THE HOURS?

Before School Care: 6:30 a.m.- 7:45 a.m.

After School Care: 3:15 p.m.- 6:00 p.m.

There is a \$5 late closing fee charged for each 15-minute interval (or portion thereof) past 6 p.m.

#### IS TREASURES OPEN WHEN THE SCHOOL IS CLOSED?

Treasures will be open on half-days from when school is released at 11:30 a.m. until 6:00 p.m. On certain school holidays or breaks, Treasures will be open 6:30 a.m.- 6:00 p.m. On snow days when Corpus Christi cancels school, Treasures will not be open. (See Calendar for specific dates)

#### WHAT ACTIVITIES WILL THE TREASURES PROGRAM PROVIDE?

Upon arrival, the child is provided with a transitional period of time to meet his or her own needs. This includes using the bathroom, eating snack, and physical activity. During the rest of the time, the activities are designed to enhance the child's day in a wholesome educational environment. The following is an example of the type of activities parents could expect their child to encounter:

3:15 p.m.- 6:00 p.m.

- Transition period and attendance taken
- Snack\*
- Outdoor play time
- Special activity (arts and crafts, organized games, etc.)
- Free choice
- Homework and study time
- Manipulative activities (table games, drawing, reading, etc.)

\*An afternoon snack will be provided on school days. A lunch from home must be brought on half-days or days where Treasures is open all day.

## WHAT IS NEEDED TO ENROLL?

Our families must fill out the required registration paperwork which can be found online. There is a \$35 registration fee per child. (<http://www.littlejewelslearningcenter.com/index.shtml>)

## AUTHORIZATION TO PICK UP YOUR CHILD

It is required that parents sign their child out each day. No child will be released to a person not authorized by a parent. We must have written authorization for changes in this respect. Please let the staff know who is picking up your child. If you are unable to pick up your child before 6 p.m., please arrange for an authorized person to pick up your child. The said authorized person must present an I.D. for child to be released to them.

## DISMISSAL FROM PROGRAM MAY RESULT WHEN:

- Payment is more than 5 days late
- Pickup is persistently late
- Parent persistently omits signing out daily
- A condition exists such that participation in the Treasures program is not advisable. In such a case, a parent conference will first be requested. Children are expected to cooperate with the staff and follow the procedures and guidelines. (See Discipline Policy)

## DISCIPLINE POLICY

Minor offense (disruptive behavior, insubordination, etc.)

1. Verbal Warning
2. Time Out
3. Referral to director

Major offense (physical or verbal abuse, destructive behavior)

1. Time out until end of session (reported to parents)
2. Referral to director
3. One week suspension from program
4. Removal from the program

## WHAT CAN YOUR CHILD BRING FROM HOME?

On full days out of school, your child is allowed to bring toys or electronic devices from home. Please make sure items brought from home have your child's name on them. The Treasures program is not responsible for lost, stolen, or damaged items.

## ABSENT POLICIES

Parents are responsible for contacting the Treasures program if their child will NOT be attending. You may give written authorization of the absence, e-mail to the director, or phone call to the director. It is NOT the school's responsibility to notify Treasures of your child's absence.

## HOW MUCH IS THE FEE?

For before school care, Treasures charges \$10/day.

For after school care, Treasures charges \$65/week for students who attend 4 or 5 days, \$45/week for students who attend 3 days, \$30/week for students who attend 2 days, and \$20/week for students who attend 1 day. There will be no additional charge for ½ day care. It will be the normal after school care only rate.

For all day care, Treasures charges \$200/week for students who attend 4 or 5 days, \$140/week for students who attend 3 days, \$90/week for students who attend 2 days, and \$45/week for students who attend 1 day. Again, refer to the Treasures calendar to see what days all day care will be provided.

During weeks where they have after school care and all day care, they will be charged accordingly. (Example: Monday-Thursday after school only, Friday all day care → \$65+\$45= \$110.)

No refunds will be given for absent students. The regular fee will be charged whether the student is present or not.

There is a \$5 charge per every 15-minute interval (or portion thereof) for a child who is not picked up by the regular 6 p.m. closing time. If you have an emergency and cannot pick up your child before 6 p.m., please arrange for an authorized person to pick up your child.

Payments can be set up to withdrawal electronically, or you can pay by check directly. Please make checks out to “Little Jewels”

A two-week written notice must be given for withdrawal of the child. (See Withdrawal form)

\*NOTE: Removal from the program is subject to happen if payment is more than 5 days late. Any unpaid balance must be paid before child is allowed to re-enter Treasures\*

## IS THERE A SIBLING DISCOUNT?

Treasures does offer a sibling discount for students who are enrolled full time. This means they attend 4/5 days a week. If a family has more than one child enrolled in Treasures, they receive a \$10/week discount. If a family has a child enrolled in Treasures full time, and a sibling attends a Little Jewels center full time, they may receive a \$50/week sibling discount.

## HOW DO I CONTACT TREASURES?

Director- Kara Jeffers

[littlejewels.karaj@gmail.com](mailto:littlejewels.karaj@gmail.com)

Little Jewels Learning Center (Williamsburg)

(309)-808-0051

Treasures at Corpus Christi

(309)-662-3712 ext. 8

# Treasures Before and After School Program by Little Jewels

## 2017-2018 School Calendar

August 2017						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

 School Closed/ Holiday  
All Day Care provided

 Early Dismissal  
Half Day Care provided

 School Closed  
No Care provided

## Treasures Withdrawal Form

DATE \_\_\_\_\_

I, \_\_\_\_\_,  
(Parent or Guardian's name)

am giving an official notice that my child \_\_\_\_\_ will no longer be attending Treasures at Corpus Christi.

DATE OF THE WITHDRAWAL NOTICE \_\_\_\_\_

I understand that if I withdrawal from the aftercare program I will not be eligible to attend for the 2017-2018 school year.

Signature \_\_\_\_\_