



# Chisholm Corral Before/After Care Program

Chisholm Elementary and Edmond Public Schools



We welcome you and your child to the Chisholm Before/After Care Program. Our goal is to provide a safe, healthy, and fun environment while striving to meet the needs of your child. We hope to offer activities that will keep your child active and interested. The program is staffed primarily by Edmond Public Schools faculty/staff. The program only provides service to children grades K-5th who are currently enrolled at this site. We reserve the right to limit the number of children admitted to our Before/After Care Program due to safety and amount of building space.

## Hours of Operation

Before Care: 7:00 am - 7:55 am

After Care: 3:15 pm - 6:00 pm

Children may begin arriving at 7 am for Before Care. Children are to be picked up by 6 pm for After Care. A late fee of \$1 per minute will be charged for any children remaining after 6 pm. The late fee will be due at the time the child is picked up. The program runs in conjunction with the Edmond Public Schools' academic calendar. We are closed during all scheduled breaks (i.e., holidays, spring break, snow days, etc.).

## Payments

Monthly payment may be made in advance or at the beginning of each month. A note will go home at the end of each month letting you know the next month's fees. A late fee of \$15 will be charged if payment has not been received within three school days of the new month. Payment must be for the scheduled days and times for which you have enrolled. Refunds and/or reductions will not be made for illnesses, absences, and other activities. You are charged for the number of days you signed up. Payment can be made with check (preferred), cash, or credit/debit card (online). Nonpayment can result in the loss of your child's spot and no readmittance to Corral. Payment records are available at:

<https://ok-edmond.intouchrecepting.com>

*(view fees due, make credit/debit card payments, print receipts, print tax information)*

In the event school is closed due to a holiday, snow day, etc., you will not be charged for that day. For example, if your child is enrolled five days and school is only open four days, you will be charged the four-day rate on the payment scale. Any credit due for a cancelled school day (such as a snow day) will be reflected in the following month's statement.

2017-2018 Before/After Care Weekly Fee Schedule			
Kindergarten Rates			
# of Days	Before Only (7:00-7:55 am)	After Only (3:15-6:00 pm)	Both (Before and After)
5 Days	\$42	\$69	\$86
4 Days	\$35	\$57	\$73
3 Days	\$29	\$45	\$59
2 Days	\$22	\$36	\$46
1 Day	\$18	\$28	\$33



2017-2018 Before/After Care Weekly Fee Schedule			
First Grade—Fifth Grade Rates			
# of Days	Before Only (7:00-7:55 am)	After Only (3:15-6:00 pm)	Both (Before and After)
5 Days	\$39	\$66	\$83
4 Days	\$32	\$54	\$70
3 Days	\$26	\$42	\$56
2 Days	\$20	\$34	\$43
1 Day	\$16	\$26	\$30

Updated August 2017

## Compliance Folder

Because Chisholm Corral is licensed by Oklahoma DHS, a licensing compliance folder is maintained and located in the Corral director's file cabinet. If you wish to view this folder, please see the Corral director.



## Checking In/Out

For your peace of mind and the safety of your child, all children must be signed in and out by parents (or a person you have authorized and listed on the enrollment sheet). Children will not be released without your authorization and appropriate identification. Older children may not sign themselves in/out! Please use the west entrance by the gym to check in/out. (However, if you are picking up your child in the afternoon before 4 pm, go to the main office instead. The office personnel will contact us because we will be either outside or away from the west entrance.)

## Attendance

For safety purposes, it is imperative that we can account for your child at all times in which they are enrolled. You must notify the director in the event your child is absent or leaves school early. A fine may be charged if there is an excess of absences without notifications. You are responsible for paying for all days your child is enrolled, regardless of absences.

**IMPORTANT:** If your child will NOT be at the afternoon session of Chisholm Corral on a day that he/she usually attends, please notify us before 3 pm. You can let us know by using one of the following methods:

- ◆ e-mail: [cyndy.barton@edmondschools.net](mailto:cyndy.barton@edmondschools.net) with subject line of Corral EPS12
- ◆ text message: 405-757-5847 (daycare cell phone)
- ◆ voice mail: 757-5847 (daycare cell phone)

If your child is not at After Corral as scheduled, we will call your contact phone numbers to notify you. Please provide updated information when contacts/numbers change.



## Personal Belongings and Money

Please follow school rules regarding toys, electronic items, and money. (Chisholm Corral will not be responsible for lost, stolen, or damaged items such as those previously listed.) Backpacks and coats will be placed in a central location and only accessed when necessary.

## In Case of Emergencies

If a child should become ill with a fever or anything we feel could be detrimental to the child or other children, we will notify a parent to pick up his/her child immediately.



## Medications and Allergies

Chisholm Corral will follow the same procedures as the school in regard to medications. Please record any medications and allergies that the Corral employees need to be aware of on the Child Information form. An additional form may need to be completed depending on the medication/allergy (e.g., self-administration of an inhaler, list of "off limit" snacks, etc.). Thank you for helping us keep your child safe.

## Reporting of Child Abuse

Following DHS guidelines, Corral employees are required to report any signs of child abuse.

## Afternoon Snack

A nutritious snack and drink will be served each afternoon. (Please let us know if your child has any food allergies.)



## Discipline

In order to provide your child with appropriate and safe care, we have established discipline procedures.

1. The parents will be contacted when there are behavior problems.
2. Should the behavior continue, the parent will be contacted to pick the child up early.
3. If the behavior does not stop, the child will be dismissed from the program.

## Activities

The program will provide time for homework, large motor play, arts & crafts, games, and computers. When weather permits, the children will be allowed to play outside utilizing the school's playground equipment. Homework tables/areas will be provided for students to work on assignments. Students will be assisted with homework, but there is not a "tutoring/teaching" session. It is the child's responsibility to complete homework.



Thank you for sharing your child with us each day!

- ♥ People have asked us what Chisholm Corral needs (i.e., how they can help). Things that would be beneficial to the kids would be the donation of games and/or gift cards to provide more items for the children (e.g., Target, Wal-Mart, Hobby Lobby, Mardel, etc.). Thank you in advance if you choose to help us continue to grow!