

South Connection
Policies and Procedures
Effective June 2017

I. PROGRAM REGULATIONS

A. DAYS OF OPERATION

Open Monday through Friday except:

July 4, 2017

September 4, 2017

November 23 and 24, 2017

December 25 and 26, 2017

January 1, 2018

May 28, 2018

Emergency Closings:

Oakwood closed ----- South Connection closed

Oakwood 1 hour delay ----- South Connection opens at 8 A.M.

Oakwood 2 hour delay ----- South Connection opens at 9 A.M.

We will be open for the following:

*Staff in-service days: Sign up required.

*Early dismissals: Tell South Connection your plans for these days.

*School scheduled holidays: You must sign-up and follow the posted procedure. Payment is required for each day reserved, even if the child is absent, unless you provide a written doctor's excuse.

B. ELIGIBILITY

Oakwood City School children can enroll in the fall program as kindergarten students and continue attending through the summer after the sixth grade, or until their fourteenth birthday, whichever comes first. Students must complete kindergarten before becoming eligible to attend the summer program.

C. ENROLLMENT

During March, families already enrolled in South Connection have the first opportunity to register for summer and fall programs, if their accounts are current. Next, registrations will be distributed to kindergarten and new elementary students. To secure placement in South Connection, parents should turn in the forms by the posted deadline. After that, students may be placed on a waiting list.

D. ATTENDANCE

We accept both full-time and part-time students, but part-time students must attend (or pay for) at least the same two days per session, per week, every week. When a child is admitted to the program, the parent must designate the student's regular schedule. Payment is based on the actual days reserved. You pay for scheduled days even if the child is absent, unless a written doctor's excuse is provided. Trading days is not possible, but you may occasionally add a day with prior approval.

E. DROP OFF AND PICK UP

South Connection students and parents normally use the back door to enter and leave the building. When kindergarten is in session, everyone must enter through the front door. Please be aware that special classes meet in the big room during the day. The person picking up your child must be on file with our staff, or pick up will not be allowed. The child must be signed out before leaving the building. There is a penalty fee for parents arriving after 6:00 P.M.

Summer: We are open 7:00 A.M.- 6:00 P.M. If you expect your child to be transported to any lessons, the child must arrive 30 minutes prior to the lesson time. We only provide two-way transportation.

School Year: Morning Program: Begins at 7:00 A.M.
After School Program: 2:55 p.m. - 6:00 P.M.

F. TRANSPORTATION

Children being transported to school need to arrive at South Connection no later than 8 A.M. Since the bus is on a tight schedule, students must report to South Connection teachers immediately after school. Please be sure that your child's teacher knows that children will miss the bus if held after school. Behavior such as disturbing fellow students or arguing over seats will not be tolerated. Eating is not permitted on the bus. Failure to respect drivers, teachers, and rules could result in loss of transportation privileges.

G. ABSENCES

If a child is not going to be at South Connection on a day the child is normally scheduled, the **parent must notify us**. Parents (not the schools) are responsible for keeping South Connection informed each day that the child is absent, not just at the beginning of an illness.

H. WITHDRAWAL FROM THE PROGRAM

Notify the Program Manager as soon as you know you want to withdraw your child. Whether or not a student may return will be determined by availability.

I. SUSPENSION/TERMINATION OF ENROLLMENT

Enrollment of a child in the program can be suspended or terminated by staff with written notice from the Program Manager for the following reasons:

1. Failure to pay program fees on time.
2. Failure to adhere to the 6:00 P.M. closing time.
3. After reasonable efforts to integrate a child into the program by the staff, the child's behavior is deemed chronically disruptive to the functioning of the program.
4. The child's health, emotional, or physical functioning is deemed disruptive to the functioning of the program or dangerous to the child or other children.
5. Inappropriate behavior by people authorized to pick up your child.

II. PAYMENT INFORMATION

ALL PAYMENTS ARE DUE EACH FRIDAY OR THE LAST DAY OF THE WEEK THAT THE CHILD IS SCHEDULED TO ATTEND. YOU MAY PAY FOR MORE THAN ONE WEEK AT A TIME. ALWAYS WRITE ON YOUR PAYMENT WHICH DAYS YOU ARE PAYING FOR. Collect each receipt promptly. If it shows a positive or negative balance, adjust the next payment to bring the balance to zero. Payments can be made by check or cash, and must be placed in the payment box. Receipts will be put in the children's mailboxes. DO NOT SEND PAYMENTS WITH YOUR CHILD. No bills will be mailed. Your receipts and your canceled checks are your records. NO END OF THE YEAR PAYMENT REPORTS WILL BE PROVIDED FOR TAX PURPOSES.

A. SUMMER

Parents must provide students with a membership to the O.C.C. pool in order to participate in our Summer Program. Parents may also register their children and pay for O.C.C. lessons and activities. South Connection provides transportation to the lessons, but relies on the O.C.C. staff to supervise and instruct the students. Please be sure your child is responsible enough to participate in group lessons. Refer to the Summer Registration Packet for more details. Breakfast, lunch, snacks, admissions, and supplies are included in regular fees.

B. SCHOOL YEAR

Breakfast (if enrolled), snacks, and supplies are included in regular fees. Children bring their own lunches on extended days. Parents may need to supply food for children with allergies.

C. LATE PICK-UPS

Parents whose children remain past 6:00 P.M. for after school sessions must pay an overtime penalty fee of \$1.00 per minute. Frequent late pick-ups may result in termination of enrollment of the child.

D. FEES DURING ABSENCES AND VACATIONS

A written note from a doctor will excuse parents from paying for an absence. Absences due to vacations, visitors, etc. will be billed as follows: If South Connection is notified in advance, up to two weeks per year (between the end of one school year to the end of the next) may be taken off with no charge. VACATION WEEKS CANNOT BE BROKEN DOWN INTO INDIVIDUAL DAYS.

III. OPEN LINES OF COMMUNICATION

A. CONFERENCES

Conferences may be arranged with program staff and Program Manager upon request. This may be by telephone or in person.

B. COMPLAINTS/SUGGESTIONS

Please contact the South Connection Program Manager or the Oakwood Board (297-5332) to discuss any concerns or suggestions you or your child may have concerning the program or staff.

C. STUDENT MAILBOXES

Please check student mailboxes frequently for receipts, newsletters, or other important information. Many notices regarding fees, regulations, and activities are delivered via the student mailboxes.

D. PHOTOS AND VIDEOS

The children enjoy seeing their photos displayed at South Connection and occasionally making videos of our activities. If you prefer that your child not be included, please notify Christy.