

Welcome to the After School Program

We are excited to start another school year with your children.

We want to share some information regarding our program that we hope will be useful to you throughout the school year.

If you have any questions concerning the attached information, please feel free to ask one of us.

Cheryl Thomas, Jennifer Cedeno and Lili Carter

The After School Teachers

This year, the After School Program is made up of 32 children from four different schools. The schools are Immaculate Conception, Clinton Elementary, Indianola Alternative, and Indian Springs Elementary.

Our Daily Schedule is as follows:

3:15-4:15pm: Arrivals at NBCC, snack time, free play, getting ready to go outside

4:15-4:45pm: Playground Time

5:00-5:30pm: Homework/ Quiet Time/ Story Time

5:30-5:50pm: Free Play, Classroom Projects (such as art, science or music)

5:50-6:00pm: Books/Journals and clean up

Our day at After School is a short one. We do have planned activities for the children. The children's participation is up to them. We offer and they decide.

Homework time is provided so that your child will not have as much to do at home. Those children without homework are expected to be quiet to allow others this time to concentrate on their work.

Location

After School is located in Como Hall (the lunch room). We are excited about using this space for After School and have many ideas about the set up for the room.

Because the space is used by others during the day and evenings, we do not have the luxury of leaving our toys, pillows, and other room items out. We are trying to help our school friends learn to take more responsibility. Please help us by making sure your child has helped with cleaning up whatever they are playing with before leaving for the day.

Also, because our space is shared, we very rarely keep lost items for more than a day. Please check the lost and found box by the office for your child's lost items.

Parent – Teacher Communications

We have a large dry erase board. On there, you can check our teacher plan for the week, important calendar information, and updates about what is happening in the classroom.

If and when we have a field trip planned, you will find the permission slip for you to sign on the dry erase board.

We have some other ideas to help improve communication and will keep you updated as these are developed.

Picking Up Your Children from School

Cheryl or Jennifer leave to make their first pickup at school about 2:40pm. IC is our first run of the afternoon. While we are on later runs to other schools, Lili is at NBCC with your children. If there are more than 15 children, the extra children wait in the office until one of the other teachers completes their pickups and returns. Usually, both Jennifer and Cheryl pick up IC children. After returning to NBCC, Cheryl leaves for Indianola and Jennifer leaves for Clinton. After dropping off Indianola, Cheryl will then go to the bus stop and pick up Indian Springs students.

It is very helpful if you can call NBCC to let us know when your child will not be with us. It concerns us when we cannot find your child at the school or when they are not on the bus. We try to not leave a school until all our children are accounted for that day. Waiting and searching for a missing child can delay our return to NBCC by 10-15 minutes.

Picking Up at NBCC

NBCC closes at 6:00pm. Remember, the time is not when you enter the building but when you arrive at the classroom. Many times, we will start making our way to the office just before 6:00 and hopefully we will save you some steps. We go by the time on the NBCC office clock. We do charge late fees.

After School Discipline

The After School Program has three primary rules for our classroom: be safe, be kind, and be respectful. The children need to make personal choices that follow these rules. Teachers will assist the children if they are having a difficult time making choices. If these choices persist then the teachers will be talking to parents and consulting with our director.

We have a ZERO TOLERANCE for all forms of intimidation and bullying.

We appreciate your support in helping to reinforce these rules in our classroom.

Electronic Free Zone

We do not permit any hand held electronics in the classroom. We also do not permit students to use cell phones while in After School. If there is an emergency, teachers will make contact with parents.

Medication Information

Medication administration forms must be completed for all medication. We may not administer medication without the appropriate signed form. We appreciate your efforts to keep these forms current.

Field Trips

A field trip may be scheduled for days off and holiday breaks. Parents are welcome to come along to help out on the field trips. You will be notified on the dry erase board when a trip is being planned and the teachers will bring the permission slip to your attention.

Toys From Home

Toys from home are both wonderful and a problem area for us. On the one hand, it is exciting to have a different toy to play with at After School. On the other hand, we have had problems with toys not being shared with others and also with toys/cards being exchanged/traded. This can cause disruption and ill feelings between children.

If a toy is shared with one child, our expectation is that it be shared with all. There is no card/toy swapping in our classroom. If children attempt to make trades, the items will be removed and given to parents at pick up time. Any problems that arise from home toy may lead to these toys being limited in the classroom.

Nut Free Zone

NBCC is a nut free zone due to the amount of children with peanut and tree nut allergies and the severity of these allergies. If your child brings a snack or a packed lunch to school (this includes field trips), please be sure to avoid sending products with peanuts, peanut butter and tree nuts.

Outdoor Time

We have a short amount of time for outside play in the afternoons. We have a playground time from 4:15 – 4:45 on the preschool playground.

We appreciate that you have chosen NBCC to care for your child in our After School program. Thank you for taking the time to read this information and share it with your children. We look forward to having a great school year.

After School Staff