

**Keene School District  
Keene Community Education  
2017/2018  
Project KEEP  
Parent Handbook**

*Welcome to Project KEEP! You have enrolled your child in a high quality after school program; we commit to offering your child a safe, fun, and enriching environment each day.*

**OUR MISSION:**

*KEEP fosters the growth of young minds and the strength of young bodies by offering diverse enrichment, social, recreational, and community involvement activities.*

**OUR STAFF:**

*Each KEEP site is staffed with a Lead Teacher who is an experienced educator. Assistant Teachers and two high school level teacher aides help us maintain a 10:1 teacher/student ratio.*

**Keene Community Education**

<i>Erin White, Secretary</i>	<i>357-0088 ext. 101</i>	<i>ewhite@sau29.org</i>
<i>Cindy Osgood, Program Assistant</i>	<i>357-0088 ext. 103</i>	<i>cosgood@sau29.org</i>
<i>Jan Barry, Director</i>	<i>357-0088 ext. 102</i>	<i>jbarry@sau29.org</i>
<i>Jen Alexander, Asst. Director</i>	<i>357-0088 ext. 105</i>	<i>jalexander@sau29.org</i>

**PROJECT KEEP CELL PHONE NUMBERS:**

*Franklin Project KEEP Cell Phone - 381-1917*

*Fuller Project KEEP Cell Phone – 313-1484*

*Symonds Project KEEP Cell Phone - 313-0962*

*These cell phones are turned on promptly at 3:00 PM, and are your direct link to Project KEEP. Please notify the KEEP teachers of your child's absence by leaving a message at the appropriate cell number before 3:00 PM. Thank you for helping us track each child in this way.*

## OUR POLICIES:

### Authorization to Pick-Up Your Child

*The only adults we will allow to pick up your child are those people you have identified on the registration form. Initially we will ask to see photo identification; eventually our staff will come to know the adults routinely picking up a child, but an authorized person who does not often pick up your child will be asked to show photo identification.*

*If you need to add or change the adults authorized to take your child home, you MUST submit that change in writing to the Keene Community Education office at 227 Maple Ave. Please do not submit the change to your child's school, as this can result in a delay in receiving the information and allowing the change. Community Education will notify Lead Teachers on the day we receive the change.*

*The authorized adult will need to sign out a child each day, and check out with one of the KEEP staff members.*

### Late Pick-Up

*Children must be picked up promptly by 5:30 PM. Our Project KEEP staff is expected to stay at school until 5:30 and they are compensated through that time only. Please be respectful of staff time and commitments and of your child's feelings by being prompt. Community Education does reserve the right to end participation in Project KEEP if late pick-ups are a continuing problem, and to impose a \$25.00 fee for a late pick-up. The late pick-up fee is payable directly to the Lead Teacher inconvenienced. Community Education will oversee payment of the fee.*

### Snow Days and Early Dismissal

*Project KEEP is not held on snow days. You are paying for your child to participate in Project KEEP for 175 of the 180 school days (the last day in June is a half day, and Project KEEP is not held). Therefore, if we have a snow day during the winter, the day is made up in June and the overall total number of days remains the same: we do not adjust the payment schedule in the winter due to snow days. However, if your child leaves the program early, and the district has called a snow day, then you will be reimbursed for that day. Project KEEP will NOT be held on early dismissal snow days nor on days the Superintendent announces "No Afterschool Activities". The last payment will be adjusted for any early dismissals.*

### Teacher Workshop/Early Release Days

*Project KEEP will NOT be held on the early release days or any full day teacher workshops.*

### Attendance

*If your child is going to be absent from KEEP, please be sure to leave a message on the appropriate cell number before 3:00 PM so that our Lead Teachers are made aware. It is possible to call after 3:00 PM, but prior to that time is preferred, as it lessens disruptions. Please note that if your child is suspended/expelled from school, that measure also applies to KEEP. Thank You.*

### Behavioral Expectations

*We expect children to treat staff and peers with respect and courtesy, so that all can enjoy and benefit from the enrichment provided at KEEP. If issues arise, we will seek to address them through the following process:*

- 1. Lead Teacher discussion with parent/guardian at pick-up or by phone, based on Lead Teacher documentation of incident(s)*
- 2. Lead Teacher gathering information from parents and daytime school staff, as appropriate, to intervene consistently and well*
- 3. Lead Teacher/Director/Parent meeting to discuss behaviors and interventions*
- 4. Lead Teacher report to parent/guardian on interventions at pick-up or by phone, based on lead Teacher documentation*
- 5. Lead Teacher/Director/Parent meeting, potentially disallowing child's participation in the program*

*This is a voluntary program not connected to the school day. If a child's behavioral or other issues during the regular school day or while participating in Project KEEP indicate that the intended order cannot be maintained and/or the intended enrichment cannot be provided to students within the intended staffing ratios, Keene Community Education must reserve the right to disallow or end a child's participation in the program.*

### **Project KEEP Toileting Policy**

*We expect that children will be able to toilet themselves prior to acceptance into Project KEEP. We do not have the staff to provide 1-1 toileting help.*

### **Safe Transportation of Your Child/Field Trip Days**

*Community Education employs First Student Transportation and uses school buses for all of our field trips. Please plan on picking your child up at 5:30 PM on field trip days unless noted otherwise. We are not able to keep a staff member on-site to accommodate a parent desiring an early pick-up on a field trip day.*

*If a KEEP Lead Teacher suspects that an adult arriving to pick-up a child is under the influence, and so questions the child's safety in riding home with that adult, the Lead Teacher is instructed to call the Keene Police as well as the Director of Community Education. We will not allow a child to ride home with any adult suspected of being under the influence of drugs or alcohol.*

## **FINANCIAL:**

### **Cost**

- 1. Tuition for each month is based on the number of school days in that month, and is collected one month in advance. Example: tuition for December is due November 1<sup>st</sup>.*
- 2. We have 3 options for tuition, depending on financial need: our regular rate of \$8.50/day, and reduced rates of either \$5.50/day or \$4.00/day.*
- 3. A payment booklet will be given based on the pay option. Each month the coupon should be submitted with your payment. If possible, automatic credit card deductions are the preferred method of payment. Checks are made payable to KEENE SCHOOL DISTRICT, not Project KEEP.*
- 4. Payments can be mailed or dropped off at our office at 227 Maple Ave. (Jonathan Daniels Building). If we are not open, you can place it in the mail slot to the right side the door (entrance B2). Please do not give to the Teachers at Project KEEP.*

### **Late Payment**

- 1. Payments are due on the first school day of each month.*
- 2. A \$25.00 late fee will be assessed for payments received after the 10<sup>th</sup> of each month.*
- 3. After the third time a payment is received late, we will request automatic credit/debit card payment.*
- 4. Community Education reserves the right to disallow or end a child's participation in Project KEEP if payment is not made by the end of the month payment is due and in accordance to the above policy.*

*We want children to be safely cared for after school too, but the program is self-supporting: timely tuition payments enable us to meet our operating expenses.*

### **Pro-rating**

*We are not able to pro-rate for days your child is out of Project KEEP, for illness or other reasons. This policy is based on the fact that your child is still taking a slot, a slot which cannot be filled by another, when temporarily out of KEEP.*

### Refund Policy

1. If your child exits KEEP before the end of the school year, please notify our office directly. We respectfully request that you exit your child at the end of a month.
2. A \$10 processing fee will be charged for exiting before the end of the month.
3. Full refunds will be made if Community Education cancels the program for any reason.
4. Refund checks will be mailed from the Community Education Office approximately three weeks after withdrawal.

Taxpayer Identification Number: 026000927

1. Childcare costs are tax deductible! Our taxpayer identification number is 026000927.
2. Community Education does not send out notices regarding your total childcare costs. Included in this handbook is a copy of the payment schedules for each option for your use in deducting childcare costs.

### OTHER:

### Eating at Project KEEP

Project KEEP does not provide regular after school snacks. Please remember to provide a snack, as the children are definitely hungry. We do keep an "emergency" cracker supply.

### Communication

Each KEEP site has a "White Board" located next to the sign in/out record book for important parent information. Any special events or activities taking place will be indicated on it. Please be sure to check it out!

### Presentations

KEEP often hosts special presenters and invites parents to plays, a talent show, dance production, or other family events. These special events will be posted on the "White Board" at each KEEP site, and the children usually create invitations too. Generally these events begin at 5:00 PM, to try to accommodate working parents.

### Updating Student Records

It is very important for us to be able to contact a parent if necessary. Please be sure to keep the Community Education office apprised of any changes in your address, and phone numbers for your home, work, and cell phone.

### Medications

Project Keep staff are not able to dispense medications. However, if your child takes medicine for an emergency (an inhaler or epi-pen for example), then please advise us of this. We will work with you and the school nurse to devise a plan to address emergency medication.

### Sunscreen

Project Keep staff are not able to apply sunscreen to students. If students are able to apply it themselves they can bring it in their backpack.

### Exiting Project KEEP

We respectfully request that if you will be taking your child out of Project KEEP, you do so at the end of any given month, and that you notify the Community Education office at the beginning of the month. KEEP teachers are not responsible for maintaining program records and financial paperwork, so though you may certainly want to share your intention with your child's teacher, we ask that you make arrangements through our office in this timely manner.

### Parent Volunteers

Last but unquestionably not least, we are glad to have parents volunteer when able. It is very helpful to have another pair of adult hands for a more complex project or for a field trip! Please let your Lead Teacher know if you would like to help.

### Questions/Concerns

If you have any questions or concerns about KEEP, please call Community Education Director Jan Barry at 357-0088 ext. 102. We strive to offer an excellent program and welcome your comments.

**WELCOME TO PROJECT KEEP!**