

Marion County Children's Alliance

Parent Guide

Attendance

Due to the length of the tutoring program and the design of the curriculum, attendance is extremely important. For your child to receive maximum benefit, it is crucial that he/she be in attendance for each session.

Discipline

Marion County Children's Alliance teachers and paraprofessionals will adhere to the *Marion County School's Code of Conduct*. A Discipline Policy has been established in the event a child breaks one or more of the rules a warning conference will be called.

A Parent Conference form will be used for correcting any behavior. This includes:

1. Step 1 - Verbal Warning
2. Step 2 - Parent Conference # 1
3. Step 3 - Parent Conference # 2
4. Step 4 - One (1) two-day suspension
5. Step 5 - Dismissal from the program.

Grading

Students will not receive grades while in tutoring. All work will be checked for correctness and shared with the child and parent/guardian. Encourage your child to do his/her best! Time to complete homework is scheduled each day. It is very difficult to determine when some children have homework; therefore, you may wish to discuss with your child the procedure he/she will follow concerning homework. Please see that your child is prepared to complete his/her homework by supplying them with paper and pencil.

Medicine

Parents are strongly encouraged to have medications dispensed during school hours. In the event that Alliance employees must dispense medication, the parent must fill out the *Authorization for Prescribed Medication Form*. Medication must be prescribed by a physician and be in the original container with the child's name, date and dosage.

Medical Emergencies

The Marion County Children's Alliance has adopted the following procedures in caring for your child when he/she becomes sick or injured or in case of emergency /or if he/she needs hospital care:

1. The staff will call the home. If there is no answer,
2. The staff will call the mother's, father's, or guardian's place of employment. If there is no answer,
3. The staff will call the other telephone number(s) listed on the participants information form.

4. If none of the above answer, the staff will call an ambulance, if necessary, to transport the child to a local medical facility.
5. Based upon the medical judgment of the attending physician, the child may be admitted to a local facility.
6. The staff will continue to try to contact the parents/guardians until someone is reached.

Progress Reports

Reports to parents/guardian regarding student's academic progress will be completed monthly.

Student Information

The *Marion County Children's Alliance Participant Information Form* will be used for each student. Parents must fill out the form prior to enrollment in the program. The form will contain contact information, approved pickup for the child, custody issues, as well as special health and physical needs. Any changes to the form should be made immediately by the parent/guardian, as this is the official source of information for your child.

Sign In - Out Procedures

All students will be signed in and out of each session using the Student Sign In/Out Form. Under no circumstance shall a child be dismissed to anyone not on the approved *Participant Information Form* unless it can be verified verbally or in writing with the parent. Employees will check ID's until such time as parents/guardians are known to the employee. If a child who attends the school's Extended Day program is in tutoring, the Extended Day employee must sign the child back into their program when the child is returned. The parent will signify on the *Participant Information Form* how the child will be going home.

Student Pickup

Students should be picked up promptly at the close of the program. Remember, do not send anyone who is not listed on the *Participant Information Form* to pick up your child. Students will not be dismissed curbside. They **must** be signed out.

Overtime Charges

There is a \$10.00 charge for each 15 minutes after dismissal for children being picked up late.

- First 15 minutes = \$10.00 per child
- Sixteen - thirty one minutes = \$20.00 per child
- Thirty two - forty seven minutes = \$30.00 per child
- After one hour and 2 minutes = proper authorities will be called

Children who remain at the program site after an hour and three minutes will be released into the custody of a law enforcement officer. "Abandoned child" procedures will be initiated.

*****Possible Dismissal from the program after 2 late pickups****