We would like to welcome you and your family the aftercare program at Gateway Science Academy Middle and High School (GSA). We are committed to providing both educational and emotional support for the students attending GSA and the best services to their families.

**Enrollment and Rates**
All children attending the aftercare program must complete the Aftercare Program Enrollment Form. Forms need to be completed for each student. Parents are required to pay $100 dollars up front.

Applied Rates: Aftercare Daily - $5.00 (20 days)

**Purpose and Goals**
The purpose is to provide a safe place for high and middle school students after regulation school hours while waiting to be picked up.

**Hours of Operation**
GSA Middle and High School Aftercare Program will operate from 3:00 P.M. to 6:00 P.M.
- On Early Release days, the Aftercare program will operate from school dismissal until 6:00 P.M.

**Contact Information**
Parents may contact the Aftercare Supervisor, Mr. Jasso, at any time during aftercare hours via email aftercarefyler@gsastl.org. This email should be the primary point of contact for Mr. Jasso. He checks it on a daily basis. During school and After Care Program hours Mr. Jasso can also be reached at 314-261-4361 Ext. 110. You may also directly call or text-message your child through their mobile phone. The room may be subject to change so contact your child first or email Mr. Jasso. You may also contact that main office and a secretary will contact the After Care program.
Aftercare Program – Departure Procedures

- Middle school dismisses at 2:35p.m. High school dismisses at 2:40. Students are expected to be picked up by 3:00 unless they are involved in an after-school activity.
- Students who are not involved in after-school activities supervised by a staff member and are not picked up by 3:00 will be required to wait in Aftercare, Room 110, until their transportation arrives.
- There will be a $5.00 daily fee associated with any student who remains at school after 3:10.
- Students will not be permitted to walk to an off-campus destination to wait for their transportation to arrive.
- Students in the Aftercare Program MUST be picked up by 6:00 P.M.
- Late fees will accrue after 6:00 pm at $1.00 for every minute until 6:30pm, at which time the rate will be $5 per minute. After 6:00 PM, parents or authorized pick-up member must sign the child out with a signature and indication of time of pick-up.
- Please note that after 6:30pm, St. Louis City Police will be notified of students who are not picked up by their parents. This could constitute child abandonment by the authorities.
- Parents who pick up their children after 6:00 P.M. more than three times within a month are subject to removal from the Aftercare Program.

Rules and Expectations

- Behavioral expectations during Aftercare are similar to the expectations of any public library.
- Students should be able to work on homework or read without distractions.
- Students will be allowed to whisper quietly to the student next to them.
- Students must remain seated in a chair. They will not be allowed to run or walk through the Aftercare setting.
- Consequences for violations of any rules or expectations will be followed by reinforcers.
- Students may only use electronic devices with headphones or ear buds, and all devices must be set on “vibrate” or “silent.” The use of a cell phone or device is ok as long as the activity is school appropriate; however, talking on the phone is not. The only exception is if a parent calls or for transportation reasons.
- Since the student will be staying for a long period, please provide an extra snacks for your child.

Program Fees

Payment Policies and Procedures

Our program is based on your child’s attendance in the Aftercare Program each month. Parents will be emailed an invoice at the end of the month indicating how many days your child (or children) attended the Aftercare Program. Payment is due in full the first week of the following month. Any late payments will be charged an additional $20.00 late fee per month. A late fee notice with a reminder of our policies will be mailed after each late payment.
Payments may be made in person to the Aftercare Supervisor, Mr. Jasso or in the main office. We accept checks and money orders made payable to Gateway Science Academy. We will only accept credit card payments before 4 P.M. in the front office. There is an additional fee of $15.00 for returned checks due to insufficient funds. If a family has two checks returned for insufficient funds within a year, the family will have to pay with money orders or credit cards for the remainder of the year. Failure to comply with the above payment agreement may result in termination from our program.

**School Emergencies and Weather Notification System**

If the school has a situation where they must evacuate and close the building early, parents are required to make the necessary arrangements to have their student picked up at the school closing time. In the event that school is canceled due to the inclement weather, the Aftercare Program will be closed as well.

**Late Pick-Up**

Parents are required to contact an emergency pick up person(s) FIRST, if they suspect that they will be late picking up their student. If unsuccessful in contacting an emergency pick up person(s), then parents must immediately contact the Aftercare Supervisor, Mr. Jasso. This allows staff to rearrange their own schedule or secure a substitute for the child’s care. If a child has not been picked up by the end of the program and the parent has not contacted an authorized adult then the following actions will be taken:

1. Staff will attempt to contact an adult(s) on the child’s emergency card to pick up the child.
2. If pick up arrangements have not been made within 30 minutes after closing, the Saint Louis Police Department or Division of Youth and Family Services will be called.
3. Parents will be charged $1.00 per minute after 6:00 P.M. and $5.00 per minute after 6:30 P.M.
4. **EXCESSIVE LATENESS WILL NOT BE TOLERATED.** Pick up persons who are late more than three times, will be terminated from the program with no reimbursement of funds. **Please be respectful of our hardworking staff by being on time!**

**Health and Safety Regulations**

We do not have access to school medication and only access to a basic first aid kit. If your child needs medication or items such as an inhaler or EpiPen, parents will be required to provide our program with separate prescriptions and medications that will be stored in a locked medical cabinet. Be sure to coordinate these needs with our school nurse. She will work with the Aftercare staff regarding student medical needs.

**Medical Emergency Procedures**

In the event that a child is injured, sick, or in need of emergency medical care, the parent/guardian will be notified immediately. If the parent/guardian cannot be reached, the Aftercare Supervisor will attempt to reach a contact person on the student’s emergency card. When necessary, emergency medical services will be notified immediately.
Arrival and Departure

- Students must sign in when arriving to Aftercare.
- Children will be permitted to use the phone.
  - Texting, games are fine as long as they are on vibrate or silent.
  - Listening to music is fine with the use of headphones ONLY!
- Once children have signed into the program, they will remain in the program unless told otherwise by a teacher.
- Staff members are not allowed to transport children at any time.

Separated Parent

If parents are separated, but not legally divorced; the staff has no right to deny access to a child by either parent. If one parent is concerned about the safety of the child when the child is with the non-custodial parent, action should be taken through the court system. Without documentation the staff will not prevent access to the child by either parent.

Divorced Parent

In the case of divorce, either parent may pick up the child unless a court order indicates no visitation or no contact. If parents are in the process of separation or divorce while the child is in care, every attempt should be made to keep staff members updated on issues affecting a child’s custody or emotional well-being. Custody agreements must be kept on file at the site.

Discipline Policy

The Aftercare Program will promote our GSA Gator Way values of Be Respectful, Be Responsible, and Be Safe! Our approach to discipline is a positive one, which encourages self-control, self-esteem, and cooperation. Smooth, healthy functioning of the Aftercare Program requires rules, which are consistent, clearly defined and developmentally appropriate.

Discipline Strategies Used by Staff and Students

GSA will uphold the guidelines as defined the school’s student handbook as they apply to discipline. Our staff will:

- Maintain realistic expectations of students
- Provide clear and simple limits
- Model appropriate behaviors
- Redirect inappropriate behaviors toward desired outcomes
- Give students choices between two appropriate alternatives
- Encourage children to use their words to solve problems or to elicit peer cooperation
- Provide logical and natural consequences for student’s actions
- Remove students from the situation until they are able to discuss the problem and calm down
- Maintain communication between staff and parents about student’s behavior using both verbal and written explanations.
Student’s Code of Conduct

1. The GSA Middle and High School Handbook applies to the Aftercare Program.
2. Children must remain in the program’s designated areas. Leaving the room without permission will result in an immediate discipline referral.
3. Children must respect the rights and property of others.
4. Children are to act courteously and appropriately, be cooperative and follow the instructions of the staff.
5. Appropriate and acceptable language is expected. Profanity will result in an immediate discipline referral.
6. Parents have the right to expect that their child will have proper supervision. The student who constantly needs the attention of the staff for behavior correction is taking away the rights of the others and not allowing the needs of all the children in the program to be met.

Bullying

GSA calls upon students to behave kindly and respectfully to others; acts of unkindness/disrespect are not acceptable. Bullying is the systematic tearing down of another person. Bullying is an act that is done on purpose and more than one time. Bullying behavior will be an immediate discipline referral, and may result in the student’s removal from the Aftercare program.

Search and Seizure Protocol

GSA reserves the right to search a student’s backpack, or other personal belongings when a reasonable suspicion exists as stated in Missouri’s Search and Seizure laws. Parents/guardians will be notified when their student’s belongings have been searched, the reason for the search, and the results of the search. Students found in possession of stolen or illegal items will have an immediate discipline referral.

Discipline Reports

Most behaviors will be handled by staff in the setting in which the infraction occurs. A few specific types of behavior are serious enough to warrant an immediate discipline referral:
- Physically dangerous behavior—assault, fighting, or any other behavior that has a high possibility for physical harm.
- Illegal behavior—extortion, threats of violence, etc.
- Verbal, physical, or any other type of bullying
- Defiance—(overt and immediate refusal to follow a staff person’s reasonable, specific direction).

Removal from Program
The Principal reserves the right to remove a student from our program based on discipline issues. Mr. Jasso may refer a student to an administrator if he feels a student is violating rules or acting up.

**Parent / Guardian Behavior**

It is important that the staff and families maintain a respectful relationship. Should you have questions or concerns, do so in a respectful manner. Most issues or concerns can be worked out with the Aftercare supervisor or with the support of administration. Keep in mind we all want students to have a positive, comfortable Aftercare Program.

Student’s Name and Signature: ___________________________  ___________________________

Parents Name and Signature: ___________________________  ___________________________