



OASIS ELEMENTARY NORTH

POLICY & PROCEDURES

Moring & Aftercare



OEN Morning & Aftercare

Mission Statement

The mission of the Morning and Aftercare program is to provide a safe, structured, and supportive environment that extends the learning day beyond the classroom. We are committed to fostering responsibility, respect, and positive character development while offering engaging activities that encourage creativity, collaboration, and growth. Our program partners with families to ensure students feel secure, valued, and prepared for success both academically and socially.

Program Description and Student Eligibility

OEN Morning & Aftercare is a program designed for current kindergarten through 5th grade students enrolled at our school. The program provides opportunities for students to participate in a variety of enrichment activities that support their developmental needs and personal interests before and after school hours. Activities may include science, technology, reading, homework support, crafts, games, and collaborative group projects.

The OEN Morning & Aftercare calendar follows the Oasis Instructional Calendar and operates on regular school days before and after school. The program is not open for aftercare on early release days and is also closed on in-service days and school holidays when classes are not in session.

Enrollment Procedures

- Parents may register online at msbactivities.com. Enrollments will be processed within 72 hours of submission.
- A nonrefundable \$25 registration fee per family is required at the time of enrollment. Families are responsible for updating their enrollment form whenever there are changes to their account information.
- Invoices are generated either weekly or monthly, depending on the billing option selected by the family during the registration approval process. All invoices are due according to the selected billing schedule.
- Parents must complete and keep updated all contact and emergency contact information for anyone authorized to pick up their child from the aftercare program. Only individuals listed on the approved pickup and emergency contact form will be permitted to sign out a child.
- Parents must complete the medical information section in full and provide any necessary prescription medications in accordance with the same policies and procedures followed during the regular school day. All medications must be properly labeled and submitted with the required authorization forms for the morning and aftercare program.

Rates: Weekly Payment Plan

Before School Care

\$30 per week

Morning care hours: 6:00 am to 7:45 am

After School Care

\$50 per week

Aftercare hours: 3:15 pm to 6:00 pm

Rates: Monthly Payment Plan

Before School Care

\$6 per day

After School Care

\$10 per day

The total monthly amount will vary based on the number of school days the program is open during that month.

Sibling Discount

Before School Care

\$4 per day per sibling

After School Care

\$8 per day per sibling

Attendance and Payment

Tuition is based on reserved enrollment, not attendance. Parents are required to pay for the full week according to their selected billing plan, even if their child does not attend due to illness, vacation, or other absences.

Tuition and Billing Adjustment Policy

All tuition payments are processed through MSBActivities. Families are encouraged to review invoices regularly to ensure accuracy.

If a billing error occurs within MSBActivities resulting in an incorrect charge, the program will review the account and make the necessary corrections in a timely manner. Parents should notify the program as soon as a discrepancy is identified so it can be addressed promptly.

Delinquent Payment Policy

Tuition for the Morning and Aftercare program must be paid in full and on time according to the established billing schedule.

If an invoice remains unpaid for two weeks past the due date, the student will not be permitted to attend or remain in the Morning and Aftercare program until the balance is paid in full.

Illness:

Children may not attend OEN Morning & Aftercare if they have any of the following symptoms: fever, vomiting, diarrhea within the past 24 hours, an undiagnosed rash, severe cold or sore throat, or head lice. If a child is absent from school due to illness, they may not attend the program that same day.

If a child becomes ill while attending OEN Morning & Aftercare and has a temperature of 100.4 degrees or higher, begins vomiting, or experiences frequent diarrhea, a parent, guardian, or emergency contact must pick up the child within 60 minutes of notification.

Emergency Contacts:

It is the parent's responsibility to ensure that all information in MSB Activities remains current and accurate. Parents should have at least two local emergency contacts listed in MSB Activities.

Each contact must have a different phone number. Only individuals listed on the Emergency Contact Form will be permitted to pick up a child from OEN Morning & Aftercare.

Parents may add or remove authorized contacts at any time by updating their account information.

Late Pick-Ups:

A late pick-up fee of \$2.00 per minute, per child, will be assessed for any pick-up that occurs after 6:00 PM. The charge will be applied to your account. All late pick-ups are subject to this fee. Repeated incidents of late pick-up may result in removal from the program.

Medication Administration and Emergency Procedures:

All medical conditions must be properly documented in MSBActivities.

Medication will not be administered to participants without prior approval from the Site Director and/or the School Nurse. A completed medical consent form must be on file with the school in order for any medication to be given during OEN Morning & Aftercare hours.

In the event of a medical emergency, as determined by the Site Director, emergency medical services will be contacted and a parent or guardian will be notified immediately. Parents are responsible for any costs associated with emergency medical care.

Behavior

Students are expected to follow all school rules, staff directions, and program expectations while attending the Morning and Aftercare program. The program maintains the same behavior standards as the regular school day to ensure a safe and positive environment for all students.

A disciplinary notice will be issued for behavior that disrupts the program, compromises safety, shows repeated noncompliance, or violates school conduct expectations.

If a student receives three disciplinary notices while enrolled in the Morning or Aftercare program, the student will be suspended from the program for one week. No reimbursement, credit, or fee adjustment will be provided for the suspension period.

If one additional disciplinary incident occurs after the student returns from suspension, the student will be permanently removed from the Morning and Aftercare program. In cases involving serious misconduct, unsafe behavior, or actions that threaten the safety of students or staff, administration reserves the right to suspend or remove a student from the program immediately without following the progressive steps outlined above.

Parents will be notified of all disciplinary actions in writing.

Sign Out Procedures:

For the safety of all students, parents must ring the doorbell at dismissal and present their assigned pink OEN Morning & Aftercare pick-up card before a child will be released. Until a yellow pick-up card has been issued, parents and authorized individuals must present a valid photo ID at pick-up. Do not assume that staff members will personally recognize you or that identification will not be required. Additional yellow pick-up cards may be requested for other authorized individuals listed on the child's account.

Participants will only be released to individuals specifically authorized on the MSBActivites registration. Exceptions cannot be made without advance written permission from a parent. Written permission will be verified by contacting a parent using only the phone number listed in MSBActivities. If permission cannot be verified, the request will not be honored.

Special Needs:

OEN Morning & Aftercare complies with the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. The program does not discriminate or tolerate discrimination of any kind and operates in accordance with all applicable federal, state, and local laws. For a complete list of policies, please refer to NEOLA at Oasischarterschools.org.

If your child has special needs, please contact the Site Director prior to registration and provide copies of your child's health care plan. Reasonable modifications will be made to provide a student with a disability meaningful access to OEN Morning & Aftercare, unless the modification would fundamentally alter the nature of the program or create an undue financial or administrative burden.

Staff/Student Ratios:

To ensure the quality and safety of OEN Morning & Aftercare, staff-to-child ratios are maintained at one counselor for every 20 students.

Personal Belongings:

OEN Morning & Aftercare does not assume responsibility for lost, stolen, or damaged personal items. Please label all of your child's belongings with their first and last name. Children should leave toys and personal electronics at home. Smart watches, smart glasses, and cell phones are not permitted during program hours and must remain in backpacks if brought to school.

Inclement Weather and Emergency Closures:

OEN Morning & Aftercare follows the school's decision regarding closures and early dismissals due to inclement weather or other emergencies. If school is closed for the day, OEN Morning & Aftercare will also be closed.

If school dismisses early due to weather or an emergency situation, aftercare services will not operate. Parents or authorized contacts must arrange for prompt pick-up in accordance with school procedures.

There are no refunds or credits issued for closures due to inclement weather, natural disasters, or other emergency circumstances beyond the program's control.

In the event of severe weather during program hours, staff will follow established school safety protocols to ensure the safety and supervision of all students until they are safely picked up.

Snack Policy:

Students attending OEN Aftercare must bring their own afterschool snack each day. The program does not provide snacks.

Due to food allergies and parent requests, students are not permitted to share food, birthday treats, or drinks with other students under any circumstances.

Parents are encouraged to send a healthy nut aware snack and a labeled water bottle each day.

No candy, chewing gum, or sodas are permitted.

Jim Jeffers Park:

Students in grades 2nd through 5th who attend OEN Aftercare may participate in supervised visits to Jim Jeffers Park.

In order for a student to attend the park, a signed parent permission slip must be on file. Permission slips are available on our school website or may be requested at the Morning and Aftercare desk.

Students without a signed permission slip on file will remain on campus during park time. All students attending the park will be supervised by program staff at all times.

Communication:

Open and consistent communication is important to the success of OEN Morning & Aftercare. Parents are encouraged to contact the Site Directors with any questions, concerns, or updates regarding their child.

Please note that staff members, including the Site Directors, are classroom teachers during the school day. Response times may be delayed while they are actively teaching and supervising students.

Site Directors

Christi Llanes

christi.llanes@capecharterschools.org

Katie Hendershot

k.hendershot@capecharterschools.org

School Phone Number

239-283-4511 ext. 7353

For urgent matters during program hours, please contact the school office directly at the number listed above.