



The Griffin's Nest – OPS Child Care Program 2022-23

Policy and Procedures 2023-2024

Hours of Operation

The Griffin's Nest will operate on all regular full-day and select half-day school days in the Oxford Prep School calendar. The program will run daily from 3:00 pm to 6:00 pm. Homeroom teachers will dismiss students to the program. The program will not operate on Teacher Work Days or Holidays. On the days that OPS closes due to inclement weather, the Griffin's Nest Program will not operate.

Enrollment

Children attending the Griffin's Nest must be enrolled students at Oxford Prep Lower School, Grades Kindergarten through 6th grade. Students will be placed in appropriate groups based upon ages. Enrollment is voluntary and the program reserves the right to not provide services if unable to provide adequate supervision.

After School Fees

There is a \$20.00 non-refundable registration for each child. Griffin's Nest payments are due on the last Friday of each Month for the following month, according to the monthly fee schedule. Fees are not refunded for days not attended. Payments made be made by cash, check or online through the "Supervisease" website. There is a \$25.00 handling fee charged for returned checks.

Late Pick-up Charges

Late fees will be charged for pick-ups after 6:00 pm at a rate of \$1.00 per minute per child, added to monthly charges. Students picked up after approved Upper School dismissal time must be picked up on time or will be charged late fees at a rate of \$1.00 per minute.

Withdrawal Policy

If you choose to withdraw your child from the Griffin's Nest program, you must give a two week notice in writing. Fees must continue to be paid through the two week notice period whether or not the child attends.

Illness and Medication

All students attending the Griffin's Nest program must have completed and up-to-date immunization records on file with Oxford Preparatory School. If medication is to be taken during after school hours, parents must provide a completed Medication Form. This form is available in the Lower School Main Office. If a child becomes ill after school or is suspected of having an infectious disease, he/she will be separated from their group until a parent or authorized person come to pick them up. The family

should follow school policies in regards to the appropriate return to school timeline. It is an expectation that the child is picked up within an hour of being notified by school of illness.

Incidents

The after school coordinator will take necessary steps to obtain emergency medical care if needed and document any incidents. These steps will include attempting to contact a parent/guardian or emergency contact person or seeking medical treatment via ambulance to hospital.

Arrival/Pick-up

Students will report directly to after school from their regular classroom. They must sign-in daily for record keeping. An adult should enter the Lower School Building in order to pick up a child from After School. Authorized adults may be asked to show photo identification. Adults must sign the child out from an After School staff member. Parents will enter from the door in the back of the building labelled with "After School Pick-up".

Behavior Policy

The Griffin's Nest seeks to provide an enriching, safe environment where all students feel welcomed. The nurture this environment, we will teach and expect the following behaviors out of attendants:

- Use appropriate, acceptable language in all settings
- Respect property, especially items belonging to the school
- Be respectful, considerate and cooperative to your group leader and other members of the program
- Avoid physical contact or verbal confrontation with other students
- Put safety first in work and play

The Griffin's Nest staff believe children thrive with positive praise, consistent reinforcement of expectations, and reminders and modeling of appropriate behavior. Our staff will teach each child with dignity and respect to ensure a safe and orderly environment for all students.

The Griffin's Nest Staff believes in teaching our students how to do the hard right against the easy wrong. We will strive to first resolve any problems with discussion and meeting with the students directly. If there is a continued violation of rules, students may be asked to take time-outs and parents will be contacted. Additionally, continued behavior could lead to parents being asked to pick children up from the program early, having attendance be suspended or being asked to no longer attend the program.

We are excited to work with your family this school year!