**F.A.S.T.**

**(Fayetteville After School Time)**

**Parent Handbook**

**(931) 433-0513**

**2017-2018**

Parents:

Welcome to F.A.S.T.!

F.A.S.T. has had a wonderful 27 years and we are now looking forward to an equally successful school year in 2017-2018.

We will provide supervised homework help, snack, playtime and seasonal craft **activities. A shuttle bus will be provided to bring F.M.S children directly to F.A.S.T. Morning F.A.S.T. will again be provided from 6:00 – 7:00 a.m. for your convenience.**

**F.A.S.T. will be in session 6:00 a.m. to 6:00 p.m., Fall Break in October and Spring Break in March and on abbreviated days.**

**Pre –Kindergarten and Kindergarten students will be allowed to attend F.A.S.T after they have completed the transition period.**

Children wishing to attend the Fayetteville After School Time Program must be enrolled to attend Pre-Kindergarten through 8th Grade. (Therefore, a child who has not yet attended Pre-K, or a child who has already completed his/her 8th Grade academic year, will not be allowed to attend.)

**If a child’s physical or emotional condition is such that additional personnel would** be required for optimum care, the child may be denied attendance in the program.

All children must be signed out by an approved adult upon leaving each day.

We will attempt to have F.A.S.T. in session on snow days from 6:00 a.m. to 6:00 p.m. or until every child is gone. We ask that you pick your child up as early as possible to insure the safety of our staff. On snow days, if school is dismissed before noon, then we will charge for a whole day--$20.00. If school is dismissed for snow after the noon hour, then we will charge only the regular rate for after school students--$10.00.

A complete registration form must be turned in before child care can be provided (attached).

**Fees:**

All fees are due on Monday for services rendered that week. SERVICE WILL BE TERMINATED IF ACCOUNT IS OVERDUE BY TWO WEEKS. NO EXCEPTIONS!

Any student with an outstanding debt will not be allowed to attend the program until the debt is resolved. Failure to pay debt will result in reports cards being withheld at the end of the school year.

**Afternoon Fast Rates -- 1 Child**

Any 4 or 5 days - $50.00

Any 3 days - $30.00

Any 2 days - $20.00 --two day ($20.00) minimum

Morning F.A.S.T. (6:00 a.m. to 7:00 a.m.) is $4.00 per day or $20.00 per week, if attending 4 or more days. These children may ride a bus to FMS.

**There is a $5.00 registration fee for all students. (non-refundable)**

**\*\*Please remember to put your child’s name on your check and itemize the days you for paying for. \*\***

**LATE PICK-UP**

**A fee of $1.00 per minute will be charged for late pickup (after 6:00 p.m.) for every minute late. Payment is due at the time of pick-up. No Exceptions. If your child is picked up late more than 3 times, you may be removed from the program.**

**RETURNED CHECK FEE**

A fee of $15.00 will be charged for a returned check.

**DISCIPLINE:**

Children are entitled to and thrive in a pleasant and harmonious environment. F.A.S.T. cannot serve children who are chronically disruptive and/or violent. Every attempt will be made to work with a child and his/her family to improve behavioral problems to tolerable levels. Techniques may include warnings, time out, loss of privileges, writing assignments, behavioral contracts, written and verbal communications, reminders of consequences and others. A child may be asked to withdraw from F.A.S.T. temporarily or permanently due to his/her behavior.

* Bad language
* Fighting
* Biting
* Spitting
* Obscene Gestures
* Disrespect to teacher
* Destroying property (parents will be asked to pay)
* Willful and persistent violation of rules

Parents will be notified of all behavior problems in the form of a FAST Behavior log at pick up, which we ask all parents to sign showing they were notified of the incident.

1st Behavior Log--- Talk to child/ Inform parents

2nd Behavior Log--- Talk to child/ Inform parents/ Lose free time

3rd Behavior Log--- Talk to child/ Inform parents/ Suspended for 1 day

4th Behavior Log----Talk to child/ contact parents for immediate pick up/ Suspended for 3 days

5th Behavior Log---- Talk to child/ contact parents for immediate pick up/ Suspended for 1 week

6th Behavior Log---- Meet with parents/ removal of child from program

Immediate suspension or dismissal may occur if behavior is deemed serious enough in judgment of director.

**PARENT INVOLVEMENT**

The exchange of information about a child from parent to staff can be very helpful to the success of your child in FAST. The staff will be better able to meet the needs of your child if we are aware of things that might affect his/her performance. Even things that might come up on a temporary basis, like illness in the family, change in living location, special fears, etc., will make us more sensitive to meeting your child’s needs. The FAST staff will in turn keep you informed about special activities so no one is left out. Working together, we can provide a program that is fun, educational, and enriching for your child.

**ILLNESS AND MEDICATION**

The FAST program cannot provide care for sick children. Please do not send your child to the program if he/she is ill. We are concerned for the health and welfare of each child; therefore, we require that your child be picked up as soon as possible in the event he/she becomes ill while attending FAST.

**EMERGENCY SITUATIONS**

**In the event of a crisis situation occurring prior to 6:00am which could possibly make the usual facility unsafe for children and staff, the parent(s) will be expected to transport children to a specified alternative facility at that time. Please keep in mind that these emergency situations could also result in a delayed opening time.  We do apologize in advance for any inconvenience these delays could cause and thank you for understanding that we must make the safety of the children and staff our top priority.**

***We believe that F.A.S.T. is a place where your child is loved, safe and challenged—where he/she is happy and has a good time, where he/she learns self-respect as well as respect for others.***

Please feel free to offer questions, comments or suggestions at any time.

 E’Sheia Hicks,

Director of F.A.S.T.

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931-433-0513