

BIGFORK ACES

PARENT HANDBOOK

ACES ACTIVITIES

The following activities will be offered to all ACES participants and students are expected to participate.

MONDAY – Arts and crafts, music, drama and computer animation and programs.

TUESDAY – Community Service. This includes projects around ACES and the school, visits to the Lakeview Care Center, participating in activities around Bigfork and taking on community projects.

WEDNESDAY – Educational activities will be offered that include Indian Education for All, homework help, tutoring, STEM projects and other hands-on learning opportunity.

THURSDAY – Sports and Recreation. This includes indoor and outdoor activities.

FRIDAY – Staff Choice

WEEKDAYS OFF SCHOOL CARE

ACES will provide full day care for days Bigfork Schools are closed. There will be a fee of \$25.00 per day per child and \$40 per family. ACES will be in operation from 7:30am – 5:30pm.

We reserve the right to cancel full day care if there are not at least 10 children registered.

Children will be provided a healthy lunch and morning and evening snack.

ACES will be open the following dates. Please register online at least 3 days in advanced to ensure we will have enough participants.

September 16

October 17-18

November 13-14

November 18

Christmas Break – To be determined

January 20

February 17

March 16

Spring Break – to be determined

April 20



IMPORTANT ACES INFORMATION

ACES building Phone Number

406-837-KIDS (5437)

Office Number

406-837-3414

PROGRAM STAFF

Program Director

Cathy Hay

Staff

Riley Coleman

Lanny Miller

Christina DuFour

Jenna Reynoso

BOARD OF DIRECTORS

Craig Wagner – President

Cambria Ulrich

Heather Howlett

Jane Starr

Whitney Spencer

Sarah Hartig

REPORTING COMMUNICABLE DISEASES

Participants diagnosed with a communicable disease, infection, rash, or head lice must present a doctor's release before returning to ACES. For the safety and well-being of participants and staff, parents/participants must notify the ACES office at (406)837-3414 of the situation at the time of diagnosis. ACES participants will be notified (subject's name will not be disclosed) of the situation so that appropriate precautions may be taken. Listed below are several common situations and procedures to follow before returning to ACES.

Head Lice

The participants must be NIT FREE in order to return to the program. Before being admitted back to the program, the participant will be checked by a trained staff member.

Conjunctivitis (Pink Eye)

Participants with bacterial conjunctivitis may not return to the program until the active infection passes or until 24 hours other treatment begins. Viral conjunctivitis requires a doctor's release stating the participant does not have bacterial conjunctivitis.

Streptococcal Sore Throat

Participants may return to the program 24 hours after treatment begins, providing there has been no fever for 24 hours and antibiotics will continue for 10 days.

Fever

Participants must be fever free for 24 hours before returning to camp.

Chicken Pox

Participants with chicken pox may return to the program when all blisters have dried and formed scabs, approximately 7 days after the onset of the rash.

DISCIPLINE

In the event participants do not adhere to the established rules and guidelines, the following disciplinary procedures will be followed. ACES reserve the right to bypass one or all steps listed below based on the severity of the interaction.

1st Warning – Removal of activity / time out. Behavior will be recorded.

2nd Warning – Students will be restricted from activities and privileges. Parents will be notified, and a plan will be discussed to help the camper be successful.

3rd Warning – Students will be asked to make other arrangements for the summer. This action will be a result of severe disregard of the rules including, but not limited to physical, aggressive behavior to others, damaging property, theft and disregard to safety for their self or other.

PARENT/GUARDIAN CODE OF CONDUCT

Any parent/guardian who displays any of the following behaviors, including physical abuse, shaking, grabbing, hitting, pushing, threats, verbal abuse, inappropriate language, influence of alcohol, illegal drugs, harassment, threats and libelous and/or slanderous statements will be asked to leave the premises and may no longer be allowed on site. Children of offensive parents may be denied admission to avoid conflict.

If the staff suspects a person of substance abuse or view any act of child abuse or its effects, the police will be notified.

The staff's first responsibility is the safety of the children and the protection of ACES day to day operations.

BEHAVIOR

ACES students must fall within our behavior guidelines. This includes but not limited to:

PARENT HANDBOOK

DATES

ACES is open every day school is in session. Hours vary according to the school day, early outs, teacher conferences and other school activities.

We will not be open if school is cancelled for any reason, including snow days, threats against the school or power outages.

FEES—All fees must be paid in advanced.

Monthly charge—\$85 per child—\$125 per family

Those who qualify for the Free/Reduced lunch program are required to pay a \$50 yearly registration fee.

AFTER SCHOOL HOURS

3:00pm to 6:00pm – Late pick-ups will be charged at \$1.00 per minute.

OFFICE HOURS AND CONTACT INFORMATION

On site office hours are from 1:00pm – 3:00pm.

On site phone number – 406-837-5437

To speak to the Program Director, please call Cathy Hay at 837-3414 or email bigforkaces@gmail.com.

LOCATION

Our main center is located at the corner of Commerce St. and Grand Dr.

The mailing address is at the UPS store:

439 Grand Drive
Bigfork, MT 59911

HOW WILL YOUR CHILD GET TO ACES AFTER SCHOOL

ACES staff will pick children up at the Bigfork Elementary School and arrive no later than ten minutes before the end of day bell rings.

Meeting place will be in the hall in front of the counselor's offices. Once your child has checked into ACES they become our responsibility and we will not let them leave for any reason unless a school official or our staff receives a call for us to do so.

PICK UP

Only adults and family listed on the pickup list will be allowed to pick up students. Please give us 24 hours notice if you want someone not listed to pick your child up.

We do not allow the children to make arrangements to go to friends houses after ACES or use the phone for anything other than an emergency.

SPORTS AND EXTRA CURRICULAR ACTIVITIES

We love to help support the students with sports and activities. We must be notified in writing if students are to walk to any practices. You must arrange transportation to and from the program. Credits are not given for missed days.

WALKING PERMISSION SLIP

Children can walk home with a signed permission slip. The slip is an authorization to leave at a specific time without an authorized adult.

ACES AFTER SCHOOL PROGRAM BEHAVIOR POLICY

Please review with your children

- Respect self and others. Fighting or bullying will not be tolerated.
- Use positive language. Foul language or other inappropriate language will not be tolerated.
- Remain in activity area designated by staff and notify staff if you need to leave.
- Students must remain with staff members until parent or authorized pick-up
- person arrives. Students will not be allowed to wait for parents outside or unattended. Parents must sign their children in and out daily.
- Students should take pride in themselves and their environment. Strive to keep activity areas clean. Take care of facilities and materials. Students may be charged for damage to building and/or property.

MEALS

ACES offers free snack and dinner daily. All meals are served according to the Child and Adult Food Program requirements which are set by the USDA. A menu will be posted one week ahead and can be subject to change. Campers can bring their own snack, however they will only be allowed to eat snack during designated snack time.

Students will not be allowed to eat their weekend food if they are part of the backpack program.

Dinner will be served at 3:45pm daily and snack at 5:00pm daily.

MEDICATION

If it is necessary for your child to receive medication while attending ACES, a medication release form must be completed and submitted to either Cathy Hay or Riley Coleman. A meeting must be scheduled to ensure that staff has the proper information to administer the medication

INSURANCE

ACES does not provide insurance coverage for participants. ACES does hold general liability and auto insurance. Parents should check their individual insurance policy for coverage.

CELL PHONES AND OTHER ELECTRONICS

Cell phones and personal electronics will not be allowed during ACES time and must be approved for use after 5:00pm. If students use their phones without permission, they will be confiscated and returned to the parent at the end of the day.

LOST AND FOUND

ACES cannot be responsible for items left at the end of each week and will donate lost and found to charity every three months.

PERSONAL BELONGINGS

Personal items should be left at home as they can get lost, stolen, or broken. Any items brought to ACES must be approved and will only be allowed after snack time. ACES is not responsible for any lost or damaged items. Please label all clothing items and backpacks.