MAKERIE AFTERSCHOOL

2026-2027 FAMILY HANDBOOK

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MAKERIE AFTERSCHOOL MISSION STATEMENT:

Our mission is to provide a safe, supportive, and enriching environment for children during the afterschool hours. At Makerie Afterschool, we believe every child deserves a place where they can feel secure, valued, and inspired. Though a balance on creative projects, academic support, active play, and social connection, we meet each child's unique needs at the end of the school day.

We are committed to fostering kindness, creativity, and resistance while partnering with families to support the growth of confident, curious, and capable young people. By combining the care and structure families expect with the creativity and joy that define the Makerie experience, we strive to make every afternoon meaningful and engaging.

STATEMENT OF SERVICES:

Makerie Afterschool is a school year program designed for children grades K-7th. With age based groupings, your child's afternoons are carefully structured to balance consistency with creativity, offering students a wide range of opportunities to learn, play, and grow at their developmental level after the school day ends.

Each day follows a flexible but reliable rhythm that includes time for homework support, arts and crafts, hands-on maker projects, games, music, outdoor play, and quiet reflection or story time. Our curriculum is designed to meet children where they are—providing both comfort and challenge, while encouraging imagination, teamwork, and individual growth. To this end, it is important to note that we are a screen-free program, choosing to challenge our groups to engage in creative exploration together in the mode and manner that feels good for each child's individual needs at the end of their school day.

We offer two enrollment options to best fit family needs:

- Full-Time Program: for children attending 4 - 5 days per week
- Part-Time Program: for children attending 2 - 3 days per week

HOURS AND DAYS OF OPERATION

Makerie Afterschool follows the ACPS calendar and is open Monday through Friday, from 2pm (1p on Wednesdays) to 6pm.

The program is closed when Alachua County Public schools are closed. We offer optional Full Day Camps for most of the school break days as Camp Makerie. (If we are running a school break camp on a day that PK Yonge is still in school, we will run regular pick up and afterschool for that group - We will reach out to families if there is a day that we are not open and not running a school break camp so you can plan accordingly). All current afterschool enrollees receive a 10% discount on school break camps.

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HURRICANE/STORM DAYS:

Makerie Afterschool will close if ACPS closes for weather related reasons during the school week. There will be no refunds or prorated tuition for closures due to weather hazards.

STATE LICENSING

We understand the importance of keeping strict compliance with the state licensing regulations in order to ensure a quality environment for your children. Makerie Afterschool is a licensed childcare facility for School Aged Children and complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios. Our Center License Number is: C08AL0149

ADMISSION REQUIREMENTS:

Enrollment in our program is open to all families of our community. Only the child(ren)'s parent or legal guardian may enroll a child(ren) (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend Makerie Afterschool. These forms will be available to complete in your Campintouch account. All requested personal information is kept confidential. Parent's are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child. Makerie Afterschool must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook.

NEW ENROLLEES START DATE & PAYMENTS:

We register and charge on a monthly basis. After registering for afterschool for the first time and checking out of our online system CAMPMINDER, you will be shown the monthly rate but not charged. We will reach out to you to confirm your preferred start date, then your first payment will be prorated according to when in the month your start date falls. After that the next payment will be automatically charged 1 week prior to the next month. So for example: if you register Sept 15th and start SEPT 22nd, you will be charged apx 1/4 of the monthly rate then and then charged the full monthly rate for the month of October on Sept 24th and Oct 24th for the month of November, etc. All children shall be considered continuously enrolled from the time of first registration until they are formally withdrawn.

DISCOUNTS:

We are pleased to offer a 10% discount to families for enrolled siblings. Furthermore, any currently enrolled families are eligible for 10% off the fees of our Full Day School Break camps that we offer throughout the school year when school is not in session. These can be

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registered for via the CAMPINTOUCH application. Just request a discount code from the Director prior to registration for those camps.

CANCELATIONS AND REFUNDS:

We are not able to give refunds for missed days, vacations, sick days, etc. In the event you have over-paid the credit will be applied to your next month's tuition. In the event you have a balance after your child's last day, all applicable fees including the two weeks notice required will be subtracted from any balance prior to a final refund being issued. This will be refunded according to the original payment method. If you would like to cancel your child's enrollment in our Afterschool program, we require written notification 2 weeks in advance of their last date to attend.

We want this to be the right choice for your creative kiddo's afterschool experience and understand that there are occasionally circumstances that keep this from being the case for every child that tries our program. To that end, if a child has attended only 5 days or less of our program and either the family or the Director feels it is not the right program fit for that child, a "not the right fit" exception can be made (only given 1x per family) and they will only be charged only fee and immediately canceled.

FORMS & WAIVERS

We are required by the state to have current and updated information on each child in our program. This is also for your safety. All forms to be filled out on each child prior to their initial attendance at Makerie Afterschool. These forms and waivers can be found in your CAMPINTOUCH account. After you register you will have a username and password you created that you can use to log into your child's account. The link for that is a black button on our website's Home Page. You can also download the CAMPANION App on your mobile device and log in there. Once logged in you will be able to view/change any of your child's information that you want us to have including: contact info, authorized pick up people, financial information, and complete all the required forms and waivers required. This is also where you can view and download photos taken of your student at Makerie Afterschool or see fun updates from our program.

Authorized Grown Ups Form:

All persons authorized to pick a child up from Makerie Afterschool must be listed on the the Childs Authorized Grownups Form. This is at the bottom of the list of forms and waivers that you will see under the FORMS & DOCUMENTS tab in your CAMPINTOUCH account. WE HIGHLY encourage you to add as many people as you think may come pick up your child over the course of the school year. When possible, please also add a current photo of them in the form where it asks for it. If this is not provided, we will be asking for Photo Identification when they come to pick up the child.

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In a custody situation, the parent registering the child into our program takes full responsibility to ensure that this is in accordance with their specific court agreement, a copy of which must be submitted to our program administration if any limitation of rights is suggested. If a parent who is not listed, or who believes the information given to us was inaccurate, or contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. Our program reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem or disturbance. We also reserve the right to end/pause a child's participation in our program if either party in a custody dispute is cr. This is for the safety of our programs participants and continuity of their care.

INFORMATION CHANGE:

Please notify the program staff of any pertinent changes in your childs information especially changes in your home or work contact numbers. This is for your safety so that we may reach you in an emergency. We ask that someone listed on the Authorized Grown Ups form of each child be available within thirty (30) minutes notice to come and pick up a sick child or a child that Makerie Afterschool has determined needs to go home. Changes to all this information can be done in your CAMPINTOUCH account.

MEDICATION:

If you have medication that you want us to give to your child, it must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine including scripted and un-scripted medications must be in an up-to-date bottle and not be out-dated or past-dated. All prescription medication must have that child's name on the script. All non-prescription medicine must have a permanent label with the child's name and the date the medication was given to us. You will complete this information as well as give consent to give the medication in the Child Health History Form in your CAMPINTOUCH account. This must be filled out and permission given prior to the administration of any medication. All medicines must be personally handed to the staff in charge at the time of arrival.

Makerie Afterschool reserves the right not to give medicines if the dosage is questionable or not according to the label. Makerie Afterschool reserves the right to request a doctor's consent via hand written prescription for any non-prescription medications.

CAMPER HEALTH AND ILLNESS:

At Makerie Afterschool we are dedicated to protect our kiddos health and well-being while in our care. We do our very best to keep our program healthy and use best practices for

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inhibiting communicable illnesses on our campus. This is a TEAM effort! We can't do it alone and need you to help us by doing your own daily screenings of your kiddo!

IT IS MORE IMPORTANT THAN EVER THAT ANY CHILD EXPERIENCING **ANY SIGNS OF ANY ILLNESS** REMAIN AT HOME. - in certain circumstances, a doctor's note may be required clearing them as non-contagious before they can return to the program.

If your camper has any of the following symptoms at the start of camp, they should not attend until symptoms resolve. Any campers showing any of these symptoms during camp will be sent home:

- Temperature of 100 degrees Fahrenheit or higher.
- Diarrhea (2 or more abnormally loose stools within a 24 hour period)
- Prolonged Indigestion Issues
- Moderate to severe Coughing (if your child has a lingering mild cough, they may stay at camp but could be asked to wear a mask when indoors.)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning or itching
- Untreated, infected skin patches or unusual spots or rashes
- Unusually dark urine and/ or grey or white stool
- Stiff neck with elevated temperature
- Evidence of lice, scabies, or other parasitic infestation
- Sore throat or difficulty in swallowing
- Vomiting within a 24 hour period
- Abnormally tired and/or lethargic

PLEASE NOTE: IF OUR PROGRAM IS TRANSPORTING YOUR CHILD FROM SCHOOL TO MAKERIE AFTERSCHOOL AND THEY DID NOT ATTEND SCHOOL THAT DAY OR WERE CHECKED OUT EARLY, YOU MUST NOTIFY OUR STAFF ASAP TO ENSURE THAT WE ARE NOT LOOKING FOR THEM AT THEIR SCHOOL AT THE END OF THE DAY. - CALL THE DIRECTOR 352-339-5102

Children will be moved away from the group if they are found to have any of these listed symptoms while at our program, and their family contacted to pick up. We do this out of abundance of caution for the safety of our community and that individual child's health.

Makerie Afterschool has a stock of typical Over the Counter children's medications that are available to be dispensed with parent permission. These are things like Tylenol, Ibuprofen, Benadryl, Itch Creams, Burn Cream, Etc) A full list is on the Medical Health Form. If you have

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given permission to dispense an OTC medication on an as needed basis, we always still try to contact you first before dispensing whenever possible.

Throughout the day MA Staff are doing everything they can to keep our program a healthy space for our kiddos including: visual health checks of campers at check in, instructing the group to wash/sanitize hands routinely throughout the day (specifically at arrival and before and after eating), sanitizing surfaces frequently, and performing a sanitizing thorough clean of all activity areas every day.

PLEASE NOTE: WE CANNOT GUARANTEE THAT YOUR CHILD WONT BE EXPOSED TO A VIRUS WHILE AT MAKERIE AFTERSCHOOL, THAT IS A RISK YOU ARE TAKING BY SENDING THEM TO A YOUTH OUT-OF-SCHOOL PROGRAM. We will do everything feasible to limit that risk.

ALLERGIES

To help us keep every participant safe, all allergies must be listed in detail on the required Health History Form. This includes food, environmental, insect, and medication allergies, as well as any specific instructions for how staff should respond if an allergic reaction occurs.
If your child has food allergies, it is especially important that you:

- Communicate directly with our camp staff about your child's dietary needs and any necessary precautions.
- Provide clear instructions about how food should be handled.
- Send an additional safe snack from home in your child's bag each day, if needed, to ensure they always have an option that meets their dietary restrictions.

Our staff will take every reasonable precaution to prevent exposure to allergens. However, because we work in group settings with shared spaces, we rely on open communication and preparation from families to ensure your child's needs are fully supported.

ACCIDENTS/INCIDENTS

Safety is a top priority of Makerie Afterschool. Yet, there are times when a child will have an accident/ incident between your child and another child. If the accident/incident requires "more than an emotional ice pack", our staff will complete a report detailing what happened and the nature of the injuries. All accidents/incidents both severe and minor are documented by MA staff and reviewed by our on call NP as well as with the child's caregivers within 24 hours. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the staff in charge at the time of the accident, will be provided to you and a copy filed with the Director's office. We ask that you sign the copy provided to you and return it to the Director's office to confirm that you were notified of your child's injury. This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure. If your child

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happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle any and all behavior problems in a professional and appropriate way.

MEDICAL EMERGENCIES

If there is a severe medical emergency with a child, 911 will be immediately called, and staff will then work to notify the guardians as quickly as possible. Please make sure all their allergies are listed on their registrations for this purpose. A MA staff member will accompany the child to the hospital and remain with them until authorized guardians arrive.

EMERGENCIES THAT REQUIRE EVACUATION

The safety of your child is our top priority. In the unlikely event that an emergency requires us to leave the building, Makerie Afterschool has clear evacuation and reunification procedures in place.

Evacuation Procedures

- Primary Relocation Site: Children and staff will first gather in the Makerie Afterschool parking lot, our designated meeting area. Attendance will be taken immediately to ensure every child is accounted for.
- Secondary Relocation Site: If the parking lot becomes unsafe, children and staff will relocate by the safest route possible to Littlewood Elementary School's parking lot.
- Tertiary Relocation Site: If it becomes necessary to move farther, children and staff will continue on foot to Albert Ray Massey (Westside Park).

Communication and Reunification

- As soon as safely possible, children's guardians will be contacted using the information in our Emergency Contact Binder. Families will be informed of the situation, where children are located, and when reunification can occur.
- Staff will remain with children at all times until they are released directly to a guardian or authorized pick-up contact.
- Our program will also contact the Florida Department of Children and Families (DCF) as required.

We ask that families keep all emergency contact information up to date so that communication during these situations can happen as smoothly and quickly as possible.

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EXPECTATIONS OF PARTICIPANTS

Children should expect a fun and safe environment while at Makerie Afterschool. To ensure this, we have some very important "Building Materials" that come from inside of us all that we must use at MA so that everyone has the very best week ever! These are our program rules and all children must agree to follow them.

1. KINDNESS - in the way that we speak and act with our friends,
2. RESPECT - the counselors, as well as the campsite and program equipment
3. TEAMWORK - finding ways to be a good teammate and leader, and also staying with our crew and asking a staff if you need to leave the space

CHILDREN WITH SPECIAL NEEDS

Makerie strives to be an inclusive camp for kids of all abilities and complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's file. Whenever we deem it appropriate to the needs of the child to have a child with special needs in our center, the entire staff must follow the reasonable accommodations we have made for that child. Any questions about the accommodations of the child should be referred to the leadership staff.

If your child has special needs (physical, mental, emotional, &/or social), please contact the Director to discuss how we can best accommodate for them to have an awesome experience with us.

THINGS TO NOTE: To be successful at our camp, all attending campers need to be able to feed and toilet independently, communicate needs at a developmental level appropriate for their age group, and function in a group setting in an 8/1 camper to staff ratio.

We have extra noise canceling headphones onsite, and a quiet area for kids to get breaks from the group if they need. This area has some sensory tools that kids can use to regulate as needed, as well as beanbags and a couch to rest.

We are able to provide periodic extra support for campers needing greater staff attention while in the group at specific and infrequent times, but we are not able to provide a consistent 1-1 support at this time.

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CHILD BEHAVIOR STRUGGLES

We know that kids are not always going to get along, or handle situations in the best manner, or agree about everything. However, we expect that these disagreements will be handled in a kind and respectful way. Staff will work with kids who are having an issue with each other to mediate a solution that creates a safe environment where everyone feels they are valued.

For our younger kiddos, we may structure this with a goal and create a behavior agreement plan that allows us to create visual reminder of what we are working on and staff will refer back to it throughout the day to remind the child and give feedback as they improve.

If there is a child behavior that is frequently effecting their or other's experience negatively, then mediation will be escalated to the Director, and the child's parents will be contacted and involved in a behavior guidance plan for that child to help support them to correct it. If, despite these efforts, staff continue to have to de-escalate the same issue with the same child(ren), the Director will then decide whether or not the program is the best place for that child at that time. Please note that in cases where a child displays physically/verbally violent and/or abusive behaviors, this process will be escalated quickly and they may be asked to leave the program immediately. In the event that Makerie Afterschool is not the right fit for a child and the decision has been made either by the Director, the parents, or mutually, (and the child has attended more than 5 days of our program) there is no prorated refund or credit for already paid fees for that month.

At times a child's choices could result in physical damage to our property. In these cases, we typically ask the child to give back to the program by participating in a community service that is appropriate for their age. This could be cleaning floors or picking up trash in the outdoor areas. If the damage is extensive, (something with a financial loss for the program) the child's family is expected to compensate for the damage.

BULLYING POLICY

Makerie Afterschool does not tolerate bullying nor any type of intimidation or isolation behaviors from our participants. It is one of our main goals to increase self-confidence in our kids, and that they make lots of new friends and take great memories home each day. We ask that parents give us any information they receive at home that indicates this sort of situation occurring at Makerie Afterschool, as there are times that things happen between kids in ways that staff don't end up seeing or hearing. Any situation that involves bullying type behaviors will be immediately addressed by leadership, and the staff will work closely with our kids to help them gain positive communication tools for solving problems and finding common ground. If that is not possible, bullying behavior without willingness to participate in reparation is a reason that a child would be excused from Makerie Afterschool.

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We work hard to keep our program a physically and emotionally safe environment for all our kiddos, and we appreciate all parent feedback in this area.

TRANSPORTATION POLICY:
Parents are responsible for arranging their child's transportation to/from Makerie Afterschool. Parents can add Transportation service from their Childs school to Makerie Afterschool through our REGISTRATION BUTTON on our website or the Child Application tab in your CAMPINTOUCH ACCOUNT. Makerie Afterschool provides fee-based van transportation for school aged children from local elementary schools from particular location. (Currently Talbot, Norton, Parker, and PK Yonge. A free walking transportation service is offered from Littlewood Elementary). Makerie Afterschool complies with all State laws that pertain to motor vehicles as well as transporting children who are enrolled in a licensed child care center. Parents will also need to fill out the Transportation Permission form located in their CAMPINTOUCH account prior to their child's first day getting picked up by Makerie Afterschool.

PLEASE NOTE: Our Drivers are not permitted to leave the school premises until we have confirmation from the parent that the child is not being transported with us that day, so please help us out and give us notice if your child is not getting picked up by Makerie as planned. You can text Harmony @ 352-339-5102 or email harmony@campmakerie.com

CONTACTING US
The Makerie Landline Phone # is 352-363-5399 (All calls to this phone are answered by a voicemail and immediately returned by the Camp Director.)

If you need to contact the Director or Assistant Director immediately, please call/text:
Harmony Lenasbunt (Director) - 352-339-5102
Liz Rosema (Assistant Director) - 626-394-7814

Emails are answered at the end of each day from magic@campmakerie.com or harmony@campmakerie.com

HOW TO FIND US
Makerie Afterschool is located at 3536 NW 8th Ave (next to Littlewood Elementary School). The property has a one way drive around the campus. We have signs on 8th ave at the entrance and you just pull in there and follow the drive around. We are located on the bottom floor of the 2 story building between the parking lot and the playground. When you are ready to leave you will continue to drive one-way around the rest of the building to the exit on 8th Ave. (you will not exit the same place you entered, its all a one-way drive).

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CHECK IN:
All students will be checked into our attendance system upon first contact and transfer of care to Makerie staff. This could be at their school when they are pick up by our staff or at our facility if they are being transported by a family member or other form of transportation. Once they are checked in, they remain in our care and custody until an authorized person from their Authorized Grown up Form arrives to check them out. All Check Ins done at our facility must be done with Makerie staff at our Black Entrance Gate. Please do not drop students off without connecting them to a staff member first to be checked in.

CHECK OUT:
When you have arrived to check out your child, come to the first floor of the 2 story building by the playground. The first door (GREEN ROOM) is our check in / check out space and a staff member will assist you. All children must be checked out by a staff member and picked up and clocked out by an authorized adult approved by the parent in writing by or before 6p.

Remember, anyone, including all parents, who are to be allowed to pick the child up, ***must*** be listed on the Authorized Grown ups Form or be approved in writing by a parent. Makerie Afterschool reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick-up the child, please alert the Director prior to that time. This is in addition to them being on the Authorized Grown ups Form or approval as stated above. This form is available via your CAMPINTOUCH ACCOUNT. (Link provided on the Homepage of our website or log into the CAMPANION app on your phone). It is the parent's responsibility to notify the Makerie Afterschool staff when changes happen and provide written documentation of the changed either on this form or via email whenever necessary.

LATE PICK-UP FEE:
WE CLOSE PROMPTLY AT 6p. Parents, or those picking the children up, are required to call ahead if they feel they are going to be more than 5 minutes late. There is a Late Pick Up fee of $10 that applies if a family is 10 minutes late and $1/minute after that. If no parent or emergency contact can be located within 30 minutes of trying to contact the parent, the "Late Pick-up Fee" will also apply. An attempt will be made to contact individuals on the emergency contact list after children have been left 10 minutes past closing with no communication from their family. Children left at the center later than 60 minutes past closing will be considered abandoned and Child Protective Services will be informed. (To this purpose we highly recommend that you include every available phone number for guardian contact on their Campintouch account.)

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DAILY SCHEDULE:

Makerie Afterschool is open M-F 2p-6p (12:45p-6p on Wednesdays) on all scheduled Alachua County Public School days. We are closed on all days ACPS schools are closed. We offer School Break Full Day Camps as Camp Makerie on most scheduled school off days. We offer pick up and afterschool care for PK Yonge students on the ACPS off days that we are also running a school break camp.) Please check our website for the most current school break camp schedule.

General Afterschool Schedule M/T/TH/F)

2p - 2:30p - Arrive and Settle In / Have a Snack
2:30 - 3:30 - Playground/Game Room/Chill Room/HW Help OPEN (PK Yonge Arrives and settles in)
3:30 - 4:00p - STORY TIME! We read from our Book of the Month and plan out our project ideas from the story.
4:00p - 5:00p - Project Time! Work on our projects inspired from the Book of the Month (sometimes these are big group projects, sometimes they are individual projects)
5:00p - 6:00p - Playground/ Chill Room/ Game Room/ HW Help OPEN

Wednesday Schedule

1:00p - 1:30p - Arrive and Settle In / Have a Snack
1:30 - 2:30 - Playground/Game Room/Chill Room/HW Help OPEN (PK Yonge to Arrive and Settle In)
2:30-3:30 - Free Choice Activities! PICK FROM SPORTS / CRAFTS / STEM PLAY / NATURE EXPLORATION/ OR CHILL ROOM OPTIONS
3:30-4:00p - STORY TIME! We read from our Book of the Month and plan out our project ideas from the story.
4:00p - 5:00p - Project Time! Work on our projects inspired from the Book of the Month (sometimes these are big group projects, sometimes they are individual projects)
5p-6p - Playground/ Chill Room/ Game Room/ HW Help OPEN

GROUP SUPERVISION RATIOS AND SIZES:

As a licensed facility we ensure to meet or exceed the guidelines set by STATE law. The following chart shows the maximum ratios and age groupings that we use in our program:

Child Age Groups	Number of Students	Per teacher	Group Max	Ratios when working with tools
5-6	5	1	12	1:2
7-8	8	1	18	1:5

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9-12	10	1	20	1:7

There will be times that the age groups will be mixed due to the type of the activity, but the youngest aged child in the group would dictate the supervision ratios for that mixed age activity.

OUR STAFF:

At Makerie Afterschool we strive to provide nurturing, quality care in a highly interactive and developmentally appropriate environment. Our friendly professional staff are an integral part of providing this environment. Our current staff has had

- A detailed interview and screening process.
- Documented experience working in childcare settings with verified references
- Approval by the state of STATE through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to insure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled
- Over 40 hours of relevant hands-on training with our company as well as on-going professional development throughout the year.

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about early education and the needs of children. We emphasize continuous training and encourage all of our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

CAMPER SAFETY

At Camp Makerie, we try our best to provide as safe an environment as we can for our campers. The buildings we use are regularly safety inspected by DCF as well as the Fire Marshall, and local law enforcement has vetted our emergency plans. Our campus is equipped with campus wide camera security, our group rooms are monitored by cameras, and the perimeter of our camper activity areas are fully closed off to the public by 8 foot security gates locked from the outside. Camp Makerie staff review and/or practice emergency drills weekly, as well as walk the campus to identify any safety concerns. All visitors on campus are escorted by staff and campers are visually transferred to their caregivers as the end of the day and never released to anyone not listed on their camper profile.

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WRITTEN COMMUNICATION:

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child's day and overall development through several written means.

- Monthly email newsletters to keep you informed as to the overall program.
- Written communication as needed in the form of "Daily Report" forms, "Accident/ Incident" forms, and class memos will be given to the Childs authorized pick up person from time to time.
- Parents always have the option of requesting specific parent/staff check in to aid in the child's development and care while at our program.

VERBAL COMMUNICATION:

We will endeavor to be communicative during drop-off and pick-up times about how your child is doing with us at our program. At times, a phone call or email may be a better option for a parents schedule or because the child is being picked up by someone other than their parent. We encourage parents to reach out to use anytime via phone call/text/ or email to relay information when needed. The direct phone line to the program is 352-363-5399 and the cell number of the Director is 352-339-5102. Emails can be sent to magic@campmakerie.com

CHILD ABUSE REPORTING POLICY:

The State of STATE requires that Makerie Afterschool and all members of child care institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child.

At Makerie Afterschool our program and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are to be taken if a staff member is suspected of child abuse:

- A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.
- The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.

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- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority.
- We will then follow their advice regarding whether or not to suspend the staff member

If a staff member is founded in a case of child abuse, we will take the following steps:

- We will allow the staff member to appeal the decision
- The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the program and the individual.
- Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.
- The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there won't be any problems.

If after the appeal the decision is still founded, we will take one of the following steps based on the advice of our licensing agent:

- The staff member will be terminated from their position at the program, or
- We will inform the parents that we have a staff member who has a founded child abuse on record. We will also let the parents know what the charge was.

SNACKS:

Your child's enrollment with MA includes a snack provided by our program. This consists an afternoon snack given to the students as they arrive and check into our program. We offer a variety of pre-packaged snacks such as chips, pretzels, crackers, granola bars, cheese sticks, apples/oranges/bananas, yogurt, hummus, etc. Please alert our staff of any food allergies or food restrictions as we want to accommodate and respect individual preferences. Children are welcome to bring food with them in their backpacks and eat that as their snack if preferred by their family, but know that we are not able to refrigerate or heat up food brought with a child. Water will be readily available to children at all times. They are encouraged to have a refillable water bottle with them, but we have water fountains and cups available if they do not.

LOST AND FOUND

We highly encourage you to LABEL ALL ITEMS brought to our program by your child. Often kids leave things behind, forget where they set them, or forget what their item looks like. Labels help us get kids items back into the correct cubbies and home with them. Our goal is to not let any items be left behind at Makerie, but inevitably something does. LOST & FOUND items are boxed and kept in the Front Check In or GREEN Room, until the end of the school year then are discarded or donated.

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RECEIPTS AND STATEMENTS:

Receipts are available upon request. Annual statements for tax and accounting purposes are available upon request for all accounts with a zero balance. Our Legal Business Name is: Master Builder Camp, LLC with a DBA of Makerie Afterschool. Our EIN is 47-1299997.

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