



AFTER SCHOOL CARE PROGRAM

2018-2019 HANDBOOK

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ABOUT THE PROGRAM

Thank you for your interest in our After School Care Program (ASCP). The After School Care Program is established to accommodate parents/guardians who are not able to pick up their students at the end of the regular school day or club time. Students in the ASCP will be under supervision of an adult and will be able to read, study, and do homework during this time. The ASCP is dedicated to providing academic enrichment and various activities that provide students with the opportunity to grow socially, physically, and academically.

REGISTRATION

Registration for the ASCP is required and a Registration Form and Credit Card/EFT Recurring Payment Authorization Form must be submitted annually for all students participating in the program. Families with multiple students can include all students on the same Registration Form. The non-refundable Registration Fee is due with submission of the Registration Form.

LOCATION

ASCP students are to report to the Cafeteria following dismissal from the regular school day or clubs. The ASCP utilizes the cafeteria and playground for daily activities. ASCP staff will notify parents of any room changes should there be an adjustment to the schedule.

HOURS

The ASCP is offered Monday through Friday, from 4:00pm (3:00pm on Wednesday) through 6:00pm. The ASCP ends promptly at 6:00pm. Any student(s) not picked up by 6:00pm will be released into the custody of local authorities and result in late fees for each student.

The Program does not operate during student holidays or other public school scheduled breaks.

The school does not offer before school care; the building opens and supervision beings at 7:30am.

SCHEDULE

Below is a sample daily schedule for the ASCP.

4:00-4:10	SIGN IN
4:10-4:15	GREETINGS/ANNOUNCEMENTS
4:15-5:15	HOMEWORK
5:15-5:45	PHYSICAL ACTIVITIES
5:45-6:00	CLEAN UP/WIND DOWN ACTIVITIES

STAFF

The staff to student ration is kept within the requirements based on the age of students within the program. Each staff member is fingerprinted and Level 2 background checked.

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SIGN IN/SIGN OUT PROCEDURES

Students are signed in daily by a staff member.

Only a parent/guardian, emergency contact, or other authorized pick up person, as listed on the After School Care Program Registration Form, will be permitted to remove a student from the ASCP. Photo identification is required when picking up a student. If a contact needs to be updated, please notify the After School Care Program Coordinator and provide the contact's name, phone number, and relation to student.

Students are to be picked up from the Cafeteria doors where they must be signed out. It is the responsibility of the person picking up the student to ensure they are SIGNED OUT daily. Failure to do so may result in additional fees.

FINANCIAL OBLIGATIONS

It is the parent/guardian's responsibility to know when payments are due and ensure they are paid on time and in full. Payments are based on 180 school days and have been evenly distributed across 36 payment weeks. Fees must be paid in **advance** of services and are non-refundable. Students will not be permitted to attend the ASCP unless payment is made *before* the weekly service period begins.

FEE	AMOUNT	DUE DATE
REGISTRATION FEE	\$25 per Student	When Paperwork Submitted
WEEKLY FEE	\$50 first Student \$30 each additional Student in same family	1 st Week Due when Paperwork Submitted. Additional payments are automatically deducted each Monday during the school year.
ANNUAL FEE	\$1650* first Student \$1000* each additional Student in same family *Advanced Payment Discount Rate	When Paperwork Submitted *Advanced Payment Discount Rate invalid after Friday, October 12 th . Standard Rates: \$1800 for first student and \$1080 for each additional student in same family.
DAILY FEE	\$20 per Student	Day of Service *Daily rates are for emergency situations only. The Weekly Fee will be charged for 3+ days and/or regular daily usage.

ABSENCES

Full fees are due even if the student is absent from the ASCP for one or more days. If student is absent from the ASCP for entire week, ½ of weekly rate will be charged.

SIBLING DISCOUNT

A Sibling Discount is applicable to Weekly and Annual Fees even for siblings attending separate campuses.

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PAYMENT METHODS

A Credit Card/EFT Recurring Payment Authorization Form must be submitted at the time of registration. Payments will automatically be collected by the school until the end of the school year, or notification is received that a student will be leaving the ASCP.

Payments may be monitored online via www.schoolpay.com. To Create an Account, go to the Student Info section, choose the Charter School tab, and select the appropriate campus for your student.

LATE FEES

Each student not picked up by 6:00pm will incur a \$5 per 5-minute late fee. The late fees will be due that same day or by the next school day, unless the After School Care Program Coordinator is contacted, and alternate arrangements made. Late Fees do not constitute an agreement to provide after-hours service.

Payments not processed due to invalid payment information will be assessed a \$25 fee. If payment information is not updated within 5 days of being notified by the Accounting Department, a fee of \$50 per week will be assessed until corrected.

OUTSTANDING BALANCES

Any unpaid balances will result in **no field trips and immediate termination of After School Care Program services.**

Outstanding balances will be referred to a collection agency. Parents/guardians are responsible for all account balances, plus reasonable collection and attorney fees associated with the collection of the account.

If a student has a balance from the previous school year, they may not enroll in the After School Care Program until the previous year's balance has been paid in full.

JOINING/LEAVING MID-YEAR

If joining the ASCP mid-month/year, the Annual payment option will be prorated based on 180 school days.

If withdrawing from the Program mid-month/year, parents/guardians agree to provide two weeks written notice to the After School Care Program Coordinator prior to the last day of attendance. Advanced notice will result in a prorated refund for those who made an Annual payment. The proration will be based upon the full Annual fee, not the Advanced Payment Discount Rate.

YEAR END STATEMENTS

Year-end statements are not issued. Please retain receipts and payment records. The Tax ID Number for your tax return is **20-3366305**.

EXPECTATIONS

BEHAVIOR

All students attending the After School Care Program are expected to adhere to the policies outlined in the Student & Parent Handbook found on the school website and in the student agenda.

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Documentation of three disciplinary infractions will result in the student being suspended from the ASCP for three (3) school days. On the fourth offense, the student will be dropped completely from the ASCP. Bullying, fighting, play-fighting, teasing, horseplay, and name calling will not be tolerated.

Any physical altercation will result in an immediate phone call to parents/guardians and removal from the program until further notice from the ASCP staff.

If a student is posing a serious or recurrent behavior issue, they will be dismissed from the ASCP for the remainder of the school year. If the student re-enrolls the following school year and is again dismissed due to behavior, they will no longer be permitted to re-enroll in the ASCP for the remainder of their enrollment at the school.

HOMEWORK

Students are expected to bring homework assignments and reading/study materials to complete during the homework portion of the ASCP. Any assignments not completed during homework time may be completed during free time, if the schedule permits.

PERSONAL ITEMS

Student bringing electronic items, cash, or sentimental items to the ASCP is not encouraged. If a student brings personal belongings, the ASCP is not responsible for replacement or repair of any items that may be lost, stolen, or broken. Any items left behind at the end of the ASCP will be placed in the school's Lost and Found.

HEALTH

ALLERGIES AND OTHER HEALTH NEEDS

Any allergies or other special medical needs must be clearly marked on the After School Care Program Registration Form. Additional details should be shared with the ASCP staff prior to the student's participation.

Students needing to take prescription medication will need to do so prior to the start of the ASCP by visiting the school clinic where the dosage will be administered and documented by the school clinician.

ILLNESS

If a student becomes ill during the ASCP, the parent/guardian will be notified and the student must be picked up as soon as possible and no later than one (1) hour after being contacted.

INCIDENTS

Should an incident occur, the student will be immediately and appropriately treated. An accident or incident report will be written and sent home. If the accident requires further attention, parents/guardians will be contacted.