



AFTER SCHOOL CARE PROGRAM

2024-2025 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 annually and extends for the school year. Prior to utilizing the ASCP, the Registration Form and Recurring Payment Option Authorization Form must be submitted for all students participating in the program. Families with multiple students can include all students on the same Registration Form. See the Financial Obligations section for further information regarding the Sibling Discount. 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. Please contact the After School Care Program Coordinator at your campus at the start of the school year for a specific schedule.

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 10 monthly payments. Days which the school is closed for scheduled holidays and breaks are excluded from this calculation. 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 monthly service period begins.

FEE	AMOUNT	DUE DATE
REGISTRATION FEE	\$25 per Student	When Paperwork Submitted
MONTHLY FEE	\$180 first Student \$108 each additional Student in same family	1 st Month processed August 1 st , or when Paperwork Submitted if after August 1 st . Additional payments are automatically deducted the 1 st of each month with final payment being collected May 1 st .
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 11 th . Standard Rates: \$1800 for first student and \$1080 for each additional student in same family.
EMERGENCY USAGE FEE	\$20 per Student	Day of Service
NON-REGISTERED STUDENT- Picked up from After Care after (3pm on Weds. and 4pm Mon., Tues., Thurs. and Fri.) will be subject to a \$30.00 Non-registered daily fee.		

ABSENCES

Full fees are due even if the student is absent from the ASCP for one or more days.

SIBLING DISCOUNT

A Sibling Discount of 40% is applicable to Monthly and Annual Fees even for siblings attending separate campuses.



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PAYMENT METHODS

A Recurring Payment Option 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.

After three (3) declined payments your student will be automatically withdrawn from the program.

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- year, the payment option will be prorated based on 180 school days. Days which the school is closed for scheduled holidays and breaks are excluded from this calculation.

If withdrawing from the Program mid- 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 charge of only half the final month of attendance. For those who paid the Annual fee, the proration will be based upon the full Annual fee, not the Advanced Payment Discount Rate.

Failure to provide two weeks' notice will result in full payment for the final month of attendance.

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**.