



Eligibility:

Any child enrolled at Six Mile Elementary School is eligible for After-School Care.

Hours and Activities: 2:30p - 5:30p Monday - Friday

- **2:20 - 3:00 PM | Attendance and Snack Time**
 - Children are to report to the cafeteria where a snack will be served.
- **3:00-3:45 PM | Homework Time**
 - Children are expected to study, read, or work on academic activities during this time. Please ensure that your child brings the appropriate materials to After-School Care, as they will not be able to return to their classroom.
- **3:45-5:15 PM | Activity Centers**
 - A time of supervised activities such as outdoor P.E./sports activities, computer lab, video programs, arts and crafts, and cultural enrichment activities.
- **5:30 PM | Dismissal**
 - All children must be picked up by 5:30 PM. After 5:30 PM, a \$1 per minute late fee will be charged until your child is picked up.

Fridays involve extended outdoor P.E., a movie, and/or a special activity in the absence of homework time.

Fees per child:

- **\$9 per day** (\$8/day for siblings of the same household).

A Completed Registration Form and Enrollment Fee of \$25 per child (\$10 for each additional sibling of the same household) must be processed PRIOR to your child attending the program. Families with multiple children may submit one Registration Form.

All fees are **NONREFUNDABLE.**

GENERAL POLICIES AND PROCEDURES

Enrollment:

Each child must be enrolled by a parent or legal guardian. To enroll your child, please submit (1) a completed *registration form* (attached) and (2) the required *enrollment fee* of \$25 per child (\$10 for each additional sibling of the same household).

Children attending weekly should be registered for a specific number of days per week (1-5) at a rate of \$9/day. We encourage you to indicate which days of the week your child will regularly attend ASC so that we can best prepare for each day.

If your child will only attend intermittently, you may register him or her as a drop-in at a rate of \$9/day.

Collection of Fees:

Registration fees must be paid **prior** to your child attending After-School Care. Childcare fees must be paid each week, unless alternative payment schedules have been discussed with the program director. You may choose to pay by the week, month, nine-week period, or semester. Refunds will not be made.

*****Children will be removed from the program if payment is delayed more than two weeks.*****

If circumstances prevent you from making a payment, please contact the program director.

Pick-up:

Children are to be picked up from the cafeteria any time between 2:20 - 5:30 PM. Children must be released by an After-School Care worker. Children will only be released to those persons indicated on the enrollment form as having permission to pick up the child. You **must** show a photo ID in order to pick up your child.

***** If you are late picking up your child, a late fee of \$1.00 per minute will be charged.*****

Due to safety and legal concerns, parents or guardians are not to enter the building in search of their child or children.

Change in Transportation Arrangements:

In any case where a child is to be transported by anyone other than the parent or guardian, written permission must be provided for the day or general permission for the purpose.

The program will be available on all normally scheduled school days, unless otherwise noted. ASC will not be available on half days or inclement weather days.

Behavior policy:

After-School Care operates under the same 'Green Eagle' system the school uses. Each student begins the afternoon at After-School Care with a Green Eagle, regardless of his or her behavior during the school day. Students will lose their Green Eagle if they misbehave, are disrespectful to workers or other students, or forget school supplies necessary for completing their homework. ASC workers will notify the parent/guardian of any child that loses his/her Green Eagle.

Once every week, students will have the opportunity to trade-in their Green Eagles for prizes from our prize box. (If a student earns a Green Eagle every day during the week at ASC, they will have earned 5 Green Eagles and will have the option to redeem them for a prize worth that amount.)

No tolerance policy:

We have a no tolerance policy in our program. Children who experience repeated discipline problems either in After-School Care or in the classroom will not be allowed to participate in the After-School Care program; as per the discretion of the homeroom teacher and/or director. **This is a self-supporting program and attending this program is a privilege.**

*****Expulsion from the program will result from receiving three (3) written discipline notices or at the program director's discretion.*****

Sickness Policy:

A parent or guardian will be called to pick up a child who is sick or injured. Medicine will not be administered without written permission from the parent or legal guardian.

Questions Answered:

If you have additional questions that are not answered in this brochure, please feel free to contact the school office at 864.397.2412.

Revised: 08.11.2014

