

ARS BEFORE/AFTER SCHOOL PROGRAM

Hours of Operation
Before school care: 6:30-7:30am
After school care: 3:30-5:45pm

Director: Tina Farewell
Assistant Director:

PLEASE READ CAREFULLY!

FEES:
Morning Only: \$25.00/week
Afternoon Only: \$50.00/week
Morning and Afternoon: \$65.00/week

- *Sports rate \$10.00 per day during sports season only (Middle Campus only)
 - ***At this time we can not accommodate drop ins
- *Late Fee: \$25.00 on payments received after Tuesday
- *Students not picked up by 5:45 will be charged \$1.00 per minute paid in cash to the waiting staff.
- *Please refer to Policies and Regulations Document regarding before school and after school care for additional information.

To register your child:

- *Read, sign & return bottom portion of Policy/Procedure document**
- *Fill out and return Application/Permission form**
- *Enclose check for the first week of care**

**Before/After school Program
Application and Permission form**

Student name: _____ Grade: _____

Mother's Name: _____
Address: _____ City: _____
State: _____ Zip: _____
Home phone: _____ Work phone: _____
Cell phone: _____
Place of employment: _____
email address: _____

Father's Name: _____
Address: _____ City: _____
State: _____ Zip: _____
Home phone: _____ Work phone: _____
Cell phone: _____
Place of employment: _____
email address: _____

In the event of an emergency and the parent cannot be reached, the following person(s) can be called and also have permission to pick up the child(ren) from school.

Name: _____	Relationship: _____
Home phone: _____ Cell: _____	Work: _____
Name: _____	Relationship: _____
Home phone: _____ Cell: _____	Work: _____
Name: _____	Relationship: _____
Home phone: _____ Cell: _____	Work: _____

Approximate time of arrival for before school _____
Approximate time of pickup from after school _____

Special notes about your child _____

Allergy or medical concerns: _____

Parent signature: _____
Date: _____

Please return with payment

ACTIVITY PERMISSION FORM

We are planning a field trip to: Different locations around Statesville, NC

Purpose: To cheer on our Gryphons/enjoy community activities

Date: 2017-2018 School Year

Arrangements for Transportation: We will be taking the bus or walking

Time & Place of Departure: 3:45 from the back of the Elementary/Middle School Building. We will return by 5:45 pm

Adults Accompanying the Group: After school Staff members

Your child will need: A bottle of water/money

(Tear off and return to After school staff member)

My child, _____, has permission to participate in the field trip to _____ on _____.

*During the activity, I may be reached at:
Location _____ Phone Number (____) _____

*If I cannot be reached in the event of an emergency, the following person is authorized to act on my behalf:
Name: _____

Address: _____

Relation to Participant: _____ Phone Number (____) _____

Physicians Name and Phone Number: _____ Phone Number (____) _____

In the event of an emergency, I give my permission for necessary treatment of my child, _____ (full name) by the physician on duty at a hospital emergency room or by a doctor in private practice. I understand that all reasonable efforts will be made to contact me as soon as possible by the adult in charge of my child's group or activity.

DATE

SIGNATURE OF PARENT OR GUARDIAN

ARS Before/After School Care Policies and Procedures

Hours of Operation:

Before School- 6:30 AM-7:30 AM (Middle school students will walk to the Middle School Campus at 7:30am with a staff member)

After school (Elementary and Middle Campus)- 3:15 PM-5:45 PM

Fees:

Morning Only: \$25.00/week

Afternoon Only: \$50.00/week

Morning and Afternoon: \$65.00/week

*Sports rate (middle school sports players only)- \$10.00 per day student attends after school

*Payment is due every Friday, for the following week

*Late Payment Fee: \$25.00 for payments received after Tuesday

*Late Pick up Fee: \$1.00 per minute after 5:45 paid in cash at the time of pickup.

*We are unable to accommodate drop in service at this time

*Enrollment in before school is limited to 20 students. Enrollment in the after school program at the elementary campus is limited to 60 students. Enrollment in the after school program at the middle campus is 25 students.

*There will not be payments made for any holidays, teacher workdays, 1/2 days, and weather conditions resulting in no school. When there is no school, there is no payment. (Example- Labor Day is on Monday, there is no school, so the charge for that week is \$40.00)

*If your child is absent due to sickness, dentist appointment, etc. please plan on making full payment.

*If your child plans on being out for a specific amount of time and after school receives notice ahead of time, we may be able to make adjustments. Please contact us at least a week ahead of time for any changes in your child's after school care.

*We provide a healthy snack in both before school, and after school

CONTACTING STAFF:

*Contacting after school staff is best done through email; however, you may contact us by phone between 2pm and 7pm on days school is in session. Please call the after school staff at 704-878-6009, dial ext. 324, then press 3 to transfer to Tina Farewell.

*Tina Farewell's email is farewellt@arsnc.org

General Information:

- *We offer academic time Monday-Thursday, and help will be available. We believe it is still critical for parents to remain in touch with their students' work through PowerSchool.
- *Responsibility for completed and turned in homework is an important part of every student's development and is the responsibility of the student.
- *If it should be necessary for you to pick your student up during or before regular dismissal, please inform the staff by phone or by email in advance. All Children enrolled in the program must be accounted for during attendance each day.
- *Please be considerate of our staff and their efforts to protect the safety of our students by keeping us informed of any changes in attendance.
- * Before school will not operate on days that school is delayed for any reason.
- *After school care does not operate on days that school is closed or is dismissed early. This includes holidays, snow days, and professional development days.
- *Before and after school will follow the ARS accident policy
- *A daily snack and drink will be provided to all students enrolled in before and after school care.

PAYMENT INFORMATION:

- *Payment is due each Friday for the following week. Any payment not received by 5:45 pm on Tuesday will be considered late and there will be an additional charge of \$25.00, due with that weeks' payment.
 - **If you should fall behind by more than two weeks, you will need to make other arrangements for after school care until the account is paid up to date.
 - **Any account that is more than three weeks past due will result in the loss of the spot in our program, and the account will be turned over to a collection agency.
 - **In cases of unusual circumstances please contact Ms. Farewell, Mr. Duffey, or Ms. Duncan
- *Cash, and checks are accepted.
- *All checks should be made out to ARS with before or after school written on the check along with the week you are paying for.
- *Please send payments in a sealed envelope labeled "Before/After school payment" and the amount you are paying.
- *These can be given to before/after school staff, your child's teacher, Mrs. Sandy, or Mrs. Waugh.
- *Payments may be made in advance, but we ask that you label the check with the dates accordingly.

Pick-Up/Attendance/Absences:

- *Before school students should be walked in by their parent, and signed in
- *A parent or other person on your permission list must come in and sign your child out
- *The elementary campus sign out sheet will be located on the desk, when you walk into the back door of the elementary school
- *The middle campus sign out sheet will be with Ms. Farewell, or Mrs. Sandy
- *If the staff does not recognize the person picking up your child, they will be asked to show ID.

Behavior and Discipline:

- *Students enrolled in the before school/after school program are expected to comply with all school rules and regulations including dress code. We will also continue following our PBIS model while in the before/after school program.
- *Before and after school has an incident report policy in place.
- *When a parent is first contacted and behavior continues to be unacceptable, staff members and/or administration will determine the course of action to take.
- *After 3 incidents, a parent will be contacted and expected to talk with the staff member, administration, and the student
- *A student can and will be suspended from the program after three incident reports have been filed.
- *Parents need to cooperate with the staff in taking disciplinary actions for the inappropriate behavior by the student.
- **In cases where injury to another student is involved, suspension can occur without warning, and you will be called to come pick up your student immediately. Fees will not be refunded in cases of suspension. Suspension or expulsion from the program can occur for the following reasons:
 - *Three incident reports
 - *Violence toward another student or staff member
 - *Repeated or unresolved discipline problem
 - *Continued and habitual disrespect directed at staff, and other students
 - *Failure to pay fees promptly
 - *Failure to reimburse insufficient fund charges
 - *Failure to pay late pick up or late payment fees
 - *Repeated failure to pick up student before 5:45.

Please sign, date, and return the next page to Mrs. Sandy (elementary campus) or Ms. Farewell (middle campus)

I _____ (parent)
have read, and agree to adhere to the policies stated above for the before/
after school program.

Parent signature _____

I _____ (student)
have read, and agree to adhere to the policies stated above for the before/
after school program.

Student signature _____

Date _____