



Caring and Sharing Learning School
2023-2024 Soaring Eagles Academic After-School Program Handbook

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Program Description

The Caring and Sharing Learning School Academic After-School Program is a childcare program for VPK- 5th grade students of Caring and Sharing Learning School (CSLS). Certified teachers provide tutoring to the after-school program participants.

The goal of the Academic After-School Program is to provide a safe and enriching program that supports the family, school, and community. The program provides opportunities for children to develop academically, socially, emotionally, and physically within a warm and caring atmosphere.

Registration

All students in the Soaring Eagles Academic After-school program MUST register online at the following link:
[2023-2024 Soaring Eagles Academic After-school Program Registration Form](#)

Staff

All staff are Caring and Sharing Learning School employees.

Fees

VPK students 10:45 AM -2:30 PM \$375.00 per month

VPK students 10:45 AM- After 2:30 PM up to 5:45 PM \$500.00 per month

K-5th grade students from the end of the school day up to 5:45 PM \$100.00/household per month.

All payments are due on the 1st of the month.

Monthly fees can be paid by cash or check in a sealed envelope or credit card through the ProCare Solutions application.

Fees are due on the first day of care each month and are late on the fifth day. After the sixth day that fees are still unpaid your student may not stay after-school until the balance has been paid.

All payments are due on the following dates:

Thursday, August 10, 2023
Friday, September 1, 2023
Monday, October 2, 2023
Wednesday, November 1, 2023
Friday, December 1, 2023
Monday, January 8, 2024
Thursday, February 1, 2024
Friday, March 1, 2024
Monday, April 1, 2024
Wednesday, May 1, 2024

***Note: To participate in the Academic After-school Program students must not have an outstanding balance from the previous month, school year or summer camp.**

A household is determined by the residential address as listed in school records.

Please help us keep our records current by making your tuition payments by the due date. Your child will be withdrawn from the program if payments are not made before the start of next month.

The after-school program does not pro-rate monthly fees.

ELC

(1) Please make sure your most current ELC certification is on file.

(2) All fees are due on the 1st of each month.

(3) Keep your account in good standing by ensuring your student is signed in and out through the ProCare Solutions system every day.

State law prohibits attendance if tuition has not been paid. Please help us remain in compliance by making your tuition payments by the due date or your child will be disenrolled if payments are not made before the start of the next month.

Supper and Snack

All after-school students are provided with a nutritious supper and snack at no cost.

Change of Information/Emergency procedures

All phone numbers must be current. Students are released only to the people listed in writing on your child's registration forms or persons authorized through ProCare. It is the parent's responsibility to ensure there is always an adult who can be contacted in the event your child has an emergency.

Custody Concerns

If there are custody or guardianship conditions that may affect the extended day, a copy of the most current court order must be provided.

Pick-Up

All parents must sign their students out through the ProCare Solutions system. A staff member will verify that the student has signed-out and escort him/or her to the car pickup circle.

Parents are not permitted to walk down to classrooms to get their students for check out.

Late Pick-Up

Students must be picked up by 5:45 pm each day. **A \$10.00 late fee due at the time of pick up is assessed for every 15 minutes the student is still on campus after 6:00 pm.**

Repeated late pick-ups will result in a conference with the school administration.

Withdrawal from Program

Parents may withdraw their students from the Academic After-school program at any time by providing a written statement formally expressing their intent to withdraw their student from the program.

Behavior Management/Discipline Plan

As in any program the issue of behavior and discipline may arise and the concerns of the staff as well as the parents will need to be addressed. Below is a copy of our Behavior Management and Discipline Plan. Please be assured that any concerns brought to the attention of the coordinator will be addressed immediately. All students attending the Academic After-school program are expected to follow all rules and regulations of Caring and Sharing Learning School as well as the program rules listed below.

Program Rules:

- Listen and follow directions from staff
 - Keep hands and feet to yourself
 - No fighting
 - No bullying (verbal, cyber or physical)
 - No inappropriate behavior or language
- Do not leave your area without permission
 - No electronic devices allowed

Consequences:

- Warning and reminder of the program rules.
 - Time-out (no longer than 10 minutes)
- Contact parent regarding inappropriate behavior
 - Contact parent to pick up child
- Students who fight on campus will be suspended from the Academic After-school program for 3 days.
(Student can still attend school)
- Students with repeated misconduct will be referred to administration.

PARENT AFFIRMATION

****I have received a copy of the Academic After-School program handbook and agree to the terms included therein.***

Student name/grade: _____

Parent/Guardian (print name)

Date

Parent/Guardian Signature

Telephone