

Caring and Sharing Learning School  
2021-2022 Flying 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- 5<sup>th</sup> grade students of Caring and Sharing Learning School (CSLS). Certified teachers provide tutoring to the afterschool 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.

Staff

All staff are Caring and Sharing Learning School employees.

Fees

VPK students 10:45 AM -2:30 PM \$300.00 per month  
VPK students 10:45 AM- After 2:30 PM up to 5:45 PM \$450.00 per month  
K-5<sup>th</sup> grade students end of the school day up to 5:45 PM \$75.00/household per month

**All payments are due the 1<sup>st</sup> of the month.**

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

Fees are due on the first day of care each month and late on the 5<sup>th</sup> day. After the 6<sup>th</sup> 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:

Monday, August 9, 2021  
Wednesday, September 1, 2021  
Friday, October 1, 2021  
Monday, November 1, 2021  
Wednesday, December 1, 2021  
Tuesday, January 4, 2022  
Tuesday, February 1, 2022  
Tuesday, March 1, 2022  
Friday, April 1, 2022  
Monday, May 2, 2022  
Tuesday, June 1, 2022

**\*Note: In order to participate in the Academic After School Program student 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 Your child will be withdrawn from the program if payments are not made before the start of the next month.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 1<sup>st</sup> of each month.
- (3) Keep your account in good standing by ensuring your student is signed in and out through the Procure 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

A nutritious supper and snack will be provided to all afterschool students at no cost.

### Change of Information/Emergency procedures

All phone numbers must be kept current. Students will only be released to the persons listed in writing on your child's registration forms or persons authorized through Procure. 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 Procure 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 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.

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PARENT SIGNATURE

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