

# The King's Academy After School Care Program Handbook 2019 - 2020

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## Statement of Purpose:

The King's Academy After School Care Program has been established to serve the needs of our families who desire a supplementary program in a Christian environment for our children who are enrolled in TKA grades junior kindergarten (JK) through 6<sup>th</sup>. In our program, children will be treated as precious creations of God, each with unique talents, interests and needs. We wish to develop a partnership with you as we endeavor to "train up a child in the way he should go". (Proverbs 22:6).

## Philosophy:

The After School Care Program is designed to be an extension of The King's Academy school program and, therefore, adheres to the same beliefs, mission, and philosophy as the school. Our objective is to serve our school families by offering additional supervision of their children in the hours after school. We will strive to foster each child's social, emotional, and physical development in a safe, secure, and stable atmosphere. We are committed to providing quality care in a nurturing, friendly, and fun atmosphere, giving parents the assurance of knowing that their children are in a loving Christ-centered environment.

## Enrollment Policy:

The program will be open to any TKA enrolled student in JK through 6<sup>th</sup> grade. Enrollment is on a first-come, first-served basis. When maximum enrollment is reached, a waiting list will be made according to the date of registration and receipt of deposit. Parents will be notified when/if space becomes available. **The After School Care (ASC) Program will be operated from 3:00-6:00 P.M. Monday through Friday during regular school days. Care will not be provided on weekends, Teacher Planning days, Teacher In-Service Training days, Staff Development days, half days, school holidays, or the summer.** If a student does not attend school during the regular school day or is marked absent because of arriving after 11:00 A.M., he/she may not attend ASC. If TKA closes because of a hurricane or other inclement weather, the ASC program will close as well. There will be no credit given for days students are absent from the program. Bus service will not be provided. An additional charge will be assessed when a student is picked up late. (Refer to Late Pick-Up)

## Non-Discrimination Statement:

The King's Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally allowed or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs.

**Tuition Procedures:**

A non-refundable deposit of \$200.00 per child is due at registration. An opening is reserved only when the registration form has been properly completed and the deposit has been received by the King's Academy business office. The deposit will be applied to the ASC tuition.

The tuition is an annual fee that covers the ASC Program's operational costs. This additional tuition is added to the school tuition. Therefore, ASC tuition is subject to the same schedule of payment, fees, and charges incurred as school tuition. ASC tuition will be billed according to the school tuition payment plan selected by you: Plan #1, Plan #2, Plan #3, or Plan #4.

**The After School Care tuition cost is:**

		<b><u>Cash Price</u></b>	<b><u>Credit Price</u></b>	
Plan #1	5 days	\$2,890.00	\$3,006.00	per year
Plan #2	4 days	\$2,460.00	\$2,558.00	per year
Plan #3	3 days	\$2,170.00	\$2,257.00	per year
Plan #4	2 days	\$1,490.00	\$1,550.00	per year
Plan #5	1 day	\$ 960.00	\$ 998.00	per year

Accounts 55 days past due may be subject to program dismissal and a reinstatement fee in the ASC Program.

Tuition for students who enter mid-year is prorated.

**Withdrawals:**

Two weeks' notice is required in writing to discontinue the contract. When a student withdraws from the ASC Program, whether at the request of the parent or TKA, the parent's financial responsibility is shown on the chart below. Attendance for any part of a month (even one day) is considered the same as the entire month. When withdrawing a student, please obtain an ASC withdrawal form from the director.

<b><u>% of Total Bill Due</u></b>	<b><u>Date of Withdrawal</u></b>
5%	Aug 1 – Day before School starts
15%	First Day of School – Aug 31
25%	Sept 1 – Sept 30
35%	Oct 1 – Oct 31
45%	Nov 1 – Nov 30
55%	Dec 1 – Dec 31
65%	Jan 1 – Jan 31
75%	Feb 1 – Feb 28
85%	Mar 1 – Mar 31
95%	Apr 1 – Apr 30
100%	May 1 – End of School

## **Program Activities:**

The 2019- 2020 schedule will be as follows:

3:00 - 4:00pm- attendance, restroom, snack ,homework time.

4:00 - 6:00pm-free play, outside play, homework, game time.

These time frames are for a typical day in ASC. However, the schedule may vary slightly to accommodate the grade level and the size of the group.

Adult/Student ratio:	Grades JK-2	1:20
	Grades 3-6	1:25

Planned, on campus activities will be age-appropriate for the students. Each designated group of students will be supervised by an adult.

## **Snack and Food Policy:**

A nutritious, light snack will be provided each day. The cost is included in the tuition fees. If your child has any type of food allergies or diet restrictions, please note these on the medical form and communicate them to the director.

## **Homework Policy:**

Time for homework will be provided Monday, Tuesday, and Thursday. Younger students will be engaged in other quiet activities. It is the responsibility of every student to acknowledge his/her homework assignments and request help when necessary. School provided textbooks, workbooks, and all homework supplies must be brought. Students will not be allowed to return to their classrooms after they are checked into ASC. Individual tutoring is not provided by the ASC program. **ASC will not be responsible for making sure that homework is completed.**

## **Personal Belongings:**

Please put your child's name on all personal items; e.g., clothing, school supplies, lunch boxes, backpacks, etc. The After School Care Program is not responsible for lost or misplaced items. The staff will encourage students to use predetermined areas to store such personal belongings.

## **Communication Policy:**

We welcome and encourage open communication with our students and parents. The primary purpose of the program is to enrich your family by meeting your needs. The ASC staff will make every attempt to be available to you. Our staff consists of caring and loving Christians who are committed to sharing the love of Jesus with children and parents and to providing quality care. The supervision of your child's growth and well-being is our joint responsibility. We want to know and understand your child so feel free to discuss with us any problems your child may be experiencing. The director, Brenda Sorber, can be reached between the hours of 10:00 A.M. to 6:30P.M. by phone at (561) 307-2441, or by e-mail at B.Sorber@tka.net. If a more formal discussion is desired, please feel free to make an appointment with the ASC director and/or staff member. We also appreciate suggestions for improvement. Your feedback is a vital component to the success of the program. Please follow the directive in Matthew 18 to speak to the appropriate person or persons directly rather than involving third parties first. If satisfaction is not obtained, only then should contact be made with the Elementary School Office.

### **Health Policy:**

A separate Medical Release Form must be properly submitted and on file with the ASC director. The ASC program adheres to the same policies regarding health as outlined in the parent/student handbook. If a student is sick or has a temperature one degree above normal, parents will be notified and expected to make provisions for immediate pick-up. Please notify the director of any communicable disease. ASC staff may not administer any medications.

### **Accidents and Emergency Care:**

It is vital that all emergency information forms are completed carefully. Please keep the information up-to-date by notifying the director in writing if there are any changes, temporary or permanent.

Our staff will do everything possible to minimize accidents with consistent safety policies and procedures. However, should an accident occur, we request your understanding and cooperation. Minor injuries will be treated by staff members trained in first aid. These incidents will be reported in writing to the director and to the parents. Parents or persons listed as emergency contacts will be called for accidents requiring further professional medical attention. An accident report will be completed by the staff member witnessing the accident and further assessed by the director. This report will be kept on file in the school office. In extreme emergency situations, the staff will call 911 and notify the parents immediately. If necessary, an ASC staff member will accompany the child to the hospital in the ambulance until parent's arrival.

### **Dismissal:**

For safety reasons, **we require parents to sign their child out from the ASC program every day.** Children must be released by a staff member. Children will only be released to authorized adults whom you identify on your registration form. If someone other than the authorized persons will be picking up your child, prior written permission will be required, stating the name and telephone number of that person. The authorized person will then be required to show a picture ID and sign the child out on the appropriate sign-out sheet. The ASC staff will call the parent if any question arises regarding the release of a child.

### **Late Pick-Up:**

The After School Care Program closes promptly at 6:00pm. Please make arrangements to pick up your child before closing time. We recommend that you develop a backup plan using preauthorized alternative pick-up persons. If you are going to be late, due to unforeseen difficulties, please notify the director as soon as possible before closing.

Late Fee Policy: There will be a late pick-up fee of \$10.00 for the first 10 minutes after 6:00pm. an additional \$3.00 per minute will be charged after 6:10 pm. This fee must be paid at the time your child is picked up. If not paid at time of pickup, fee will be billed to your school account. Pick-up time recorded on TKA computers will be the time for which the account is billed.

**The cell phone number for the ASC Program is (561) 307-2441.**

On rare occasions, unforeseen tardiness may occur. If a chronic pattern develops, termination of the student's participation may be the end result.

If a child is left at school later than 6:45P.M., the Department of Children and Families may be called.

## **Behavior Expectations:**

All TKA school rules extend to the After School Care (ASC) Program. Every student is expected to abide by those rules along with the rules delineated in this handbook.

- ASC students are expected to be courteous and to respect staff members, other students, and all property.
- ASC students are not permitted to wander around campus unsupervised and are only allowed in areas that are supervised by ASC staff.
- ASC students must remain in school uniform or P.E. uniform.
- ASC students may not leave campus and then return.
- Unauthorized talking, noise, or any other disruptive behavior will not be permitted.
- Pushing, shoving, or fighting of any kind is prohibited as well as teasing, taunting, or threatening.
- No unauthorized personal belongings may be brought to ASC from home without the prior approval of the staff.
- Use of cell phones and electronics is prohibited during ASC, unless the director has given permission to use, and only under the direct supervision of the director.

The administration reserves the right to determine the appropriateness of materials.

## **Discipline Procedures:**

All rules and behavior expectations will be clearly communicated to all ASC students. Discipline procedures are designed to be fair, consistent, and effective. We will work together with the student using positive reinforcement and redirection to aid in achieving behavior goals. Positive incentives by each ASC staff member serve to balance the discipline procedures. In the event that a student fails to respond positively, the following disciplinary measures will be initiated.

- The infraction is brought to the student's attention by the supervising ASC staff member.
- The incident is identified and documented on the ASC Behavior Report.
- Time out from the group may also occur when behavior is disrespectful, endangers others, or is disruptive to the program.
- Parents of students with excessive infractions will receive a behavior report that needs to be signed and returned the next afternoon in attendance.
- If discipline problems persist the next afternoon in attendance, the student may lose privileges and/or be supervised by the director until parent pick-up.
- Parents may also receive an e-mail or phone call from the director to discuss behavior concerns in an effort to involve them in the goal of resolution.
- If discipline problems fail to be resolved, the director may request a parent/family conference.
- Anything of a chronic and/or serious nature will be handled by a member of the Elementary Administration.
- Ongoing violations may affect future participation in the ASC program.

## **Amendment of Rules and Regulations:**

The rules and regulations contained herein are not inclusive. Other rules and regulations may be posted in and about the facility and will be binding as if set out here in full. The King's Academy After School Care Program, from time to time, may adopt and/or amend the established rules and regulations or policies, not herein covered, and all enrolled participants will be obligated to observe these policies.