

# NWHSC Students After School (SAS) Program

2019 - 2020 Parent Handbook



**Program:** With an emphasis on personal relationships and individualized learning, SAS will provide homework and/or enrichment help (20-30 minutes Monday-Thursday), hands-on activities, games, free play time and connections with the learning that is occurring during the school day.

## Program Hours and Location:

School Year - 6:30 AM - 6:00 PM (excluding school hours) in both locations

Summer Camp - 6:30 AM - 6:00 PM at Pittsboro Primary School

**Days of Operation:** SAS is open on all regular school days and early release days. If school is delayed, SAS will open two hours later. If school is closed early, SAS will close. SAS is also closed on the same holidays as the NWHSC school calendar. NWHSC SAS will only operate during the school year and summer break. Care will not be provided during any other scheduled breaks. NWHSC SAS Summer Camp will begin Tuesday, May 28th and will be open all days during the summer excluding Memorial Day and July 4th.

## Plan Options:

<u>SCHOOL YEAR FEES</u>	<b>AM &amp; PM</b>	<b>AM Only</b>	<b>PM Only</b>
<b>Full Time (4-5 days/week)</b>	\$65.00	\$30.00	\$55.00
<b>Part Time (1-3 days/week)</b>	\$50.00	\$25.00	\$40.00

<u>SUMMER FEES</u>	
<b>Weekly Rate</b>	\$135

**Registration:** Children must be enrolled each school year in order to maintain their spot in the program. Children attending summer camp will need to be enrolled for each session separately. Students are eligible for the summer program upon registration for Kindergarten within NWHSC thru grade 6.

## Registration requirements:

1. Completed enrollment form including signed terms of agreement.
2. Registration fee.
3. Custody agreements, Individualized Education Plans (IEP), Health Plan of Care, if applicable.

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## **Registration Fee:**

*School Year:* Children enrolling before April 30 will not be charged a registration fee. Children enrolling between May 1 and June 1 will be charged \$10 per student registration fee. Any registration after June 1 will be charged a \$25 registration fee.

*Summer:* Children enrolling before March 31 will not be charged a registration fee. Children enrolling between April 1st and May 30th will be charged \$10 per student registration fee. Any registration after May 31st will be charged a \$25 registration fee.

**Payments:** Payments must be made by Friday for the upcoming week regardless of your child's attendance. Parents have the option to pay for more than one week at a time. Payments can be made by check or through My School Bucks. Any returned checks will result in a \$25 NSF charge and another form of payment will be required to pay outstanding fees.

**Late Payments:** Weekly payments are due on the Friday prior to the upcoming week. Any payment received after this day is considered late and will result in a \$10 fee for every week it is late. Accounts not paid for three weeks will result in exclusion from the program. Once excluded from the program, in order to re-enroll a parent must pay all previously owed fees in full before beginning the registration process.

**Financial Assistance:** Families in need of assistance must e-mail Mr. Hobough at [hobaughd@hendricks.k12.in.us](mailto:hobaughd@hendricks.k12.in.us). Assistance will be based off of free and reduced lunch status.

**Late Pick-Up Fee:** SAS closes at 6:00 PM each day. Anyone picking-up after 6:00 PM (per the SAS clock) will be charged a late pick-up fee. The first five minutes is an automatic flat fee of \$10. Every minute beyond the initial five minute is an additional \$1 per minute.

**Emergency Contacts and authorized pick-up:** Emergency contacts and persons authorized for pick up must be at least 18 years old. You may change, add, or delete contacts by submitting a request in writing to the SAS director.

**Medical or Health Plan:** All children are required to have a completed medical form on file. Health plans for chronic illness, such as asthma, must be completed and on file. Children needing prescription medication must have the medication in its original prescription bottle with the child's name, dosage, prescribing doctor, written instructions, and expiration information.

**Special Needs:** SAS is an inclusive program and will work to meet the needs of all children. The SAS staff will work with parents, classroom teachers, special education teachers, and school administration to understand and provide needed accommodations based on Individual Education Plans (IEP). Parents are encouraged to meet with SAS directors and instructors to provide ongoing communication for their child's needs. A copy of the IEP should be provided to the SAS staff.

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**Daily Routines:** NWHSC SAS program strives to provide a positive experience that supports the academic initiatives of the school. Daily activities will change based on the needs of the children and the greater school community.

- **Snacks:** Children will be served an AM snack and PM snack. Snack Schedules will be posted.
- **Homework:** Children will have daily homework time. Children will be supervised and provided help during this work time.
- **Physical Activity:** Children daily schedules will include physical activity. It is important that children are dressed appropriately for the weather for outdoor playtime. During inclement weather, physical activities will be scheduled for the school gymnasium.
- **Code of Conduct:** The SAS program is meant to be fun, supportive and a positive learning environment for all children. To ensure a positive environment, all children will be expected to follow a code of conduct. Children making poor behavior choices will receive appropriate consequences. A pattern of disregard for the behavior expectations can result in exclusion from the SAS program.
- **Summer Camp Lunch:** The school cafeteria will not be operating during summer months so all students will bring a sack lunch daily. Refrigeration is not available.

**Morning Drop-off and Evening Pick-up:** Each child dropped off in the morning must be signed in to the program by a parent or authorized adult. The child may not be dropped off at school to sign themselves in to the program. Each child picked up in the evening must be signed out by a parent or authorized adult. Children will not be released to an unauthorized adult without prior communication from the parent or guardian.

**Safe Supervision Conditions:** Children are supervised by a SAS staff member at all times. SAS staff members are required to pass an extensive background check, CPR certification, and other trainings in accordance with safety and security procedures for North West Hendricks Schools.

**Accidents, Injuries, and Medical Emergencies:** Even under close supervision, occasional injuries do occur. SAS staff will provide care for minor injuries requiring ice packs and band-aids. In the event that a child has a more extensive medical emergency, parents will be contacted and, if deemed necessary, emergency services will be called.

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