



PCCS AFTER SCHOOL PROGRAM 2016 - 2017

The After School Program provides a safe and enriching environment for students to spend their after school hours. Encouragement for the growth of each individual student is fostered in a relaxed child-centered environment. A focus on respect, responsibility and choices within a multi-age program is the overall foundation of the after school care program.

We offer a variety of options to fit your needs.

- | | |
|--|------------------------|
| A. Before school care* | 6:45 am – 7:45 am |
| B. Enrich Me for Kindergarten | 1:00 pm – 3:30 pm |
| C. Enrich Me plus after school care | 1:00 pm – 6:00 pm |
| D. After school care (includes early release days) | 3:30 pm – 6:00 pm |
| E. Early release care | 1:00 pm – 3:30 pm |
| F. Drop in punch card | (per 2 ½ hour session) |

Program Fees Per Session / Trimester					
	1 day	2 days	3 days	4 days	5 days
Enrich Me	\$225	\$450	\$600	\$750	\$850
Enrich Me Plus	\$400	\$750	\$900	\$1,050	\$1,150
After-school only	\$225	\$450	\$600	\$750	\$850
Other Services (per diem)					
Before school care*	\$10 per day				
Early release days (23)	\$250 for all early release days (no pro-rating)				
Punch Card – 5 visits	\$100 for 5 days – with 24 hrs notice				
Drop-in students	\$25 / session with 24 hrs notice – due upon drop off				

*Must have a minimum of 2 students enrolled 5 days a week to run program.

Families with more than one (1) child in the after school program will receive a 10% discount for each additional child.

Sessions are as follows:

- | | |
|-----------|--------------------------------------|
| Session 1 | August 15, 2016 – November 4, 2016 |
| Session 2 | November 7, 2016 – February 24, 2017 |
| Session 3 | February 27, 2017 – June 2, 2017 |

Payment in full is required prior to the start of each session, unless other arrangements are made in advance. Checks are made payable to “PCCS” and sent to Aftercare’s attention. Any questions regarding the after school program should be directed to the Aftercare Coordinator via email at afterschool@pcharterschool.org

Enrollment and Policies

Admission to the program is on a first come – first served basis. Please send enrollment form and payment to the school office in an envelope clearly labeled “After School Program – Attention Peggy Boyle”. All checks should be made payable to “PCCS”. Payment is due prior to each session. Drop in fees are due on day of service. Students with outstanding after care fees in excess of 48 hours past due will not be able to return until payment is made in full.

Enrollment will take place at the same time as school enrollment. Full payment is required prior to the first day of school.

Late Pick Up Policy

Students must be picked up no later than 6:00 pm. For every 5 minutes late that the student remains on site after 6:00 pm, there will be a \$5.00 charge. The fee must be paid within 48 hours or the student will not be allowed to attend the program until the fee is paid.

Discipline Policy

We will follow the Office Discipline Referral (ODR) process used during the school day. Please refer to the Parent/Student Handbook for additional information.

Withdrawal Policy

If for any reason during the school year your student needs to withdraw from the program, a two-week written notice is required. A refund will be issued on a pro-rated basis. If a two-week notice is not given, it will be deducted from any refund due. Fees will not be refunded for any time a student is absent from the program.

The After School Program reserves the right to ask children to leave the program, at any time, if PCCS rules are not followed.

The After School Program reserves the right to cancel the program at any time with a two-week written notice.



Dear Aftercare Parents,

Here is an outline of what your child will be doing in aftercare:

- 3:35 pm: Aftercare kids are dismissed from class to Aftercare (Art Room)
- 3:40 pm: The kids are asked to:
 - Find a seat, put their backpack and coat on the back of the chair.
 - Take out their snack*
 - Wash hands
 - Put their clip on "Ready for Aftercare"
 - Attendance is taken
- 3:45 pm: Once settled and quiet a book is read to them while they eat their snack
- 4:00 pm: Silent homework time**
- 4:20 pm: Free time outside (when weather permits)

*Snack – please have a designated snack for aftercare. Some kids eat all of their food before they get to Aftercare and many are hungry at this time. Without a snack available it makes it difficult for them. If you would like, you can leave a nonperishable labeled snack with us and we will give it to them.

**Homework – we highly encourage the kids to get their homework done here! We are here to help them. The homework time is silent so the kids can focus. If some kids do not have homework, we suggest reading or working in a workbook. If you would like, you can provide a workbook for them to keep here. If you have any concerns or special requests about homework, please let us know.

You may pick up your child any time before 6:00 pm. If you hear us outside, just walk down to Market Square. If we are inside enter the Kennicott building, come down the stairs and ring the doorbell. You must sign your child out. If for an extreme reason you are going to be later than 6:00 pm, please call us on the Art room phone (224-541-3977). You will be charged a late pick up fee if your student is not picked up by 6:00 pm.

All school rules apply to Aftercare. We have a behavior chart similar to the one in their classroom. Please take the time to look at the chart when you pick up your child and discuss the importance of good, kind and respectful behavior.

Aftercare is a fun time for the kids and we really enjoy it too! We are looking forward to a great year with your kids.

Respectfully,

Aftercare Coordinator

afterschool@pcharterschool.org



PCCS After School Enrollment Form 2016 - 2017

Family Name:	
Street Address:	
City:	State: Zip Code:
Email Address:	
Student's Name:	Grade/Teacher:
Student's Name:	Grade/Teacher:
Student's Name:	Grade/Teacher:
Parent's Name:	
Parent's Emergency Contact #:	
Non-Parent Emergency Contact Name:	
Non-Parent Emergency Contact #:	
Please list below the following information for those authorized to pick up your student(s):	
Name:	Relationship: Phone #:
Name:	Relationship: Phone #:
Name:	Relationship: Phone #:
Please indicate any allergies or medication conditions :	

Turn Over ----->

Program Fees per Session/Trimester

Please indicate day(s) student(s) will attend and circle the type of program

() Monday () Tuesday () Wednesday () Thursday () Friday

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I agree with the After School Program’s policies and fees.

Parent’s / Guardian’s Signature: _____ Date: _____

Please complete both sides and return with payment to PCCS

For Business Office use:	
Enrollment recorded by:	Date: