



## PCCS AFTER SCHOOL PROGRAM 2017 - 2018

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 1/2 hour session) |

<b>Program Fees Per Session / Trimester</b>					
	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
<b>Other Services (per diem)</b>					
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 14, 2017 – November 3, 2017
- Session 2     November 6, 2017 – February 23, 2018
- Session 3     February 26, 2018 – June 1, 2018

Payment in full is required prior to the start of each session, unless other arrangements are made in

regarding the after school program should be directed to the Aftercare Coordinator via email at [afterschool@pccharterschool.org](mailto:afterschool@pccharterschool.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 Lisa Mudge”. 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 should take place at the same time as school enrollment. If you have not already completed your Enrollment Form and submitted it, please do so promptly. Full payment is required prior to the first day of school.

## Late Pickup 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,

For those of you who have been part of our Aftercare Program in the past and are familiar with the basic outline please note that some of the structure will be changing this year. These changes are currently in the works and both returning and new Aftercare Parents will be notified of the updates prior to the start of the new year.

We are looking to provide a more enriching program which will include some fun indoor and outdoor activities, and small projects as well as \*\*homework time with assistance if needed, and of course there will be \*snack time.

We will also be splitting up the age groups as we do in the school buildings in order to cater to the developmental needs and age appropriateness of the activities we will offer.

Looking forward to a fun and successful new school year!

\*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,

Lisa Mudge  
Aftercare Lead  
afterschool@pccharterschool.org



## PCCS After School Enrollment Form 2017 - 2018

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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Session 3 February 26, 2018 – June 1, 2018

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

\*\*\*\*\*

<b>For Business Office use:</b>	
Enrollment recorded by:	Date: