



## PCCS AFTER SCHOOL PROGRAM 2018 - 2019

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*                             | 6:30 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 (20)	\$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. Discounts apply to session enrollment only and not per diem services.

### Sessions are as follows:

- Session 1      August 20, 2018 – November 9, 2018
- Session 2      November 12, 2018 – March 1, 2019
- Session 3      March 4, 2019 – June 7, 2019

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 the Business Office. Payment by credit card can be made online via Edutrack once aftercare services are billed. A small fee will apply for credit card payments.

## 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 Business Office”. 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 unless other payment arrangements are agreed upon in writing with the Business Office.

Mid-session enrollments and/or changes to existing enrollment need to be communicated via the completion of an After School Enrollment Form. Pro-rated enrollment fees will be invoiced and are payable upon receipt of the prorated billing.

### Student Pick-up

All students must be checked out at the Kennicott Building and will only be released to adults’ listed on your enrollment application as authorized to pick up your student(s). Any changes to who is authorized must be in writing and should clearly list the adults’ name as it appears on their state issued drivers’ license or ID card.

### 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. 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.

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

### 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.

## Snacks and Homework

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.

## Personal Items

Please be sure to label all water bottles, hats, gloves, backpacks, etc. with your student's last name. Items that are left behind and not labeled will be turned into Lost and Found. Please do not send personal items (toys, stuffed animals, etc.) for use during aftercare. Any items brought from home for purposes during the school day should be kept in the students backpack while they attend aftercare. The aftercare staff are not responsible for personal belongings that may be within your student's possession while in the program.

The After School Program reserves the right to cancel the program at any time with a two-week written notice. Any questions regarding the after school program should be directed to the Aftercare Coordinator via email at [afterschool@pccharterschool.org](mailto:afterschool@pccharterschool.org)

Respectfully,

Wendy Leve  
Aftercare Lead  
[afterschool@pccharterschool.org](mailto:afterschool@pccharterschool.org)

Parent Copy