



PCCS AFTER SCHOOL PROGRAM 2022 - 2023

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 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 (18)	\$300 for all early release days (no pro-rating)				
Punch Card – 5 visits**	\$100 for 5 days – with 24 hrs notice				
Drop-in students**	\$25 per day with 24 hrs notice – due upon drop off				

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

**Subject to maximum occupancy.

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 11, 2022 – November 11, 2022 |
| Session 2 | November 14, 2022 – March 3, 2023 |
| Session 3 | March 6, 2023 – June 2, 2023 |

Enrollment and Policies

Please send the 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 by credit card can be made online via Edutrac once aftercare services are billed. A small fee will apply for credit card payments. Payment is due prior to each session unless other arrangements are made in advance. Drop-in fees are due on the 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.

After-School Clubs and PCCS Sports

Many of our after-school students are also enrolled in sports or other on-campus after-school clubs. After-school care is a separate entity from these extra-curricular clubs, however, we do keep an updated list of who is enrolled and where they should be on any given day. Under normal circumstances, your child’s classroom teacher will dismiss students to the appropriate location for their enrolled activity. If a child is enrolled in a club and mistakenly arrives for after-school care, we will make certain that they are escorted to the correct location.

Most students who participate in an extracurricular club are picked up at the end of that activity. If you wish for your child to return to after-school care after their club or sport is over, please contact the club sponsor and after-school care.

Student Pick-up

All students must be checked out in-person and will only be released to adults listed on your enrollment application as authorized to pick up your child(ren). You must sign your child(ren) out. Any changes to who is authorized to pick up must be in writing and should clearly list the adults’ name as it appears on their state-issued driver’s 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. You must sign your child out. 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 224-541-3955.

Discipline Policy

All school rules apply to the after-school care program. We have a PBIS matrix in the classroom and encourage your child(ren) to be respectful, responsible, and safe at all times. Please take a look at the chart when you come in for pick-up and reinforce these expectations at home with your child. The after-school program reserves the right to ask children to leave the program, at any time, if PCCS rules are not consistently followed.

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 prorated 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 non-peanut/tree nut snack for aftercare. Some kids eat all of their snacks during the regular school day 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 healthy, nonperishable labeled snack with us and we will give it to them.

Homework – we highly encourage the kids to get their homework done here! The homework room is a quiet place for kids to focus, and there is always a team member available to help them. 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 child'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 after-school care. Any items brought from home for purposes during the school day should be kept in the student's backpack while they attend after-school care. The staff is not responsible for personal belongings that may be within your child's possessions 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@pcharterschool.org

Respectfully,

Aftercare Lead
afterschool@pcharterschool.org

Program Fees per Session/Trimester

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

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

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 (18)	\$300 for all early release days (no pro-rating)				
Punch Card – 5 visits**	\$100 for 5 days – with 24 hrs notice				
Drop in students**	\$25 / day with 24 hrs notice – due upon drop off				

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

**Subject to maximum occupancy.

Families with more than 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 11, 2022 – November 11, 2022

Session 2 November 14, 2022 – March 3, 2023

Session 3 March 6, 2023 – June 2, 2023

I agree with the After School Program policies and fees and understand that payment is due before the start of each session unless payment arrangements are approved, in writing, by the Business Office Manager.

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

For Business Office use:	
Enrollment recorded by:	Date: