

## ASP (After School Program)

### Extended Care Program Handbook

#### STATEMENT OF PURPOSE

The purpose of the **Praise Academy Extended Care Program** is to provide students and their parents/guardians with a safe, nurturing alternative for before and after-school care.

#### STAFF

The program staff will be employees of Praise Academy who support the mission and objectives of the school and who have undergone the prescribed background checks.

#### HOURS AND COST:

<u>Program</u>	<u>Time</u>	<u>Per Child / Per Day</u>
Early Morning Care	7:00 am – 7:30 am	\$4.00
After School Care	3:00 pm – 6:00 pm	\$10.00 (\$8.00 for other siblings)

**A \$1.00 per minute late charge for every minute after 6:00 p.m. Fees apply for Elementary students after 3:20 pm and Middle/High School students after 3:40 p.m. If parents are late and their children have been signed into after school care, fees will apply, no matter what time they are picked up. All students must be under adult supervision while on campus.**

**Extended Care accounts are to be paid in full each week.**

1. Before-school care is available from 7:00 a.m. – 7:30 a.m.  
(No early care charge after 7:30 a.m.)
2. After-school care is available from 3:00 p.m. – 6:00 p.m.
3. Extended Care will only be offered on days when school is in session.
4. If there is a delay in the start of school, Extended Care will not be available before school but will be available after school.
5. If there is a school closing, Extended Care will not be available for that day.
6. Children must be picked up by 6:00 p.m. A \$1.00 per minute late fee will be charged for every minute after 6:00 p.m. If parents are late and their children have been signed into after school care, fees will apply, no matter what time they are picked up. All students must be under adult supervision while on campus.

#### REGISTRATION

1. A parent or guardian must register each student by completing the Praise Academy Extended Care Registration Form. This form is available online or in the school office and attached below.
2. It is the parent's responsibility to update emergency phone numbers and names of people who are authorized to pick up their children. Updates require a parent's signature and must be made in writing.

#### USE OF EXTENDED CARE

Before-school and after-school care is available on an "as needed" or occasional basis in addition to a regular basis. If you think you may want to use Extended Care at some point in the future, please complete a Registration Form. When the occasion arises that you want to use Extended Care after-school, please let your child's teacher and the Extended Care staff know that your child will be attending. Please refer to the After-School Procedures for Parents (below) for complete details.

## **DROP OFF/PICK UP**

1. We have an open door policy. Parents are invited to visit the program at any time.
2. Students will be released and signed out in the afternoon only by those listed as an authorized person on the parent-signed form.
3. It is the parent's responsibility to update the names of people authorized to pick up their children. Updates must be made in writing to the school office.
4. Parents **or** students must sign in for both before-school care and after-school care. The Sign-In Sheet is with the ASP personnel.

## **FEES**

1. Before-school care will be charged at a flat fee of \$4.00 per student, per day.
2. After-school care will be charged at a fee of \$10.00 (\$8.00 for other siblings) per student, per day.
3. Children must be picked up by 6:00 p.m. A \$1.00 per minute late fee will be charged for every minute after 6:00 p.m. Fees apply for Elementary students after 3:20 pm and Middle/High School students after 3:40 pm. If parents are late and their children have been signed into after school care, fees will apply, no matter what time they are picked up. All students must be under adult supervision while on campus.
4. Fees will be charged to your school account.

## **ATTENDANCE**

1. If school is not in session (scheduled full days off, snow days), Extended Care will not be available.
2. Students attending Extended Care after school are to go directly to ASP and will be signed in the following order: Elementary students after 3:20 pm and Middle/High School students after 3:40 pm. If parents are late and their children have been signed into after school care, fees will apply, no matter what time they are picked up. All students must be under adult supervision while on campus.

## **DISCIPLINE**

The Extended Care program is intended to provide a safe, nurturing alternative for before and after-school care:

1. Our goal is prevention and positive approaches to handling disruptive behavior. We will do our best to work through minor problems that may occur. Please feel free to contact the Extended Care staff with concerns or suggestion of effective discipline for your child.
2. If a child has a repeated discipline problem, the parent will be notified. If the problem persists, a conference will be scheduled.
3. All school policies and procedures will apply.

## **INSURANCE**

Parents/Guardians are responsible for medical insurance coverage.

## **SNACKS**

1. Snack time (a drink and snack will be provided by the school)
2. Students attending before-school care may bring a breakfast snack.
3. Parents are responsible to notify the staff of any food allergies on the registration form.

Link to forms ... [http://www.praiseacademy.com/pages/page.asp?page\\_id=203220](http://www.praiseacademy.com/pages/page.asp?page_id=203220)

## **EMERGENCY CLOSINGS**

1. If there is a delay in starting school, Extended Care will not be offered before school.
2. If there is an emergency early school closing, Extended Care will not be offered after school.
3. If school is cancelled, Extended Care will not be offered.

## **MEDICAL EMERGENCIES**

1. Basic first aid supplies are available.
2. A nurse is not on duty.
3. Parents/Guardians will be called if the student needs emergency care. In the event the parent/guardian is unavailable, the emergency contact will be called.

## **TYPICAL SCHEDULE**

1. Before school (anytime between 7:00 and 7:30) children will be free time to read, complete homework, draw, or play any provided games in the lunchroom.
2. After-school activities will include:
  - Snack time (a drink and snack will be provided by the school)
  - Physical activity outside as weather permits, or inside when possible
  - Free time to read, complete homework, draw, or play any provided games

## **AFTER-SCHOOL PROCEDURES FOR PARENTS**

**Some procedures are *specific* to after-school hours.**

- A small snack and drink will be provided by school. If child has allergies it is to be provided by parents. You may send extra snacks for your child.
- No cell phone or electronics may be used during ASP.

### **Regular Users:**

If you are not going to be attending Extended Care (after school) on a day that you regularly attend, please call the school office at 770-943-2484 by 3:00 PM.

### **Occasional Users:**

When your child is to go to Extended Care after school please write a note to your child's teacher and send an email to both your child's teacher and Extended Care at [office@praiseacademy.com](mailto:office@praiseacademy.com). The teacher will ensure that your child knows to go to Extended Care. Telling a child before dropping them off at school in the morning is not sufficient, especially for the younger grades. Communication must be made to the teacher.

If you have already taken your child to school and you later learn that your child will need to go to Extended Care after school, please: Call the school office 770-943-2484 and notify the office staff that your child needs to go to Extended Care. The office staff will contact your child's teacher. Your child's teacher will then make certain that your child knows to go to Extended Care.

### **After School Pick-up Procedures:**

1. Children are located in the lunchroom, in the gym, or on the playground. Please look for a sign posted at the front entrance for directions to the ASP location.
2. Sign your child out by **your signature** and **print your name**.
3. Parents must provide a list of adults who are allowed to pick up your child to the school office and after school care personnel. If someone is not allowed to pick up your child, please notify the school office and after school care personnel in writing. If after school care personnel do not know the person picking up your child, they will ask for a pictured ID.

Praise Academy reserves the right to amend any aspect of this program as needed. A student's continued participation in the program will be contingent on cooperation with the goals and parameters of the program as set forth in this document.

**ASP (After School Program)**  
**Extended Care Registration Form**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parents' Names \_\_\_\_\_

Address \_\_\_\_\_

City, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Father's Cell Phone \_\_\_\_\_

Mother's Cell Phone \_\_\_\_\_

Other Phone Numbers \_\_\_\_\_

Please check all that apply:

**Before-school care:**

\_\_\_ **Occasional** use of before-school care

\_\_\_ **Regular, ongoing** use of before-school care

\_\_\_ Monday through Friday

\_\_\_ Part-time (not every day M-F): Write days of the week:

\_\_\_\_\_

Time intending to drop off: \_\_\_\_\_

**After-school care:**

\_\_\_ **Occasional** use of after-school care

\_\_\_ **Regular, ongoing** use of after-school care

\_\_\_ Monday through Friday

\_\_\_ Part-time (not every day M-F): Write days of the week:

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Time intending to pick-up:

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Other schedule variations: \_\_\_\_\_

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Emergency Contact #1 (other than parents):

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Emergency Contact #2 (other than parents):

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Emergency Contact #3 (other than parents):

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Allergies: \_\_\_\_\_

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Individuals authorized to pick-up (in addition to parents and emergency contacts):

Only the individuals listed below will be allowed to pick up child(ren). Please include older siblings names who are authorized to pick-up your child(ren).

Name: Cell Phone Number:

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I hereby register for my child's participation in the Praise Academy Extended Care program. I agree to abide by the fees, guidelines, and parameters expressed by the school in the Extended Care Parent Handbook, and understand that Praise Academy has the sole right to amend or end the program at any time. I understand that amendments to my student(s) authorized pick-up list must be made by me in writing.

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Registering parent's name

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Date