



# 2015-2016 AFTERCARE PARENT HANDBOOK





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### **Program Overview**

We are proud to offer this Aftercare program to the Beloved Community Charter School parents because we understand that you might not be able to care for your children at 3:45, BelovED’s dismissal time.

Our Aftercare staff is comprised of teachers, teacher assistants, one-on-one aides and staff that are already employees of the Beloved Community Charter School.

Our program is offered on an as-needed basis, which means our childcare staff is based on the number of participants. From time to time, we may need to hold a waitlist until a spot opens in the appropriate grade level.

BelovED Aftercare is designed for students to work homework and have outdoor play, indoor play and a snack within the 3:45-5:20 hour. It is very different from our Intensives program. Tutoring and/or one-on-one homework help is NOT part of the Aftercare program. So children must be self-sufficient enough to work independently on their homework under the supervision of aftercare staff.

Beloved Aftercare operates from 3:45 dismissal time to 5:20, with buses leaving the school at 5:35. All at-school pickups must take place at the back of the school and NOT at the front/main entrance. You will be redirected to the back of the school for pickup.

If your child is not picked up by 5:35, you will be assessed a \$15 late fee (payable immediately). If you do not pick up your child by 6pm, your Aftercare services will be terminated immediately.

### **Registration Procedure**

Applications for Aftercare are available in the main office during normal business hours. All paperwork and fees must be received **before** the student begins attending Aftercare. If you will be using a supplemental program such as Urban League, all contracts must be received in the business office and in good standing before your child can begin attending.

**Families with unpaid balances carried over from a previous year's Aftercare tuition must pay the balance in full and an additional three (3) months towards the new year.**

**For families using external supplementation (such as Urban League), documentation and/or contract must be provided for the current year as well as the previous year's balance being paid in full before entrance into the current school year Aftercare program is permitted.**

### **Code of Conduct**

All students are expected to act in accordance with Beloved Community Charter School's Code of Conduct, which is outlined in the Family Handbook.

Our goal is to provide a safe and nurturing environment for all of our Beloved Community children. Disruptive behavior and/or willful disobedience is not tolerated in our Aftercare program, and could possibly lead to permanent dismissal from Aftercare.

## Aftercare Hours and Pickup Information

Aftercare begins at 3:45 (regular school dismissal time) and runs until 5:20. Buses leave at 5:35. Any child remaining at 5:35 will be charged a late fee of \$15, which is due immediately. **Any child that remains after 6pm is subject to immediate termination from the aftercare program.** This includes children who are not picked up from the bus stop and brought back to the school for parent pickup. If we attempt contact with every number on file and no one answers our calls, we reserve the right to contact the authorities in order to protect the safety and welfare of your child(ren).

If you do not want your child to ride a bus, it is your responsibility to contact the office before 5pm. We cannot guarantee a bus change after 5pm due to the time it takes to process the request.

### Aftercare Schedule:

**3:45-5:20 – regular pickup**

**5:20 – transition to buses/pickup**

**5:35 - buses leave**

**5:35 – \$15 late fee *per half hour* is assessed for children  
not picked up on time**

**6pm – children left after 6pm are terminated from program**

## **Fee Schedule and Tax I.D. Number**

The Beloved Community Charter School's monthly Aftercare fee is \$125 per child, \$175 for families with two (2) children, and \$200 for families with three (3) children.

Payment is due the 1st day of each month. If payment is not received by the 5<sup>th</sup> day of the month, a \$10 late fee is assessed.

**If payment is not received by the 10<sup>th</sup> of the month, the scholar is no longer allowed to attend the aftercare program.**

Tax ID #: 45-3689749

## **Transportation**

Beloved Community Charter School is proud to offer bus services free of charge on a limited, first-come first-served basis. Bus transportation is not guaranteed and students must adhere to the code of conduct outlined in the Family Handbook. If, for some reason, you decide your child no longer needs bus transportation for a period of time, keep in mind the spot might not be available if you decide you need it again. Ultimately, transportation is the responsibility of the parent/guardian.

### **Program Details**

Following dismissal, each grade is taken to their designated meeting room. They are provided with a snack (you are also welcome to pack one) and then begin their homework. During the warmer months, outdoor play is encouraged since our scholars are already a part of an extended school day, and have been sitting for most of that time. This occurs after homework is completed and/or on days when no homework is given.

Please note: while homework is a large focus in our aftercare program, the aftercare attendant is not responsible for those students who do not cooperate with the homework process. This includes students who conceal work, are not actively participating or are talking instead of doing their homework.

### **Pickup Information**

All pickups will be made from the back entrance of the school on Colden Street. This is the entrance that leads into the multipurpose room.

**No one will be admitted through the front door of the school.**

**If you are arriving to pickup your child at 5:35 or after, this is considered late. A \$15 fee is payable on the spot. Accumulation of late fees will result in removal from the program.**

### **Emergency Procedures**

In the event of an emergency evacuation, our designated meeting place is the Boys and Girls Club located on Canal and Grand Street.

In case of an emergency closing (due to inclement weather or unforeseen circumstances) parents will be notified via Nixle emails/texts and social media. Please make sure your contact information is up to date and on file with the office.

### **Calendar of Events for 2015-2016**

First Day of Aftercare: Monday, September 8<sup>th</sup>

Please consult the yearly and monthly school calendars.

Subject to change per school needs.