



The  
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Summit Academy  
Extended Day Program  
Handbook



## *The Tree House* Overview

The intent of **The Tree House** program is to provide students with a safe and enriching environment while parents are at work. **The Tree House** is not an instructional time for students, although time is allotted for homework after school. Children will be encouraged to socialize and play.

### **Tree House Director/After School Care:**

**Gray Middleton - (502) 544-2942 and [gmiddleton@summit-academy.org](mailto:gmiddleton@summit-academy.org)**

### **Dates and Hours**

**Dates:** *The Tree House Program will begin on Thursday, August 18, 2011, and end on Tuesday, May 29, 2012.*

<b>Hours:</b>	Before School Care	7:30 - 8:00 a.m.
	After School Care	3:00 - 6:00 p.m.

### **Conference Days, Winter Break, Spring Break, Holidays:**

*NO BEFORE OR AFTER SCHOOL CARE*

### **School Delays:**

*NO BEFORE SCHOOL CARE.*

### **Noon/Early Dismissal Days:**

*NO AFTER SCHOOL CARE*

### **Rates and Late Fees**

***Before School Care*** -- \$6 per day **OR** \$25 per week.

***After School Care*** -- \$20 per day **OR** \$80 per week.

*Late Fees* will apply if you are more than five (5) minutes late picking up your child (after 6:00 p.m.)

These late fees will be billed on your monthly invoice.

### **Payment**

- Please do not give money or checks to any Tree House employee.
- The Business Manager, Fred Sabo, will invoice families approximately every four weeks.
- Billing questions - Fred Sabo (502) 244-7090 and [fsabo@summit-academy.org](mailto:fsabo@summit-academy.org)
- Standard late fees will apply to unpaid invoices.
- Late pick-up fee is \$1.00 per minute for every minute you are late after 6:05 p.m. **Chronic lateness for pick-up can result in your child's dismissal from the program.**

### **Day to Day Procedures:**

#### ***Before School Care***

- Your child must be signed-in to Before School Care each morning . If your child is old enough to sign themselves in, they can sign in at the front desk and proceed downstairs.
- If your child is not old enough to sign themselves in, YOU must park, bring them in, sign in and bring

them downstairs, through the cafeteria, down the hallway and into the first room on the right. They will play quietly until 8:00 a.m. At 8:00 a.m. the children will be excused to go to their homerooms.

### ***After School Care***

Students are allowed to bring their own snack. If your child would like to bring in books or projects, please encourage him or her to do so. The schedule given below is intended to offer an example of what a typical day in After School Care is like.

3:00-3:05	Tree House students in Grades 1-6 are dismissed to room 103. They are signed in by staff
3:05-3:10	Tree House middle school students dismissed; all walk to the Tree House; daily meeting.
3:10-3:40	Nutritious snack and drink provided by Summit Academy.
3:40-4:00	Students with homework will complete it in the Homework Room while supervised by a staff member. Others will be given quiet enrichment activities to do.
4:00-5:40	Games, enrichment activities, projects and crafts, free play, playground, and/or computer time. Parents may pick up children at any time.
5:40-6:00	Free play in the Tree House or computer time; parents continue to pick up students. Staff members will begin contacting parents after 5:45

### **Pick-Up Procedure**

- Drive around to the back of the Middle School building to pick up your child, on the upper level.
- Ascend the flight of stairs and come inside.
- You (or anyone specifically authorized by you on your Pick-Up Authorization Sheet) must personally **SIGN THEM OUT EVERY DAY** - both as a security precaution and to help us with late fee billing.
- It is recommended that you call The Tree House to confirm the location of the students. Also, you are encouraged to rent a key fob (\$5.00) from Mr. Sabo.

### **Behavior Expectations**

A student may be dismissed from the *Tree House* program for any of the reasons listed below. If there is a recurring problem with a child, program employees will confer with the Head of School, and they will make a determination as to the course of action.

1. Unreasonable behavior
2. Insubordinate behavior
3. Any behavior that could result in physical or emotional harm to self or others
4. Chronic late pick-up. (After 6:00 p.m., more than 5 times)
5. Any other reason deemed appropriate

Concurrent with school policy, cell phones will be kept in back packs and will be off-limits during After School Care. If you have an emergency, please call 544-2942 and we will relay the message to your child. Students are allowed to bring electronics, as a reward, on Wednesdays and Fridays.