



BEFORE AND AFTER SCHOOL CARE

Summit Academy's Before and After School Care program provides students with a safe and enriching environment while parents are at work. It is not an instructional time for students, although time is allotted for homework after school. Children will be encouraged to socialize and play.

AFTER SCHOOL CARE DIRECTOR : Gray Middleton - (502) 544-2942 | gmiddleton@summit-academy.org

DATES AND HOURS

DATES: *Before & After School Care begins on the first day of school and ends on the last full day of school*

HOURS: Before School Care 7:30 - 8:00 a.m.
After School Care 3:00 - 6:00 p.m.

CONFERENCE DAYS, WINTER/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

3 Days - \$20 per week

5 Days - \$30 per week

After School Care

3 Days - \$75 per week

5 Days - \$100 per week

NO DROP-INS PERMITTED

- Discounts will not be applied for missed days.
- Late fees will apply if you are more than 5 minutes late picking up your student (after 6:00 p.m.)
These fees will be billed on your monthly payment.

PAYMENT

- Please do not give money or checks to any member of staff.
- Payments will be processed through your FACTS account.
- Billing questions - Renee Lindsey (502) 244-7090 or rlindsey@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 student's dismissal from the program.*

DAY TO DAY PROCEDURES:

BEFORE SCHOOL CARE

DROP-OFF PROCEDURE:

1. **Park near the MAIN ENTRANCE and remain in your vehicle.**
2. Call 502-244-7090. A staff member will take your student's temperature and bring them inside.

Students will play quietly until 8:00 a.m. At 8:00 a.m. students will be excused to go to their homerooms.

DAY TO DAY PROCEDURES:

AFTER SCHOOL CARE

Students are allowed to bring their own snack. If your student would like to bring in books, please encourage him or her to do so, however toys are not allowed. Summit Academy is not responsible for lost or damaged personal property. The schedule given below is intended to offer an example of what a typical day in After School Care is like.

3:00 - 3:15	Students in Grades 1-8 are dismissed and signed in by staff
3:15 - 3:45	Nutritious snack and drink provided by Summit Academy.
3:45 - 4:15	Games, enrichment activities, projects and crafts, free play, playground, and/or computer time.
4:15 - 5:00	Students will be encouraged to work on homework, if applicable. Others will be given quiet enrichment activities to do.
5:00 - 6:00	Free play or computer time and enrichment activities. Staff members will begin contacting parents after 5:45.

PICK-UP PROCEDURE

1. Park near the MAIN ENTRANCE and remain in your vehicle.
2. Call 502-544-2942. Your student will then be brought out by a staff member.

BEHAVIOR EXPECTATIONS

Behavioral expectations for the Before and After School Care program are congruent with the expectations for the regular school day. Students are expected to self-regulate and maintain appropriate interactions with staff and other students. Students are expected to show respect for others at all times, including the property, space, and feelings of others. Any behavior including language that could or does result in the physical or emotional harm to self or others will not be tolerated. If there are recurring behavioral issues with a student, staff will alert the Principal, and together they will make a determination as to the proper course of action.

Consequences for unexpected behavior may include in this order:

Offense #

1. Time out
2. Parent contact
3. Loss of privilege/free-time during the regular school day
4. Student conference with principal
5. Suspension from the Before/After School Care program
6. Dismissal from the Before/After School Care program

*** Principal reserves the right to immediately dismiss students from Before or After School Care in extraordinary situations.**

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.