



Before School and After School
Care Program

Parent & Student
Handbook

2022 - 2023

Mission Statement

The mission of the Before/After School Care Program is to provide a positive, educational, and fun-filled environment where students can enjoy their before/after school experience. The program is offered all days that the school is open.

Hours of Operation

Before-care: 6:30 am to 7:50 am

After-care: 3:00 pm to 6:00 pm

Last Friday of the month only: 12:00 pm to 6:00 pm (Early Release)

Late Pick Up

Students must be picked up no later than 6:00 pm. **If students are not picked up by 6:00 pm, there will be a \$1.00 per minute charge after this time. NO EXCEPTIONS.** If you are in need of assistance, please do not hesitate to contact us.

The late fee will need to be paid in cash when picking up, so the instructor staying late will receive this fee for staying after their contracted hours.

Warnings for Late Pick Up

Any child that is picked up late 5 times will be withdrawn from the Before and After Care Program without a refund.

3 late pick ups: 1st warning issued

2 additional late pick ups: 2nd warning issued

1 more additional late pick up: Student will be withdrawn from the After Care Program without a refund

General Program and Staff

The program at SLAM Arizona has a variety of activities including assistance with home learning, indoor/outdoor play, and arts & crafts. All Before and After Care instructors are fingerprinted by the Arizona Department of Public Safety. The program offers a constructive balance of counselor lead activities and student participate in outdoor activities or playground times. There is homework help available to students as well.

Homework Assistance:

We understand the importance of homework and it is treated as a priority in after school care. Our instructors are here to help and review homework with your student; however, they cannot always give students individual one-on-one assistance. Our instructors have a designated homework time and will make every effort to assure your child completes the basic homework assignments, but **parents remain responsible for**

making sure home learning is completed at home on a daily basis. Please CHECK ALL home learning assignments for accuracy and completion.

After School Sports, Clubs, and/or Tutoring

Additional programs such as sports, clubs and tutoring will be offered at SLAM Arizona. Students enrolled in our Before and After Care program may also be enrolled in these activities for an additional fee. If your student belongs to any of these activities throughout the year, parents must notify the Before and After Care supervisor of pick up procedures for their student.

Enrollment / Tuition

Children enrolled in the Before and After Care Program must have the appropriate forms required by state law completed prior to the first day of attendance. An emergency contact and release form must be completed on a yearly basis and/or as needed. Tuition fees include homework assistance, snack, and scheduled activities.

Tuition

Please see payment schedule below.

*A 10% sibling discount is applied to the amount above for each month and discounts are applied for days that the students are not in school.

Failure to pay on time will result in a **\$25.00** late fee (No Exceptions). Any and all late payments will be notated and a letter will be sent via email. Please see the payment schedule provided on the last page of this handbook. Payments can be made online **ONLY**. Failure to pay any outstanding fees/dues will result in the child being placed on an enrollment waiting list for the following school year.

Federal Income Tax

Some program costs may be deducted from your federal income taxes. Therefore, you should save your bank statements and/or receipts from the program tuition payments. Parents will not be issued a payment record for tax purposes; therefore, parents are responsible for retaining their own payment receipts from online within the month of payment.

Absences or Withdrawals

Since expenses continue whether or not your child is present, there are no deductions or credits for absences. Please notify the school if your child will be going on vacation or will be absent for a prolonged period of time.

If your child is to be withdrawn from the Aftercare Program, a 2-week notice is necessary, and the account paid in full by the time of withdrawal. There is no refund or

credit if your child is withdrawn or does not attend the Before and After Care Program for any number of days due to absences or illness.

Snack

The After Care Program provides a snack each afternoon. Students may also bring their own snack. Please make the supervisor aware of any allergies.

Holidays and Vacations

The Before Care and After Care Programs will be operating on the same school schedule as SLAM Arizona. We will be closed for all school-approved holidays. If your child will be gone for an extended period of time (vacation) from the program, please notify the supervisor as well as the school in advance. No refunds will be given if a student has attended the program for three days or more that month.

Contact Information Updates

The school must be immediately notified of the changes in telephone numbers (home or work), job, family status, custody changes, doctors, and authorized persons to pick up your child. This is done for the safety of your children. Please keep us informed.

Release of Students

Children will be released only to those individuals whose names are recorded on the enrollment forms. Other persons not on the form must have a written authorization signed by the parents and followed-up by a verbal authorization by the parent. All persons are subject to proof of identification. If the school has not obtained a verbal follow-up authorization from the parent, the child will not be released. **If you are picking up your child during regular dismissal time, a written notification must be sent to notify aftercare of their absence.**

Behavior and Disciplinary Policy

All children will be under the supervision of qualified personnel. Guidelines and rules for the program are the same as those for SLAM Arizona and are necessary in order to provide a safe environment. Students are required to adhere to the same policies and rules set forth in the school's Code of Conduct and the Parent Contract signed by parents at the beginning of each year. Students who do not follow these rules and guidelines will be asked to withdraw from the program. After receiving three incident reports, students will automatically be withdrawn from the program.

Warnings for Behavior:

- 1st: Verbal warning
- 2nd: Written warning
- 3rd: Final warning- meeting with parents

*Any event of fighting, inappropriate or disruptive behavior is an automatic one day suspension.

Devices/Toys

For the student's safety, we will not allow any devices from home to be used in Before and After Care, as well as any toys being brought from home. There are many different activities for students to participate in while in After Care. If students bring cell phones from home, they will be asked to keep them in their backpacks.

Classrooms

For security reasons, under no circumstance are children allowed to go back to their classroom to pick up their home learning, belongings, or any other materials that they forgot. Under no circumstances will instructors be allowed to escort parents to the classrooms. It is the child's responsibility to bring all books and materials home.

Illness

If your child is injured at school, the only treatment that is provided is cleansing with soap and water, ice, and a band-aid if needed. Individual accident reports are given to the parent to inform them of the injury upon request. Any injury that requires more than the basic aforementioned treatments will require a parent coming to the school to determine if professional medical care is needed. Before and After Care employees cannot administer any kind of medication.



Before & After Care Program

Monthly Payment Schedule

ALL FEES AND PAYMENTS ARE NON-REFUNDABLE.

No Partial Payments (No exceptions)

| Payment Due Date | Before Care Program | Before Care Sibling | After Care Program | After Care Sibling | Before and After Care | Before and After Care Sibling |
|-------------------|---------------------|---------------------|--------------------|--------------------|-----------------------|-------------------------------|
| August 3, 2022 | \$80.00 | \$72.00 | \$160.00 | \$144.00 | \$240.00 | \$216.00 |
| September 2, 2022 | \$80.00 | \$72.00 | \$160.00 | \$144.00 | \$240.00 | \$216.00 |
| October 10, 2022 | \$60.00 | \$54.00 | \$125.00 | \$112.50 | \$185.00 | \$166.50. |
| November 4, 2022 | \$60.00 | \$54.00 | \$125.00 | \$112.50 | \$185.00 | \$166.50 |
| December 2, 2022 | \$50.00 | \$45.00 | \$125.00 | \$112.50 | \$185.00 | \$166.50 |
| January 6, 2023 | \$80.00 | \$72.00 | \$160.00 | \$144.00 | \$240.00 | \$216.00 |
| February 3, 2023 | \$80.00 | \$72.00 | \$160.00 | \$144.00 | \$240.00 | \$216.00 |
| March 3, 2023 | \$60.00 | \$54.00 | \$125.00 | \$112.50 | \$185.00 | \$166.50 |
| April 6, 2023 | \$80.00 | \$72.00 | \$160.00 | \$144.00 | \$240.00 | \$216.00 |
| May 5, 2023 | \$80.00 | \$72.00 | \$160.00 | \$144.00 | \$240.00 | \$216.00 |

All fees and payments are non-refundable and must be paid on a monthly basis. **A late payment fee of \$25.00 will be charged for payments not received by the payment due date listed above. NO EXCEPTIONS.**

We reserve the right to withdraw any student who has not paid fees without notification. Withdrawn students who are not picked up at the regular dismissal time must pay \$1.00 per minute.



| | |
|------------------------|--------|
| Office Use Only | |
| August _____ | (Date) |
| \$ _____ | (Fee) |

Before & After Care Program
Enrollment Form
2022 - 2023

Student's Name: _____ Date of Birth: _____ Age: _____ Gender: _____

Address: _____ City: _____ State: _____ Zip: _____

Student's ID #: _____ Grade: _____ Teacher: _____

Siblings in the school: No Yes How many: _____ Grades: _____

Name of sibling(s): _____

My child will be participating in the: Before Care After Care

Parent/Guardian's Name: _____ Home #: _____

Place of Employment: _____ Work #: _____ Cell #: _____

Email Address: _____

Parent/Guardian's Name: _____ Home #: _____

Place of Employment: _____ Work #: _____ Cell #: _____

Email Address: _____

Emergency Contact Name (other than parent): _____ Contact #: _____

Emergency Contact Name (other than parent): _____ Contact #: _____

Emergency Contact Name (other than parent): _____ Contact #: _____

Doctor's Name: _____ Doctor's #: _____

Perferred Hospital: _____

Insurance Company: _____ Policy #: _____

Medical Needs (Allergies)/Other Special Needs: _____

Persons **Authorized** to Pick Up:

1. _____ Phone: _____

2. _____ Phone: _____

3. _____ Phone: _____

4. _____ Phone: _____

5. _____ Phone: _____

Persons **NOT- Authorized** to Pick Up:

RELEASE: In case of a medical emergency, I hereby give permission to the physician selected by SLAM Arizona to order x-rays, routine tests, and treatment for the health of my child. In the event I cannot be reached in an emergency, I give permission to the physician selected by SLAM Arizona to hospitalize, secure proper treatment for, and to order injection and/or surgery for my child as named above. I understand my personal insurance bears responsibility in case of an accident.

Furthermore, I, the undersigned, accept all risk incidentals to SLAM Arizona activities and do hereby release SLAM Arizona, its officers and its representatives, from all liabilities deriving from pursuits of said activities by my child. It is further agreed that SLAM Arizona assumes no responsibility for loss of participant's personal property.

I give permission for my child to participate in activities.

I agree to pay all fees in full prior to participation in this program.

We have read, understood, and agree to abide by the SLAM Arizona Before/After Care Programs' enrollment policies, rules, regulations, procedures, payments, and schedules.

Parent Names: _____

Student(s) Name: _____

Signature: _____ Date: _____