



**27300 Dequindre Road Warren, Michigan 48092
Phone 586-353-2108 • Fax 586-353-2109
www.SuccessMileAcademy.Org**



Before and After Care Program

Handbook

2014-2015

Philosophy/Mission

The Philosophy of the SMA Before /After Care program is to provide an extension of the excellence in education standards of Success Mile Academy Charter School. We will provide a safe, caring and fun learning environment while encouraging your child's social, physical, and academic development.

Vision/Goals

The SMA Before/After Care program will provide activities that support the following goals:

1. To provide a safe, nurturing, and fun learning environment for children before and after regular school hours.
2. To promote a positive development of self in each child
3. To provide a quiet, supervised academic session
4. To provide and encourage a love of literacy.
5. To provide supervised free choice activities.
6. To provide fine and gross motor activities on a daily basis

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Registration

All parents must enroll their child in the Before/After Care program prior to the child attending the program. There is a non-refundable \$15 registration fee per child/family and is due at the time of registration. You may enroll in the Before Care program, After Care program, or both. Walk-ins are accepted on an emergency basis and parents will be charged \$20.00 for Emergency Before Care and After Care. This fee will be on half days of school for students not enrolled in the After Care. Emergency care fees must be paid at the time of service.

Hours of Operation

The Before Care program operates from 7:00 am – 7:55 am; no one will be permitted in the building before 7:00 am. The after Care program operates from 3:00 pm to 6:00 pm. There is no Before/After Care offered on student holidays.

Before Care Program

Children enrolled in the Before Care program will enter in the door adjacent to main entrance with a parent. *All parents are required to sign their child (ren) in each morning. No students are permitted in the school before 7:00am*

At 7:30am the student will be allowed to go to breakfast if they are in the breakfast program, or they can bring breakfast from home.

Before Care Curriculum

Students will have the opportunity to complete class assignments, computer access, read, play games.

Departure Procedure

All students are escorted to the multi-purpose room at 7:55am to their assigned table/grade.

After Care Program

Arrival Procedure

All students will be escorted to the Aftercare room, where they will be meet by their assigned after care counselor.

Departure Procedure

Parents or designated person to pick up student will report to the main office and the student will be called to the office. Students must be picked up by 6:00pm. Late fees accrue after **6:00 pm** at the rate of **\$5.00 per minute**. Parents must sign their children out at the end of the day indicating the time and their signature. A photo ID will be required, please carry one with you at all times. Children will be released to those listed on the registration form. ***Parents that are late picking up their child (ren) more than three times during one month may be terminated from the program.***

After Care Curriculum

The after care staff will provide homework support for 1 hour to all students. However the after care staff is no responsible for the completion of your child (ren) homework. After the homework hour the students may read, have access to computers, play games, and go to the gymnasium or outdoors weather permitting (recess). **Misbehaving will not be tolerated during recess.**

Snacks are passed to all students in the After Care Program daily, **please inform the staff of food allergies that your child (ren) may have in written form.**

Contact Information

Parents may contact the program director Ms. Kennedy at 586-353-2108 extension 1001 or ekennedy@successmileacademy.org with any concerns.

Student Behavior and Discipline Policy

Students are expected to be respectful and responsible at all times. Behavior deemed disrespectful or hurtful to others will not be tolerated and a parent conference will be scheduled. Any student that injures another person will be suspended from the program. If the behavior continues, the child will be terminated from the program. Such behavior is of serious concern and requires prompt and firm action.

Students are required to follow the following basic school rules:

1. Always demonstrate proper behavior, before, during and after school.
2. Be courteous to others.
3. The following behavior should never be exhibited
 - A. Any type of fighting.
 - B. Intimidating, harassing, or threatening others.
 - C. The use of profane languages, gestures, or behaviors.
 - D. Damaging and/or destroying property belonging to the school and/or others.
 - E. Leaving the assigned Before/After Care area without permission from the aftercare counselors.

Discipline Policy

The Before and After Care program disciplinary procedures are as follows:

- First Offense- Director /Student conference (Warning)
- Second Offense- Director/Parent/Student/conference
- Third Offense- Suspension from the program
- Fourth Offense- Termination from the program

*****Some type of misbehavior may require immediate suspension or termination from the program.***

Tuition Payment Procedures

We accept cash, check, money orders, or checks. Payments are to be made to the Before and After Care director only and you will receive a receipt for payment. **When paying for Before and After Care write your child (ren) first and last name on the check to ensure accuracy. Checks and money orders should be made payable to Success Mile Academy.**

Payment is Due

Parents are required to pay by the due date on the payment schedule. Payment is due in full for the entire month, regardless of the number of days your child attends.

Late Fees

Tuition that is not received by the due date will be assessed a \$20.00 late fee. Children will not be permitted to attend before or after care until the payment is received. Late payment will not be accepted without the late fee.

NSF Checks

If a check is returned for Non-Sufficient Funds, we must receive payment within 2 business days. Payment must be made in cash or by money order for the amount on the NSF check plus an additional bank charge. If more than one NSF check is received, you will be required to pay all future payments in cash or by money order.

Occasional After Care

Parents may register their child (ren) in Before and After Care on an occasional basis only. There will be an Before occasional care charge at the rate of \$ 5.00 per child, occasional After Care charge at a rate of \$10.00 per child (ren). Payment is due on the day of service. If payment is not received a late payment fee of \$20.00 will be applied. Occasional after care can be utilized on half days of school/early release or 10 days or less.

Absences

Credit for absences will only be given for extreme situations where lengthy absence period (minimum 10 days) has occurred due to illness. To receive a credit, a doctor's note must be provided covering the dates of the absences and permission to return to school.

Withdrawals

If you wish to withdraw your child from the Before and After Care Program during the school year, you must provide a written notice of your intent to withdraw two weeks in advance. If a written notice is

received, a refund will be provided upon withdrawal. If you wish to withdraw your child (ren) from Before and After Care at the end of a service period you must provide a written notice two weeks in advance to avoid paying another registration fee.

If you have any questions or concerns regarding the Before and After Care Program, please contact the Director, Ms. Kennedy, EKennedy@successmileacademy.org



Before & After Care Registration Form

2014-2015

No Student will be permitted in the Before/After care and Occasional Care without registering and paying all registration fees

Student Name _____ Grade _____

Sibling _____ Grade _____

Parent Name _____

Address _____

Contact Numbers:

Home _____ Cell _____ Work _____

Email _____

2014-2015 Program Fees

After Care \$ 170.00 monthly

Before Care \$ 60.00 monthly

Before/After Care \$ 210.00 monthly

Occasional Before Care \$ 5.00 daily

Occasional After Care \$ 10.00 daily

10 % sibling discount

All payments are due on the given date. All daily payments for students dropped off on a daily basis are due on day of service. Late fees will be applied to all unpaid balances.

******Occasional Care services will be for 10 days or less per month***

For Office Use Only

Date of Enrollment: _____ Amount Paid \$ _____ Form of Payment _____

Participation: BC ___ AC ___ BA ___ OCB ___ OCAC ___



Authorized to Pick Up

Permission is given for my child to be released from the After Care Program to the following individual(s) including the above stated parent /guardian at the end of the day.

NOTE: Drives license or valid photo ID is required. Students will not be dismissed to anyone without proper ID.

Name _____

Relationship _____

Address _____

Phone _____

Name _____

Relationship _____

Address _____

Phone _____

Name _____

Relationship _____

Address _____

Phone _____

Name _____

Relationship _____

Address _____

Phone _____

Name _____

Relationship _____

Address _____

Phone _____

Name _____

Relationship _____

Address _____

Phone _____

Emergency Contact- Must provide at least 2 additional name other than parents. List in order they are to be contacted. Note: Parents will be contacted first.

1. Name _____ Relationship to Child _____
Telephone _____ Work _____ Cell _____

2. Name _____ Relationship to Child _____
Telephone _____ Work _____ Cell _____

3. Name _____ Relationship to Child _____
Telephone _____ Work _____ Cell _____

4. Name _____ Relationship to Child _____
Telephone _____ Work _____ Cell _____

5. Name _____ Relationship to Child _____
Telephone _____ Work _____ Cell _____

