



THE ACADEMIES
CHARTER MANAGEMENT ORGANIZATION

2023-24
After School Programs
Parent Handbook



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THE ACADEMIES

CHARTER MANAGEMENT ORGANIZATION



The Academies After School Programs (ASP & Kinder Bridge) are private enrichment programs provided by our non-profit, The Academies CMO, as a service to our community. These programs are not part of the academic day and participation is not required to be successful in our schools. Participation is voluntary. We reserve the right to refuse service.

Welcome Message

Welcome to The After School Programs (Kinder Bridge & ASP) family! We are thrilled that you have chosen our services for your child(ren).

The After School Programs (Kinder Bridge & ASP) includes opportunities for physical, social, emotional, and intellectual growth that are provided in a safe, nurturing environment. The program is designed to meet the individual needs of children in grades TK through 8th through a wide variety of activities. Qualified and caring staff strive to serve families by providing a safe and enriching environment and facilitating developmentally appropriate activities for children of all ages and abilities.

This After School Programs Parent handbook is a guide to understanding the policies and procedures of the After School Programs. Please read it carefully and keep it handy for future reference throughout the year. Please note: It is the family's responsibility to keep all pertinent information current and updated regularly.

If you have any questions about this Handbook or any policy or procedure of The After School Programs, please reach out to us at afterschool@theacademiescharters.org.

We look forward to working together to provide our After School Program services to our TACMO families and students.

Sincerely,

The Academies After School Programs Team

Virginia Lovci
After School Program Coordinator
vlovci@theacademiescharters.org

Krystal Eastman
After School Office Assistant
keastman@theacademiescharters.org



Registration

All registration forms must be completed prior to attending the After School Programs. Every family will be charged a \$5/family registration fee.

Please be sure to have updated parent contact and emergency contact information. Insufficient contact information or information that is outdated may create an unsafe situation for your child in an emergency.

To register for our programs, please complete the registration form online at <https://www.theacademiescharters.org/after-school>.

Student Pick Up Procedure

Students will be released only to authorized parents, guardians or designated persons. The authorized pickup person *must* personally sign the child out when picking up. Please be sure to update any authorized parents, guardians or designated persons by email at afterschool@theacademiescharters.org.

Hours of Operation & Fees

Daily After School Programs Services	Days	Times	Fees	
			Regular Rate:	Pre Pay Rate:
Kinder Bridge	Monday-Friday	1:30-3:30pm	\$10.00/day	\$8.00
ASP	Monday-Friday	3:30-5:30pm	\$10.00/day	\$8.00
Early Release	Wednesday	1:00-3:30pm	\$10.00/day	\$8.00
<p><i>Children must be picked up no later than 5:30PM. If your child is not picked up by 5:30PM, you will be charged a late fee of \$1.00 per minute.</i></p>				

The Academies Charters Management Organization hosts two staff events on Wednesday. We will close our program from 4:30PM-5:30PM. Families will NOT be charged for closing service on these days.



Minimum Day & Conference Care Days

Other Services	Days	Times	Fees
Minimum Day	September 18, 2023 December 4, 2023 December 15, 2023 March 11, 2024 May 31, 2024	12:15-4:30 pm	Minimum Day services are provided at NO COST to ALL After School Program families.
<i>If students are enrolled in ASP & Kinder Bridge they do not need to sign up for Minimum Days</i>			
Conference Care Days	November 16-17, 2023 March 21-22, 2024	Full Day: 7:30-4:30pm Half Day AM: 7:30-12:00 pm Half Day PM: 12:00-4:30 pm	Full Day: \$26.00 Half Day (AM/PM): \$13.00 *FEE WAIVERS ARE ACCEPTED NO DISCOUNTS FOR SPECIAL EVENTS/CAMPS
<i>Parents will need to sign up for ALL Conference Care Days. We will send out Registration via email.</i>			

Special Events/Camps:

There is no nurse on duty during Special Events/Camps. No medication will be given by program staff. If a student requires medication or management of health issues, a parent or guardian is required to provide all necessary care.

Camps Services	Days	Times	Fees
Winter Break Camp	December 18-21, 2023	Full Day: 7:30-4:30pm	Full Day: \$26.00
Thanksgiving Break Camp	November 20-22, 2023	Half Day AM: 7:30-12:00 pm	Half Day (AM/PM): \$13.00
Spring Break Camp	March 25-28, 2024	Half Day PM: 12:00-4:30 pm	*FEE WAIVERS ARE ACCEPTED NO DISCOUNTS FOR SPECIAL EVENTS/CAMPS
<i>Parents will need to sign up for ALL Camps. We will send out Camp Registration via email.</i>			



Billing and Payment Options

Flat Rate Plans

Flat Rate Plans are **annual** installment plans where the cost of the entire year is divided over 10 equal monthly payments which are automatically deducted from your checking account from September to June. You receive a 20% discount off of your fees. *Fees for these plans will not be prorated or refunded.*

Please note that your last payment may fall after the last day of the school year. If you choose any Flat Rate Plan, you do not have to pay the annual \$5.00 registration fee.

Flat Rate Plans include additional days that are: 5 minimum days for the 2023-24 school year.

Conference Care Days are included for any UNLIMITED plan only.

You must complete an e-check authorization form when selecting this option.

If you are interested in signing up for a flat rate plan, review our [Flat Rate Plan Information](#) or email us at afterschool@theacademiescharters.org.

Pre Paid Discount

If you make a deposit to your account at the start of the year or before the 15th of every month and maintain a positive balance, you will receive a 20% discount off your fees.

Pay As You Go

You will be billed by the 15th of the month for the **prior** month's service and payment is due by the end of the month in which you are billed (ie: by October 15, you will receive your bill for September and payment is due by October 31). Once you receive an invoice, you can pay that invoice.

Income Verification Forms

Due to grant funding, there is no charge for families who qualify for the federal school meals program based on income and family size.

You must submit our [Income Eligibility Determination Form](#) in order to apply. This form will be in our online registration form and will be going out the first week of school in the back to school packet.



For more information regarding the federal school meals program based on income and family size please click on the link below: [Income Eligibility Scales for School Year 2023–24](#).

Making a Payment

Payment can be made by bringing a check or cash to the front office of the school or by using your checking account or debit card to pay through the electronic monthly invoices sent by Quickbooks via email.

Checks should be made payable to The Academies. Please include your child’s name and *“after school programs”* on the check.

Payments that are turned into the school office will not be reflected on your Quickbooks account immediately. Please allow up to two weeks processing time.



Behavior Policy

TACMO After School Programs Expectations and Behavior Policy

Participation in TACMO After School Programs (*Kinder Bridge and ASP*) is a privilege. All children participating in the After School Programs should have a rewarding experience. The After School Program Behavior Policy was developed to make sure our program is safe and all students are having fun.

Student Expectations

1. Follow all Sycamore Valley and Blue Oak Academy behavior expectations.
2. Show respect to after school staff and fellow students at all times
3. Always use respectful language when addressing staff and students.
4. Stay with your class at all times and move appropriately throughout campus during program hours.
5. Always follow instructions set forth by after-school staff for each activity.
6. Demonstrate responsible care of school property and equipment.
7. No disruptive behavior, including fighting, violence of any kind, or inappropriate language.
8. Comply with any and all other regulations set forth by the after school program staff.
9. All personal devices are to be stored in a backpack during after school hours.

Discipline Policy

TACMO After School Programs (*Kinder Bridge and ASP*) have disciplinary actions for minor and major incidents. Participants are expected to follow directions from the after school programs staff at all times.

At any time, a parent has the option to request a conference with the Program Coordinator. A parent's/guardian's refusal to sign a warning or behavior report does not negate the validity of the report.

Students who are involved in behavioral incidents in school will not be allowed to attend the After School Programs. Site Principals, Administration and specialist staff will use their discretion to protect the safety of all children when communicating behavioral concerns to the After School Coordinator.

Minor Incidents

Student behaviors that are disruptive to the learning environment, are handled by the supervising staff member in the situation.

Parents may or may not be contacted depending on the interventions needed.



After school program staff may use the following for minor infractions:

- Loss of privileges (outside play, games, etc.).
- A student may not be allowed to participate in a particular activity for a designated period of time.
- A student may be asked to reflect and/ or perform an act of kindness.
- Verbal communication between Parent and After School Program Lead Aide.
- Confiscate personal devices and return to the student's guardian at pick up.
- Students may be asked to complete our Reflection Forms (Tk-2nd Grade & 3rd-8th Grade).

Major Incidents

Major Incidents are more serious or repeated inappropriate behaviors.

The After School Programs will implement the following steps for Major Behavioral Incidents. Participants are expected to follow directions from the after school programs staff at all times.

The following steps will be utilized for major incidents:

- 1st Offense: Parent(s)/Guardian will be notified by the site program lead or ASP Coordinator.
- 2nd Offense: Parent(s)/Guardian will be called by the ASP Coordinator and must pick up their child immediately. No refunds will be given. Parents will need to sign the Parent Acknowledgement Form.
- 3rd Offense: Parent(s)/Guardian will be called by the program coordinator. Participants with a third offense will need to be picked up immediately and no refunds will be given. Children will be suspended from all after school programs (*Kinder Bridge and ASP*) for the following day. Parent(s)/Guardian will need to sign the After School Programs Suspension Acknowledgement.
- 4th Offense: Parent(s)/Guardian will be called by the program coordinator and must pick up their child immediately. Child will be suspended for the period of five days, with coordination of the Program Coordinator from all after school programs (*Kinder Bridge and ASP*). Parent(s)/Guardian will need to fill out the After School Programs Suspension Acknowledgement. A conference between the program coordinator, guardian(s), and child will be held to implement a Behavior Contract before re-admittance.
- 5th Offense: Parent(s)/Guardian will be called by the program coordinator and must pick up their child immediately. The child may not attend any after school programs for one month, with coordination of the Program Coordinator. Parent(s)/Guardian will



need to fill out the After School Programs Suspension Acknowledgement. After one month has passed, a meeting will be held with the Program Coordinator and Parent/Guardians to discuss the re-admittance and update the child's Behavior Contract.

- 6th Offense: Parent(s)/Guardian will be called by the program coordinator and must pick up their child immediately. Child is dismissed from all after school programs (*Kinder Bridge and ASP*) and services for the remainder of the school year. *TACMO After School Program will have copies of these all reports. Please contact the ASP Coordinator for copies, if needed.*

There is no school administrator on duty during After School hours.

The below offenses will result in immediate expulsion from the after school program for the season without refund. No exceptions. Behaviors resulting in immediate dismissal include, but are not limited to:

- Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children, or staff.
- Fighting or bullying
- Possession of a weapon of any kind
- Vandalism or destruction of school property, after- school property or property of others.
- Sexual misconduct
- Possession of or use of nicotine, alcohol, or controlled substances (including vapes, vape pens, or cigarettes)

Parents/guardians are encouraged to inform ASP in writing prior to a child's acceptance in the program of any special circumstances which may affect the child's ability to participate fully and within the guidelines of acceptable behavior, including, but not limited to any serious behavioral problems or special circumstances regarding psychological, medical or physical conditions. The Academies adheres to all federal laws pertaining to students with disabilities.



After School Programs Schedules

Kinder Bridge Program Schedules:

Sycamore Valley Academy Kinder Bridge Program Schedules

SVA Kinderbridge Program: Daily Schedule			
Monday, Tuesday, Thursday, Friday		Wednesday	
1:30pm	Check in Students	1:00pm	Check In Students
1:35pm	Restroom Break & Snack (students provide snack)	1:05pm	Restroom Break & Snack (students provide snack)
1:50pm	Recess	1:25pm	Recess
2:10pm	Recess Clean Up	1:45pm	Recess Clean Up
2:15pm	Reading or Homework (Classroom)	1:50pm	Reading or Homework(Classroom)
2:30pm	Enrichment and Rotation Centers	2:05pm	Movement Activity (In Classroom or Outside)
		2:15pm	Enrichment and Rotations Centers
		3:10pm	CLEAN UP
3:20pm	CLEAN UP	3:20pm	Rest Time, Quiet Time, Calming Time
3:30pm DISMISSAL		3:30pm DISMISSAL	

Blue Oak Academy Kinder Bridge Program Schedules

BOA Kinderbridge Program: Daily Schedule			
Monday, Tuesday, Thursday, Friday		Wednesday	
1:15pm	Employee Prep	12:45pm	Employee Prep
1:30pm	Check in Students	1:00pm	Check In Students
1:35pm	Reading or Homework or Movement Activity	1:10pm	Movement Activity
2:00pm	Enrichment or Class Game (Bingo, Heads Up Seven Up, Pictionary)	1:25pm	Reading or Homework or Reading Buddy (upper graders go to KB to read)
2:30pm	Recess or Snack (Student bring their own snacks)	1:50pm	Recess & Snack (students provide their own)
2:50pm	Enrichment (finish)	2:10pm	Enrichment and Rotations Centers
		2:40pm	END: Enrichment and Rotations Centers
3:15pm CLEAN UP		3:15pm CLEAN UP	
3:30pm DISMISSAL		3:30pm DISMISSAL	



Sycamore Valley Academy ASP Program Schedules:

SVA After School Program: Monday, Tuesday, Thursday			
Primary Grades: TK-K & 1st- 4th		Upper Grade: 5th - 8th	
3:15pm	Employee Prep	3:15pm	Employee Prep
3:30pm	School Dismissal/Check In	3:30pm	School Dismissal
3:30pm	Quick Centers (Cafeteria)	3:35pm	Quick Centers/ STEAM
3:45pm	SNACK	3:45pm	SNACK
4:00pm	SNACK Clean Up	4:00pm	SNACK Clean Up
4:10pm	Recess	4:10pm	Recess
4:25pm	Homework & Reading	4:25pm	Homework/Reading/Tutoring
4:40pm	Enrichment (assigned classroom)	4:40pm	Enrichment (assigned classroom)
5:10pm CLEAN UP CLASSROOMS			
5:10pm-5:20pm: QUICK CENTERS (Cafeteria)			
5:30pm END			

SVA After School Program: Wednesday			
Primary Grades: 1st- 4th		Upper Grade: 5th - 8th	
12:45pm	Employee Prep	12:45pm	Employee Prep
1:00pm	Check In	1:00pm	Check In
1:20pm	Recess	1:20pm	Recess
1:50pm	Homework & Reading (assigned classrooms)	1:50pm	Homework & Tutoring (assigned classrooms)
2:20pm	Enrichment (assigned classrooms)	2:20pm	Enrichment (assigned classrooms)
2:50pm	Clean Up Classrooms	2:50pm	Clean Up Classrooms
3:15pm	Sparks	3:15pm	Sparks
3:45pm	SNACK	3:45pm	SNACK
4:00pm	SNACK Clean Up	4:00pm	SNACK Clean Up
4:15pm	Recess	4:15pm	Recess
4:40pm	Centers (classroom/assigned classrooms)	4:40pm	Centers (classroom/assigned classrooms)
5:15pm CLEAN UP			
5:30pm END			

SVA After School Program: Friday			
Primary Grades: TK-K & 1st- 4th		Upper Grade: 5th - 8th	
3:15pm	Employee Prep	3:15pm	Employee Prep
3:30pm	School Dismissal	3:30pm	School Dismissal
3:30pm	Check In	3:30pm	Check In
3:45pm	SNACK	3:45pm	SNACK
4:00pm	SNACK Clean Up	4:00pm	SNACK Clean Up
4:10pm	Recess	4:10pm	Recess
4:30pm	Movie/Centers/Class Games/Themed Activity	4:30pm	Movie/Centers/Class Games/Themed Activity
5:15pm CLEAN UP			
5:30pm END			



Blue Oak Academy ASP Program Schedules:

BOA After School Program: <i>Monday, Tuesday, Thursday</i>			
Primary Grades: TK-K & 1st- 4th		Upper Grade: 5th - 8th	
3:15pm	Employee Prep	3:15pm	Employee Prep
3:30pm	School Dismissal/Check In	3:30pm	School Dismissal/Check In
3:35pm	Quick Centers	3:35pm	Quick Centers/STEAM
3:45pm	SNACK (cafeteria)	3:45pm	SNACK (cafeteria)
4:00pm	SNACK Clean Up	4:00pm	SNACK Clean Up
4:10pm	Recess	4:10pm	Recess
4:25pm	Homework & Reading	4:25pm	Homework & Reading
4:40pm	Enrichment (assigned classroom)	4:40pm	Enrichment (assigned classroom)
5:10pm CLEAN UP CLASSROOMS			
5:10pm-5:20pm: QUICK CENTERS			
5:30pm END			

BOA After School Program: <i>Wednesday</i>			
Primary Grades: 1st- 4th		Upper Grade: 5th - 8th	
12:45pm	Employee Prep	12:45pm	Employee Prep
1:00pm	Check In	1:00pm	Check In
1:20pm	Recess	1:20pm	Homework & Reading (assigned classrooms)
1:50pm	Homework & Reading (assigned classrooms)	1:50pm	Recess
2:20pm	Enrichment (assigned classrooms)	2:20pm	Enrichment (assigned classrooms)
3:05pm	Clean Up Classrooms	3:05pm	Clean Up Classrooms
3:15pm	Sparks	3:15pm	Sparks
3:45pm	SNACK	3:45pm	SNACK
4:00pm	SNACK Clean Up	4:00pm	SNACK Clean Up
4:15pm	Recess	4:15pm	Recess
4:40pm	Centers	4:40pm	Centers
5:20pm CLEAN UP			
5:30pm END			

BOA After School Program: <i>Friday</i>			
Primary Grades: TK-K & 1st- 4th		Upper Grade: 5th - 8th	
3:15pm	Employee Prep	3:15pm	Employee Prep
3:30pm	School Dismissal	3:30pm	School Dismissal
3:30pm	Check In	3:30pm	Check In
3:45pm	SNACK	3:45pm	SNACK
4:00pm	SNACK Clean Up	4:00pm	SNACK Clean Up
4:10pm	Recess	4:10pm	Recess
4:30pm	Movie/Centers/Class Games/Themed Activity	4:30pm	Movie/Centers/Class Games/Themed Activity
5:15pm CLEAN UP			
5:30pm END			

Personal Belongings

Please do not allow your child to bring personal belongings to the programs. The After School Program cannot be responsible for the loss or damage of electronics, toys, games, clothes, or other personal belongings.

Please do not bring the following items to the program:

- Weapons of any sort – fake or real
- Toys, stuffed animals
- Expensive clothes
- Nail polish/ makeup
- Valuable items
- Phones or other electronic devices

Staff

The After School Program strives to hire a highly qualified, well-trained staff to conduct the After School Programs.

The staff is composed primarily of college students, recent graduates, as well as experienced staff. The staff are innovative and creative individuals who love working with children. Student to staff ratio is 10:1 for Kinder Bridge and 20:1 for ASP.

Medication

There is no nurse on duty during The After School Programs. No medications will be administered by program staff. If a student requires medication or management or health issues, a parent or guardian is required to provide all necessary care. The After School Program staff will ONLY provide medical attention in the form of soap, water, ice and bandages.

In case of a medical emergency, 911 will be contacted immediately.

Allergies

If you're aware that your child is severely allergic to something, it is your responsibility to notify staff in advance so we can take the proper precautions. Allergy lists will be provided to all After School Programs staff.

First Aid

First Aid is administered only by qualified staff. We have staff that are CPR certified and First Aid certified. First Aid Kits are located on each school site. If your child is injured, they will be sent home with our After School Programs Medical, Injury, First Aid Notification Form. There is no nurse on duty during The After School Programs.



Delinquent Accounts

Bills go out on the 15th of each month. You will be billed by the 15th of the month for the **prior** month's service and payment is due by the end of the month in which you are billed (ie: by October 15, you will receive your bill for September and payment is due by October 31). Once you receive an invoice, you can pay that invoice.

In order to participate in the After School Programs, your account must be kept in good standing. Delinquent accounts risk being unable to register for Conference Care Days, Camps, and participate in our programs.