THE ACADEMIES
CHARTER MANAGEMENT ORGANIZATION

2026-27
After School Programs
Parent Handbook

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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 - 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

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Registration

All registration forms must be completed prior to attending the After School Programs. Every family will be charged a $5/family registration fee, unless participating on a Flat Rate plan.

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 Insufficient contact information or information that is outdated may create an unsafe situation for your child in an emergency.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	
Kinder Bridge	**Monday-Friday Wednesdays**	**1:30-3:30 pm 1:00-3:30 pm**	**Regular Rate: $10.00/day**	**Pre Pay Rate: $8.00**
ASP	**Monday-Friday**	**3:30-5:30 pm**	**Regular Rate: $10.00/day**	**Pre Pay Rate: $8.00**
Early Release	**Wednesday**	**1:00-3:30 pm**	**Regular Rate: $10.00/day**	**Pre Pay Rate: $8.00**
*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 per child.*				

The Academies Charter Management Organization hosts two staff events each year.
On these days, our program will close at 4:30 pm and will be free of charge to all families.

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Minimum Day & Conference Care Days

Other Services	Days	Times	Fees
Minimum Day	September 4, 2026 December 7, 2026 December 18, 2026 January 25, 2027 February 22, 2027 April 23, 2027 May 10, 2027 June 4, 2027	12:15-4:30 pm	Minimum Day services are free of charge to all families.
If students are enrolled in Kinder Bridge or After School, they do not need to sign up for Minimum Days.			
Conference Care Days / Staff Development Days	November 19-20, 2026 March 18-19, 2027 / October 13, 2026	Full Day: 7:30-4:30 pm 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** ***The Sliding Fee Scale will apply to these camps.***
Parents will need to sign up for ALL Conference Care & Staff Development Days. We will send out registration via email.			

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
Fall Enrichment Camp	**Will not be in session 2026-27 school year.**	-	-
Winter Enrichment Camp	**Will not be in session 2026-27 school year.**		
Spring Enrichment Camp	**Will not be in session 2026-27 school year.**		

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.

Conference Care & Staff Development Days are included in Unlimited Flat Rate plans only.

You must complete an e-check authorization form when selecting this option OR choose to pay in full for the year.

If you are interested in signing up for a flat rate plan or paying in full for the year, review our Flat Rate Plan Information or email us at afterschool@theacademiescharters.org.

Pre Paid Discount

If you make a deposit to your account and maintain a positive balance, you will receive a 20% discount off your fees. If making your prepayment in the office, please remember that it can take up to two weeks to reflect into your account.

Pay As You Go

You will be billed on or around 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. Once you receive an invoice, you can pay that invoice.

Income Verification Forms

We offer a sliding scale for our program fees based on income and household size. Thanks in part to grant funding under the Expanded Learning Opportunities Program, there is no charge for families who qualify for the federal school meals program based on income and family size. To find out if you qualify for free or reduced fees, you must submit our Sliding Fee Scale Form to

apply. This form is also in our online registration form and used solely for determining eligibility for discounted fees in our after school programs.

There are additional forms required to determine eligibility for federal school meals programs and we ask that all families complete those forms, even if you think you don't qualify, and even though our current meal program provides free meals for all students. The data collected in those forms is used to determine eligibility for additional funding sources for schools. Information about meals and meal programs and access to the meal program eligibility form will be provided by your school.

Making a Payment

Payment can be made by cash or check in the front office of the school OR via email through the invoice sent by Quickbooks with Apple Pay, Venmo, checking account, or by credit/debit card.

Checks should be made payable to The Academies. Please include your child's first and last name in the memo along with "After School Program".

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.

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Behavior Policy

The Academies After School Programs Expectations and Behavior Policy

Participation in The Academies 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

The Academies 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 Program Coordinator.

- 2nd Offense: Parent(s)/Guardian will be called by the Program 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. The 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)/Guardians will need to fill out the After School

Programs
Suspension Acknowledgement. A conference between the p\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.

Cell Phone Policy

The student cellphone policy shall reflect the same rules as Blue Oak and Sycamore Valley Academy. Please refer to the school's Family Handbook.

Student Wellness: Healthy Choices and Behaviors

In alignment with TACMO and ELO-P standards regarding student wellness, healthy choices, and behaviors, our After School Program aims to maintain and exceed these expectations during after school hours. These policies and their implementation provide students with a positive, healthy, and consistent experience across all TACMO programs.

How this is reflected in our program:

With the support of our Expanded Learning Opportunities Program (ELO-P) grant, we are able to supply all of our students with the opportunity to exercise healthy choices and behaviors within our program. These healthy choices and behaviors include healthy eating, physical activity, social-emotional learning, and student leadership.

In order to maintain our students' physical health, well-being, and education, candy, sweets, junk food, or similar items will not be permitted as a reward or withheld as punishment for any reason. This guideline helps ensure consistency with behavioral plans and supports healthy, appropriate reinforcement strategies across all settings.

Our After School Programs will host two parties per year. At each party, there will be both food and non-food related activities and celebrations. Parent and teacher donations may be accepted. Those who wish to participate will be provided with a list of foods and beverages that meet government nutritional guideline standards.

During regular school and day intersession days, meals and snacks provided by our program, in partnership with Visalia Unified School District, will meet the United States Department of Agriculture (USDA) minimum nutritional requirements.

Emergency Medications/ Procedure:

Under TACMO's guidelines and based on the recommendations of the Centers for Disease Control and Prevention and the California Department of Public Health, our After School Program has established procedures for medical emergencies and medication delivery. All After School Program staff are trained and refreshed yearly on basic life-saving techniques and specific emergency medication administration techniques.

Our procedure:

- When registering your student for our program, you will be asked if there are any medical needs or medications that our staff should be aware of. When providing this information, please be as detailed as possible, as we do not have access to the same medical records as the school.
- All pertinent information regarding a student's allergies and/or chronic medical condition(s), as well as the steps required to implement the Emergency Action Plan, must be communicated to the After School Program Coordinator who will ensure program staff are informed.
- Non-essential medications will not be administered by After School Program staff.
- At an age-appropriate level, students should be aware of the first symptoms of their chronic medical condition and/or an allergic or anaphylactic reaction.

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After School Programs Schedules

Kinder Bridge Program Schedules:

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

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

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Blue Oak Academy ASP Program Schedules:

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

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

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

Sycamore Valley Academy ASP Program Schedules:

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

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SVA After School Program: Wednesday			
Primary Grades: 1st- 4th		**Upper Grade: 5th - 8th**	
12:45 PM	Employee Prep	12:45 PM	Employee Prep
1:00 PM	Check In	1:00 PM	Check In
1:20 PM	Recess	1:20 PM	Recess
1:50 PM	Homework & Reading (assigned classrooms)	1:50 PM	Homework & Tutoring (assigned classrooms)
2:20 PM	Enrichment (assigned classrooms)	2:20 PM	Enrichment (assigned classrooms)
2:50 PM	Clean Up Classrooms	2:50 PM	Clean Up Classrooms
3:15 PM	Sparks	3:15 PM	Sparks
3:45 PM	SNACK	3:45 PM	SNACK
4:00 PM	SNACK Clean Up	4:00 PM	SNACK Clean Up
4:15 PM	Recess	4:15 PM	Recess
4:40 PM	Centers (classroom/assigned classrooms)	4:40 PM	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**	
3:15 PM	Employee Prep	3:15 PM	Employee Prep
3:30 PM	School Dismissal	3:30 PM	School Dismissal
3:30 PM	Check In	3:30 PM	Check In
3:45 PM	SNACK	3:45 PM	SNACK
4:00 PM	SNACK Clean Up	4:00 PM	SNACK Clean Up
4:10 PM	Recess	4:10 PM	Recess
4:30 PM	Movie/Centers/Class Games/Themed Activity	4:30 PM	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 is not 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
- Nail polish/makeup
- Valuable items
- Phones or other electronic devices

Staff

The After School Program strives to hire 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 of 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 or around the 15th of each month. You will be billed on or around 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. Once you receive an invoice, you can pay that invoice.

If an invoice was lost or forgotten about, a reminder invoice will be sent monthly until paid.

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.