

# BRAVES AFTERCARE

2022-2023 Policies and Procedures

Telephone Number: 738-7209, ext. 20116

## REGISTRATION PROCEDURES AND INFORMATION

1. A registration form must be completed for each student. Families may put siblings on one form together. No student will be allowed to attend until the form is completed.
2. Registration forms need to be returned to the front office as soon as possible because we operate on a first come, first served basis.

### ENROLLMENTS/WITHDRAWALS

1. Parents/guardians can enroll students by completing a registration form and paying the yearly registration fee. Parents also must notify the classroom teacher that the student will attend the BRAVES program.
2. Parents/guardians **must** notify the BRAVES program **in writing** if they **withdraw** the child from the program. Tuition is due and payable for all weeks after a student is enrolled **even if they are absent**. **There are no tuition reductions for non-attendance for any reason.**

## SCHEDULE

1. The hours of the program are 2:30-6:00 each school day. The program is **NOT** open on school holidays, early dismissal days, staff development days or parent conference days. **The program will begin the first day of school-Wednesday August 16, 2022.**
2. The daily schedule is as follows: Grades K-5 will have scheduled times for homework Monday- Thursday. All grades will have outside play and supper scheduled each day. The students will use the gym/and/or classrooms when the weather is not suitable for outside play.

## FEES

1. The weekly rate for one child is \$55.00 per week. The weekly rate for siblings is \$50.00 per week per child. Payments can be made for multiple weeks. **There are no discounts for any reason for partial weeks or student absences.**
2. There is a registration fee of \$20.00 per child. This fee is due to be paid when the forms are returned in order to complete the registration for your child(ren).
3. Fees are due on Monday of each week **in advance**. All payments should be made to the BRAVES Program, not the school office, in order to correctly credit your account. All accounts **MUST** be kept current. Any account with a past due balance of two weeks tuition will result in your child not being able to attend the BRAVES program.
4. **All students must be picked up by 6:00 p.m. each day.** There will be a \$1.00 per minute charge applied after 6:00 for any late students. **A warning will be given after the second late pickup and additional late pickups will lead to dismissal from the BRAVES program.**
5. A returned check fee of \$30.00 will be charged.

## EMERGENCY INFORMATION

1. **Please give written notification of any change of phone numbers. All students must have current phone numbers on file at all times.**
2. In the case of inclement weather, the BRAVES program will follow Richland One for the closing of school.
3. BRAVES staff will call the parent or the emergency contacts on the registration form in the event that your child is injured or becomes ill during the afternoon. Please give written notification of any special medical needs. This includes instruction for any medication that must be given during the afternoon. It is the responsibility of the school nurse to administer medication before the end of the school day.

## PICK UP

1. Please plan to pick up your child from the back of the building on the Kindergarten hallway. You will park in the kindergarten parking lot by the big playground. There is a sign out sheet that needs to be completed.
2. Please provide *written* notification when someone other than a parent or one of the persons designated on the registration form will be picking up your child. The BRAVES program will not release your child to anyone without your permission.
3. **It is very important that parents/guardians contact the BRAVES Program when an emergency may delay the parent from picking up the child by 6:00. If a student has not been picked up by 6:30 and the parent has not been in contact with the BRAVES staff, local law enforcement will be notified to assist with the situation.**