



# SPRING VALLEY ACADEMY

## Aftercare Program GENERAL INFORMATION AND POLICIES Aftercare Direct Line (937) 433-9417

Spring Valley Academy provides a supervised extended Aftercare Program for students in grades Kindergarten through 6th grade (K-6). This program is for all students, K - 6 who do not leave the school by 3:30p (K-6). There is a fee for the service which is either pre-paid or billed as part of the monthly statements depending on the Aftercare option you choose.

Recognizing that parents desire this service on a regular daily basis or on a shorter frequency, there are three options to choose from.

1. Drop-in or per diem rate charged per half-hour
2. Flexible prepaid stamp card rate
3. Monthly contracts. For those who need to use the service at least 3 days per week this will be the most economical option.

Under the current Internal Revenue Service regulations, certain fees for Aftercare may be tax deductible. Please check with your tax advisor for additional information.

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<b>HOURS:</b>	<b><u>Monday – Thursday</u></b>	<b><u>Friday</u></b>
	3:30 p.m. – 6:00 p.m. K – 6 <sup>th</sup> Grades	3:00 p.m. – 5:00 p.m. K – 6 <sup>th</sup> Grades

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### WHO IS ELIGIBLE FOR AFTERCARE?

Spring Valley Academy, under its charter with the State of Ohio, must provide adequate supervision for students enrolled at Spring Valley Academy. However, the school is not permitted to operate general day care service for the public. Thus, the program is only for students currently enrolled at SVA.

All students in grades K-6 who have not left the campus by 3:30pm will be part of the Aftercare Program. If a K-6 student is found attempting to avoid Aftercare, they will be placed in the Aftercare Program and charged from 3:30pm, regardless of what time they were found, and a notice will be sent to the parents.

Teachers or older siblings cannot be responsible for K-6 students in lieu of Aftercare. All students in the building after 3:30pm must be in an adult supervised program.

### WHO PROVIDES THE CARE AND WHAT IS PROVIDED?

Aftercare supervisors are well qualified to provide for your children and provide the following:

- Close monitoring of the children to insure the safety of each child.
- Sign in of each student when they arrive after school and check them out when parents pick them up. Please remember to check your child out of Aftercare when you get your child from a Teacher's classroom when they are doing work in there while in Aftercare.
- A daily snack.
- First aid attention to treat minor scrapes and bumps. In the event of an emergency, or bee sting, the supervisor will notify the parent(s) at home/work.
- Keep a list of all the parents' cell/home/work numbers in case of emergencies. You should check with the supervisor to see that your contact information is current. Also, please inform them of any health conditions your child may have (i.e. allergies to food or otherwise, asthma, diabetes, etc.

## HOW THE PROGRAM IS RUN?

The Aftercare program is run on an "A - B" Plan to provide a safe and fun environment for the children. The plan is explained to the children. The children receive check marks for the following items:

### A Plan

- Leaving the area of the supervisor without asking.
- Leaving Aftercare without checking out with the supervisor.
- If with a teacher, they must bring a note with the time they left that teacher.

The children are allowed up to 3 checks. Upon the third check, they will serve a fifty (50) minute time out. If these behaviors continue, the **B Plan** consequences will go into effect.

### B Plan

- No Cell phones permitted in Aftercare (3:30-6:00/5:00pm). Phones must be checked in with the supervisor. First offence cell phones, it will be taken away for two (2) days. Second offence, taken one (1) week.
- No electronic devices: iPods, radios, CD players, MP3 players, pagers, TV sets etc. Electronic devices are not allowed at school. If these are brought, the Aftercare supervisors reserve the right to keep them until a parent picks up the child.

## HOW DISCIPLINE IS HANDLED

**Inappropriate language and/or Behavior will not be tolerated!** Inappropriate socialization includes but is not limited to: any disrespect to anyone, hands on, name calling, teasing etc.

Action will be taken as follows:

1. The first time inappropriate language / behavior is used; the child will serve the remainder of that day in Aftercare in time out.
2. If the behavior continues, the child will be dismissed from Aftercare for one (1) week.
3. Upon return to Aftercare, if the behavior continues, the child will be dismissed for one (1) month.
4. Upon this return to Aftercare and the behavior still continues the child will be dismissed from Aftercare the remainder of the school year.

**A note will be sent home for the parent to sign and return for each offence, before the child can return to the Aftercare Program.**

## CHARGE POLICY

There are three options to choose from:

1. Drop-in basis. The fee is \$5.00 for each half hour or portion thereof until 6p Monday – Thursday or 5p on Friday. After those times, the fee will be \$5.00 every ten (10) minutes or portion thereof. This is billed on the student account.
2. Flex Plan. The fee is \$4.00 for each half hour or portion thereof until 6p Monday – Thursday or 5p on Friday. After those times, the fee will be \$5.00 every ten (10) minutes or portion thereof. The stamp card is \$100 and comes with 25 half-hour increments. The stamp card is prepaid. .

3. Monthly contracts. The fee is figured on a monthly basis for the school year. It is an annual fee payable over a nine-month period. The contract covers the period from the first day of school in August through the final day of school in May. If the student is not picked up by 6p Monday – Thursday or 5p on Friday, an additional fee of \$5.00 every ten (10) minutes or portion thereof will be billed on the student account. This is the most economical choice if you need at least 10 days per month.

All students, K - 6 who have not left the school by 3:30 p.m. will be placed in the Aftercare Program. Unless the student is on an Aftercare Program annual contract or Flexible stamp card rate, the charges will be applied each thirty (30) minutes or fraction thereof, beginning five (5) minutes after thirty (30) minutes time period begins.

Students on a monthly contract will be charged a flat rate each month as listed below:

Aftercare Grades K - 6 (3:30p-6p M-Th; 3-5p F)      \$1,620.00/\$180.00 per month

Should your child withdraw from the program contract, the charges will terminate at the end of the current month.

It is the responsibility of the parent(s) to notify both the Aftercare Director and the Business Office when a student discontinues the program contract.

### **CHARGES FOR WAITING FOR OLDER STUDENT**

The Aftercare Program is offered as a convenience to parents and is designed to provide supervision for all students waiting for transportation. Parents are encouraged to provide transportation as soon as school is out for the day. Parents will be charged for this service, even if a younger student is waiting for a ride from an older student who either is not dismissed until later, stays to work at school or is participating in other activities. If it is not an everyday occurrence, you may want to consider the flexible stamp card rate.

### **AFTER SCHOOL ACTIVITIES**

Students will be charged for Aftercare if they are waiting for activities after school. These activities include, but are not limited to: music lessons, gymnastics, sporting events, Pathfinder meetings, etc. The flexible stamp card option was designed with these situations in mind. Students will not be charged if a scheduled bus is delayed. It is an economical option in lieu of the drop-in/per diem rate.

### **CHILD PICK-UP LOCATION**

Students are to be picked up at the front elementary wing of the school building. **Please call the aftercare line 433-9417** and the aftercare supervisor will send your child to the doors to meet you.

**PLEASE DO NOT DRIVE BEHIND THE SCHOOL TO PICK UP YOUR CHILD AS WE USE THIS AREA AS OUR PLAYGROUND.**

Thank you for your assistance and letting us care for your children.

**Aftercare Line (937) 433-9417**