



Register and make payments online at <https://ccboe.revtrak.net>

Stevens Creek Before and After School Program Guidelines

We are excited about having the opportunity to offer both before and after school care to the students of Stevens Creek Elementary. We will make every effort to ensure that your child has a safe and enjoyable environment. All profits earned from this program will be put back into the school. Thank you for supporting us and if you have any questions please feel free to contact me.

Donna Hickmon, Director

School phone (706)868-3705 -voice mail #2408

Cell phone (706)877-3715

Hours and Days of Operation

The before school program will open at 7:00 each morning. You may send a morning snack with your child but we do **not** provide a morning snack. The students will be released to the cafeteria at 8:10. The after school program begins at dismissal and ends promptly at 6:00 each evening. An afternoon snack **will be** provided for your child. The programs are offered during regularly scheduled school days and early release days, except for the last day of school. **No after school** on the last day of school. We will be closed on all holidays, teacher work days and vacation days.

Drop Off and Pick Up

The before school program will meet in the computer labs. The after school program will continue to meet in the lunchroom. **Pick up through the front door if the flag is posted on the front of the building. If there is no flag pick up from the playground.** For safety reasons all students will need to be signed in and out. Your child will not be allowed to leave with anyone who is not listed on his or her registration sheet. In instances where someone different may need to pick up your child, a signed note is required from the parent in advance. To avoid this confusion please be sure to list everyone on the registration. Children must be picked up by 6:00 each evening. **If you arrive after 6:00 you will need to pick your child up at the front of the school and there will be a \$1.00 per minute charge.**

Payments

There is a \$25.00 registration fee per child due at the time of enrollment in the program. After School is \$45 a week and before school is \$20 a week. All payments are made online through RevTrak. Credit will **not** be given if your child is absent from school or the program. Late fees accrue if payments are over two weeks late. Any accounts that are three weeks past due will be terminated and your child will be removed from the program.

Emergencies

If there is an emergency involving your child we will follow normal emergency procedures. If your child is seriously injured, we will apply first aid, call 911, and contact a parent. Please be sure to keep registration forms up to date.

Discipline

We expect your child to follow all regular school and playground rules. Disrespect, defiance, and disruptive behavior will be dealt with immediately. A child may be reviewed for dismissal from the program for inappropriate behavior at any time, at the discretion of the school principal and the program director. We will treat your child with respect and encourage them to treat others the same way.

Homework

We will encourage all students to spend some quality time doing homework in the "After School Program". This is not a one on one tutoring opportunity but the staff will assist with homework directions if needed. Students need to bring all books, pencils, and other necessary supplies to complete homework each day.

Tax Information

Payment information for taxes are available from your account on Revtrak.

Withdrawal

All students withdrawing from the program must notify the director, in writing or email, one week prior to the date of withdrawal. Parent will be responsible for payments until the notice is provided. Donna.hickmon@ccboe.net