



## Academic Achievers Before & After School Program Outline

First payment and registration fee are due by August 24,2018, this payment will be prorated for August. The first full payment will be due on September 4,2018 (*due to the holiday*) all future payments will be due on the 1<sup>st</sup> of each month.

Last payment for the school year is due June 3,2019, this payment will also be prorated. Parents that do not pay on June 3rd will not receive student’s final report card for the year until payment is made. If the 1st falls on a holiday or weekend payment must be made on the next business day.

Payments can be made by check, money order, cashier’s check, debit card, credit card and cash.

**All checks must be made payable to Academic Achievers, and all payments should be delivered or processed with the after-school Director Mrs. Hammond only, she can be reached at 704-968-5230.**

### Activities:

A.C.E. Academy mission is to ensure all students are safe and secure while receiving a high-quality education. Academic Achievers before and after school programs will provide enrichment activities that focus on enhancing academic skills and reinforce character education. Students will participate in activities that include but are not limited to the following:

- Homework Help
- Tutoring (*limited*)
- Reading
- Music
- Art
- Creative Writing
- Games
- Character Building
- **AND MORE**

### Before & Afterschool Weekly Schedule

Before School Schedule		Monday-Friday
6:45pm-7:45pm	Light Breakfast <ul style="list-style-type: none"> <li>• Educational activities and morning meetings to prepare students for the day.</li> </ul>	
After School Schedule		Monday-Thursday
4:00pm-4:45pm	Snack and Recap of the day <ul style="list-style-type: none"> <li>• Students will have an opportunity to express their feelings, discuss their school day and interact with their peers.</li> </ul>	
4:45pm-5:30pm	Study and homework time <ul style="list-style-type: none"> <li>• Students will complete, review and work on homework, school projects and or study for test/quizzes.</li> </ul>	
5:30pm-6:45pm	Free Time <ul style="list-style-type: none"> <li>• Students play games, collaborate on projects, read and work on fine arts.</li> </ul>	
After School Schedule		Friday Only
4:00pm-6:45pm	Fun Friday Children can bring electronics at parent’s expense. Students participate in music, games, arts and crafts etc.....	

***NOTE: Before and After school will not operate on holidays, school closing, half days or teacher workdays.***

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## Meals

A.C.E. Academy will provide a light breakfast for before school and snacks for students that attend after school. All meals will be healthy and nutritious as part of the USDA meal standards.

## Teacher Credentials

Academic Achievers will employ certified teachers and experienced tutors to administer support for students as part of the before and after school program. Academic Achievers will hire additional instructional staff to assist teachers if necessary to meet student teacher ratio. All A.C.E. Academy staff are CPR and First Aid trained and have received education on after school activity planning, behavior and conduct strategies, health and safety procedures. The director will monitor and supervise both before and after school programs.

## Transportation

Parents and or guardians will be responsible for dropping students off to before school and picking students up from after school. A.C.E. Academy nor will Academic Achievers provide transportation for before and or afterschool participants.

## Dismissal Procedures

Parents/Guardians must pick up their child by 6:45pm from the after-school program. Parents that pick their child up pass 6:45pm will be charged **\$1 per minute fee, please be prepared to pay the late fee amount in cash when your student(s) are picked up NO EXCEPTIONS.** Parents that pick their child up pass 6:45pm **3 times** or more during a one-month period may forfeit their child's opportunity to participate in the after-school program.

## Attendance Process

Children report to after school classroom immediately at the end of the school day. Attendance will be taken immediately and will be verified against the school day attendance by the Director. Parents will be contacted immediately if any student cannot be located. Parents/Guardians are required to contact the school if their child will not be attending before or after school.

## Policy & Procedures

Academic Achievers will provide all parents with a detailed policy and procedure manual that will include all guidelines and protocol for before and after school.