

Union Academy After School Parent Pack 2018 - 2019

Director – Mary Ked Driver



Signups Begin: July 3, 2018

Cost: \$60.00 per child, per week

Grades: K – 9

A \$20.00 registration fee & first month's tuition due upon enrollment.

Please Note: Some important changes are included this year!

Where kids can be kids!

After School - Parent Information

Program Description:

Union Academy After School is for Kindergarten through 9th grade. It is designed to meet the needs of working parents and to provide high quality after school care in a safe and stimulating environment. Children remain on the school's campus in a familiar environment to work, study, play, relax, and socialize with peers and adults. We will provide opportunities for children to explore new interests and build on skills through games, sports, crafts, and other activities.

Director: Mary Ked Driver Phone: (704) 238-8883

Hours of Operation:

- The UAAS program will follow the school calendar.
- Hours of operation:
Normal school days: **3:30 p.m. – 6:00 p.m.**
Half days: **12:30 p.m. – 6:00 p.m.**
Scheduled holidays/intersessions: **Closed**

Enrollment:

- Space is limited and is offered on a first come, first served basis
- Days attended can only be done in week increments. If school is less than five days during a week, the "full week" is considered only the days open.
No refunds will be given if your child does not attend the full week.

Weekly Rates and Payment:

- You will enroll on the link on our school website each month. This year we will be utilizing Boonli, the same company we use to order catered lunch.
- Ongoing enrollment is determined by keeping current with payments.
- Care must be purchased by each full week based on the rates below:

Per Child:

After School (3:30 – 6:00 p.m.) \$12.00 per day

Half day (12:30 – 6:00 p.m.) \$20.00 per day

Note: Care must be selected each month, similar to purchasing catered lunch. Care is purchased by full week only and no refunds can be issued if your child is not in attendance for any full week that is purchased.

Application Information:

Parents who wish to enroll their children in the after school can do so by completing the following steps:

1. Purchasing after school care (exclusively online). Please see After School website for details.
2. Invoice for \$20.00 registration fee will be e-mailed upon receipt of first month's schedule and payment. Payment will be due immediately.
3. Completed Emergency Contact Form (included in this packet)
4. Completed After School – Discipline and Behavior Policy Form (included in this packet)

Registration and Payment:

- UA After School will host the ordering of care exclusively online. **For the 2018 – 19 school year we will utilize Boonli, the same site where parents order catered lunch.** Parents will “order” after school by the week during the same ordering window catered lunch is open **each month.** Please remember only credit cards are accepted.
- Ordering location: Union Academy site → Departments → After School → Boonli Tuition Ordering
- Please contact Amy McSheehan in the Business Office with questions regarding payment information and Mary Ked Driver for program information.
- Cancellations to a student’s tuition will only occur on an emergency basis. No cash or refunds will be given. However, a credit for future tuition may be issued if the emergency cancellation lasts a full week. Tuition is collected at the time of selection through Boonli and will be collected for the next attendance month. A small processing fee (similar to catered lunch) will apply for each month’s order.

Late Pick Up Fees:

A fee of \$5.00 will be charged for every 5 minutes a child is not picked up after 6:00 p.m. Payments will be invoiced and paid online through the Business Office.

Unscheduled Attendance:

We understand special circumstances arise and care may be required that is not part of the normal schedule. Each student is allowed 3 unscheduled days during a school year. For these days, you will be charged the normal daily rate of \$12.00. Payments will be invoiced and paid online through the Business Office.

Discipline:

Please see attached Discipline and Behavior Policy. A signed copy of the policy must be returned in order for your child(ren) to attend the After School Program.

Parent Communication Tool:

We will begin utilizing an app called Remind this year. This app will provide any updates, cancellations, or other information to parents regarding their child and after school. Be sure to read the information sheet attached in the packet and download the app to get updates!

On Campus Special Events:

Christmas/Holiday Party

Valentine’s Day Party

“Egg”stravaganza

End of Year Party

After School - Scheduled Closings

We are scheduled to be closed during the following dates:

September 3	Labor Day
October 1 – October 5	Fall Intersession
October 8	Parent/Teacher Conferences
November 21 – November 23	Thanksgiving Break
December 21 – January 4	Winter Intersession
January 21	Martin Luther King Jr. Holiday
February 18 – February 22	President’s Day and Intersession
March 8	Parent/Teacher Conferences
April 19	Good Friday
April 22 - April 26	Spring Intersession
May 27	Memorial Day Holiday

**We will operate from 12:30 p.m. – 6:00 p.m.
during the following scheduled half days:**

August 27
September 19
October 17
November 14
January 22
February 13
March 20

After School - Medical Procedures

General Information:

Parents of students shall be made aware by this document that nursing care is **not** available through a trained staff nurse after 3 p.m. However, basic First Aid/CPR is available. In the event of a medical emergency, parents will be immediately notified. All necessary actions will be taken to ensure the safety of the child.

Health insurance coverage **is required** for all children who participate in the After School program.

Medical Emergencies:

In the event of a medical emergency that cannot be handled by the Director, the following will be contacted:

1. EMT Personnel
2. Parent/Guardian
3. Emergency Contact(s) given by parent/guardian

It is imperative that current, updated contact information is provided to us. If information changes, please update your child's records in the event of an emergency.

Medical Administration:

Should it be necessary for your child to receive medication while enrolled in the After School program, the following procedures should be followed:

1. A Medication Consent Form must be completed
2. Clear and concise written directions must be provided for the administration of the medication
3. Medication must be brought in the original container
4. The child's name must be on the container
5. Medication cannot be expired