

Academic Achievers Before & After School Program Outline

A.C.E. Academy Charter School Before and After School outline

A.C.E. Academy will provide before and after school for A.C.E. Academy Students Monday –Friday for Kindergarten through 8th grade students.

**Please address all questions for the Before and After School program with the Director,
Dawn Hammond at 980-266-2725.**

Hours Before & After School Program Hours/Days _____ *(Full time, Part time and Single Days have different rates)*

Before school will operate from 6:45 a.m. – 8:00am **After School will operate from 3:00 p.m. – 6:45pm**

- Full Time operates Monday – Friday
- Part-Time operates 3 days a week (Parents may choose any three days of the school week)
- Single Day is for individual days (Must complete registration from 48 hours in advance prior to student participating **“NO Exceptions”**)

Enrollment/ Registration Process

A.C.E. Academy Charter will post the registration form on www.aceacademycharter.org for parents/guardians. Parents may print the form online and drop the form off at A.C.E. Academy at 7807 Caldwell Road Harrisburg, NC 28075 between July 1, 2019 and August 26, 2019. Parents/guardians may also pick a form up for the school location Monday – Thursday between 9:00am-4:00pm. All enrollment forms and registration fees must be submitted by August 25, 2019 for the 2019-2020 school year. Midyear registration process will begin on December 1st, 2019 and end on January 6, 2020. Students that sign up midyear will start February 3, 2020. Parents can sign their child up for before and after school combined or utilize each program independently.

Fees & Payment Process

- All parents are required to pay a non- refundable registration fee one time for both before and or after school.
- Registration fee for one child is \$55 and \$40 for siblings.
- All payments are due on the 1st of each month, as a courtesy we will allow parents to make payments until the 10th of every month, after the 10th day your child will be unable to attend until payment is made.
- Please make all checks and money orders payable to A.C.E. Academy Charter School. All payments are to only be received by Mrs. Hammond.

Monthly Program Fees *(Families with more than one child enrolled will pay the sibling rate for each child)*

Full Time (5 days a week)			
Fees Per # of Children	Before School	After School	Before & After School
1 Child	\$150.00	\$285.00	\$340.00
1 Child Plus Siblings	\$125.00	\$230.00	\$320.00
Part Time (3 days a week)			
Fees Per # of Children	Before School	After School	Before & After School
1 Child	\$120.00	\$200.00	\$250.00
1 Child Plus Siblings	\$100.00	\$185.00	\$230.00
Single Day (1 day) <i>Payment for single days must be paid when child is picked up, on the day of participation.</i>			
Fees Per # of Children	Before School	After School	Before & After School
1 Child	\$25.00	\$35.00	\$55.00
1 Child Plus Sibling	\$20.00	\$30.00	\$50.00

Payment Schedule

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All rates are prorated based on the 2019-2020 school calendar. Holidays, teacher's workdays and half days are built into the prorated cost.

First payment and registration fee are due by August 26,2019, this payment will be prorated for August. The first full payment will be due on September 3,2019 (*due to the holiday*) all future payments will be due on the 1st of each month.

Last payment for the school year is due May 1,2019. Parents that do not pay no later than May 10,2019 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 A.C.E. Academy Charter School, and all payments should be delivered & processed with the after-school Director Mrs. Hammond only, she can be reached at 980-266-2725.

NEW

A.C.E. Academy will offer a new **Extended Care for students to be dropped off on Half Days and Teacher Workdays**. Parents must complete registration form and pay registration fee prior to participating in extended care. All parents must sign up for Extended Care 10 days prior to students participating in Extended Care. Sign up will be available at the front office and or with the Program Director Dawn Hammond.

The following days are available for additional care.

Extended Care Day			
Half Days 12:00pm-5:30pm		Teacher Workdays 8:00am-5:30pm	
October 25, 2019		September 27, 2019	
January 10, 2020		October 14, 2019	
March 13, 2020		February 28, 2020	
		March 16, 2020	
Extended Care will not be available on teacher workdays on January 3,2020 and May 1, 2020			
*Fee for Half Days /Fee for Teacher Work Days			
1 Child	\$50 a day	1 Child	\$65 a day
1 Child Plus Siblings	\$40.00	1 Child Plus Siblings	\$55 a day
Students enrolled in A.C.E. Academy's Before & or After school that want to participate in Extended Care will receive a \$7 discount on total cost per day.			

All fees for Extended Care must be paid 3 days prior to participating In Extended Care.

Activities:

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A.C.E. Academy mission is to ensure all students are safe and secure while receiving a high-quality education. A.C.E. Academy Charter before and after school program 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"> • Educational activities and morning meetings to prepare students for the day.
After School Schedule		Monday-Thursday
3:00pm-4:45pm	Snack and Recap of the day	<ul style="list-style-type: none"> • Students will have an opportunity to express their feelings, discuss their school day and interact with their peers.
4:45pm-5:30pm	Study and homework time	<ul style="list-style-type: none"> • Students will complete, review and work on homework, school projects and or study for test/quizzes.
5:30pm-6:45pm	Free Time	<ul style="list-style-type: none"> • Students play games, collaborate on projects, read and work on fine arts.
After School Schedule		Friday Only
3:00pm-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.

Withdrawal

If a family determines they will no longer need A.C.E. Academy's Before and or After School program during the school year or for a number of weeks specified, a written notice must be submitted five days prior to the last day of your child(ren's) care. The written 5-day notice is required to be submitted to Dawn Hammond in order to avoid being charged for additional weeks.

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

A.C.E. Academy Charter School will employ certified teachers and experienced tutors to administer support for students as part of the before and after school program. A.C.E. Academy Charter 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

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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 will not 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

A.C.E. Academy policy and procedure manual is available as part of the Parent Student Handbook.