

South Rowan Academy

Before & After School Care



Parent Handbook & Program Information

Schools we serve:

China Grove Elementary (on-site)

Bostian Elementary (on-site)

China Grove Middle (school bus goes to CG Elementary)

For the following schools* we transport to China Grove Elementary:

*(*if we have at least three students enrolled)*

Landis Elementary

Knollwood Elementary

Millbridge Elementary

General Contact Information

South Rowan Academy of Child Development, LLC
413 N. Main Street, China Grove, NC • 704-85-LEARN (704-855-3276)

Program Description

School-age children often need supervision before and after school. South Rowan Academy meets this need with convenient, well-staffed programs. Parents can know that their children are well cared for here at SRA.

- **Before School** is available at China Grove Elementary in the multi-purpose room and Bostian Elementary in the gym. These programs are only available if we have enough children to justify having them. This can change from year to year. We do not offer before school for Landis, Millbridge, or Knollwood Elementary Schools.
- **After School** is available at Bostian Elementary and China Grove Elementary. We transport children from Landis, Millbridge, (and sometimes Knollwood, if we have at least three children enrolled from there) to China Grove Elementary for an extra charge. A bus drops off children from China Grove Middle at China Grove Elementary or SRA (for subsidized after school). We transport DSS-subsidized children from Bostian and Landis to SRA.

Program Goals

1. To provide supervised care for school-aged children, ages 5–12 years old
2. To provide care for children at convenient times for working parents
3. To provide programs which are safe, fun, and recreational
4. While some of the programs may be structured, children are allowed to make their own choice as to whether they want quiet time, games, or other activities. Time is provided for physical activities and for homework.

Conditions for Before and After-School Programs

1. A minimum of 6 children are needed for the before school program and a minimum of 15 children are needed for the after-school program in order to offset costs.
2. Participants are expected to follow school rules and regulations that are in effect during the school day.

Staff

There is an on-site coordinator available in the mornings and afternoons. There is always at least one staff member on site who is trained in First Aid and CPR. We try to keep our ratios at 1-15 or less.

Enrollment

SRA's Before & After School programs encourage children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, creed, national origin, ethnic background, or sexual/gender orientation. To attend the program, a child must we must have a completed an application and release form, and payment of a registration fee. Without complete enrollment, the child cannot attend. **These programs are not 'drop-in'. However, the programs may be used for scheduled occasional use if space is available. Parents will be charged part-time rates.** We reserve the right to decline participants due to a history of late payments.

Registration

The registration fee is \$25/year and is NONREFUNDABLE. We offer a \$10 discount for additional children registered in either program. We have open enrollment throughout the year (as space is available). **The registration fee is still due when a child begins the program even if he/she dropped out within the same year. No registration will be allowed if there is a past due balance. The balance must be paid in full.**

Hours

Before School Care:	China Grove: 6:30 a.m. until 8:15 a.m. Bostian: 6:30 a.m. until 7:15 a.m. (<i>if we have enough children to attend</i>)
After School Care:	China Grove: 3:30 p.m. until 5:45 p.m.; Bostian: 2:30 p.m. until *5:45 p.m. <i>*Bostian After School can run until 6 p.m. if there is no before school</i>

Late Pickup Policy

Children must be picked up by 5:45 p.m. (or 6:00 p.m. for Bostian if there is no before school). This is required by NC State Law! Daily-late pickup fee: \$1.00 per minute beginning at 5:46 PM. Please make whatever arrangements are necessary for you to avoid late pickup. If children are not picked up by 5:45 p.m., they will be transported to SRA, located at 413 N. Main Street. (Parental permission is given in our Release & Agreement Form)

Holidays

We will closed on the following holidays. We reserve the right to change, add, or subtract holiday closings. We will notify parents in advance when we will be closed. You can also check our website and/or Facebook page for closings.

New Year's Day	Easter Monday	Labor Day
Martin Luther King Jr.'s Birthday	Memorial Day	Thanksgiving (two days)
Good Friday	Independence Day	Christmas (three days)

Before School Arrival Policy

In the morning, the parent MUST sign in the child upon arrival. This procedure is necessary for the safety of the students and to give parents important information.

After School Dismissal Procedures

Directly after school, parents must sign their child out each day. **ONLY** those persons listed on the child's registration form are considered authorized to pick up the child. Verification by the onsite staff will be made before any child is released to a person not listed on the registration form.

Special Weather-Related Situations

1. If school is delayed, before school will operate on a normal schedule. Staff will stay until school begins.
2. If school is called off due to worsening conditions, after school will close.
3. If school has begun and is dismissed because of snow or freezing rain, the after school program will operate at South Rowan Academy (413 N. Main Street).

Snacks

A snack is provided every afternoon. No snacks are provided in the morning. Please notify staff in writing if your child has special dietary restrictions or food allergies.

Custody Issues

In the case of separated or divorced parents, where visitation is denied to one parent, we cannot refuse releasing the child to such parent UNLESS a court order or separation document is in our files that forbids that parent from picking up the child. The court document must specify that visitation is/is not permitted by the non-custodial parent. Please call us if you have specific custody issues of which we need to be aware.

Child Abuse Prevention

The well being of your child is very important to us. Parents are welcome to drop in any time. Our staff will not use physical punishment to discipline children, nor will they verbally or emotionally abuse children. We are mandated by state law to report any *suspected* case of child abuse or neglect to the appropriate authorities for investigation.

Behavior/Discipline

Children are expected to comply with all regular school rules and regulations. The on-site staff will handle discipline. The basic policy includes such as counseling with the child about the problem; removal of the child from the group; consulting with the parents. Parents contacted about behavior problems are expected to cooperate with staff members in assuring elimination of inappropriate behavior. Suspension will occur if the child's behavior warrants such action. Good behavior is the key to academic and personal success. We need and must have your cooperation in helping your child to exercise

good conduct at after-school. To do this, the following rules and regulations have been established. Please review these rules with your child.

- Use inside voices when inside.
- Use walking feet when inside.
- Keep ALL body parts to yourself.
- Be respectful to others.
- Use your listening ears.
- Clean up what you get out.

Dismissal from Program

Dismissal from the program will occur for any of the following:

1. If at any time a child's behavior is determined to be detrimental to his or her own well-being or to the well being of others in the program.
2. Habitual lateness of parents picking up their child after the scheduled closing time.
3. Failure of parents to promptly pay program fees.

Actions to be taken for violations of the school rules:

- Talk to the child; verbal warning
- Redirect the child
- Time out
- The child will be sent to the director for discussion and counseling
- Parent/Teacher conference will be requested
- If no improvement is made in behavior, the parent may be asked to pick up the child early or make other arrangements for child care

Electronic Device Policy

Electronic devices are permitted. Children must keep them in their book bags during the time they are in school. If any electronic device becomes a problem, the parents will be notified and the child may not be allowed to bring them back. SRA is not responsible for any lost or damaged electronic devices and/or games. Children bring these at their own risk.

Illness & Administration of Medications

If a child has symptoms of illness, he/she will be isolated from the other children while parents/guardians are contacted and asked to pick up the child. Any contagious illness may require a doctor's note for re-admission. If your child needs to receive medication at one of our programs, the procedure below should be followed:

1. The parent must complete a Medication Request Form.
2. Medicine must be brought in the original container.
3. The child's name must be on the container.
4. Parents must provide clear & concise written directions for administration of medicine.

Tax Statements

Tax statements will be issued by request only. A sign-up sheet will be available. Our tax ID is 46-4770741.

Subsidized After School Care

SRA offers subsidized after school care (through the local Department of Social Services) at the preschool location ONLY (413 N. Main Street). Parents must contact DSS to enroll. We have limited space available.

Early Release Days

The After School program will continue on these days. If your child is being picked up, we will pick them up at the time school releases. No extra fee is charged on these days.

School Closings/Teacher Workdays

An all-day program will be offered on teacher workdays, holidays, and snow days when SRA is open. Parents need to SIGN UP in advance for school closing days so adequate staffing and snacks can be arranged based on the number of children who plan to attend. Parents can call the office or sign up at the after school.

We will also need additional paperwork and a copy of your child's shot records. Children will go to SRA (413 N. Main) when the school is closed or we have few children signed up. We are required to have additional paperwork for all children in our licensed building. If the school is open, children will go to China Grove Elementary. Bostian Elementary is NOT open on school closing days.

A **\$25/day fee** will be charged to each account for ENROLLED children who stay on school closing days (includes any workdays or holidays when SRA is open. NOTE: This also includes any emergency closing days in which SRA remains open). This fee is for those enrolled in either program and is an EXTRA fee. For children NOT currently enrolled, including teacher's kids, the daily full-day rate is **\$30/day** per child, payable on the day the child attends. No discounts will be given for multiple children.

Due Dates & Fees

- **Fees are to be paid MONTHLY, in advance on the first (1st) day of the month, no later than the 5th.**
- Payments can be made at the Bostian Elementary site by check ONLY. No payments can be made at the China Grove Elementary site. Cash or credit payments can be made at our office (417 N. Main St.) Credit card payments can be made over the phone. Recurring credit card payments can also be made set up. A deposit box is located in the door of the office. Payments can also be mailed to: PO Box 868, China Grove, NC 28023.
- A **\$15.00 late fee** will be applied to all accounts not paid by the fifth (5th) of each month.
- For any returned check, a fee of **\$30.00** will be applied. Two returned checks will require that you pay your bill in cash, cashier's check, or debit/credit only.

Discounts

We offer a \$10 discount for additional children enrolled FULL TIME care only in either program, **except for months that are prorated**. Only June and August are prorated! December is NOT prorated because there are more than 10 school days in the month.

Tuition Rates

- Payments MUST be received in advance (see Due Dates & Fees above). We will not accept weekly or bi-weekly payments unless there are extenuating circumstances, which will be decided on an individual basis. For any financial issues, please contact the Office Manager at 704-855-3276.
- **Parents are only allowed to switch from full-time to part-time and vice versa ONCE during the school year for extenuating circumstances only. If you need to switch due to changed work schedule or other circumstances,** please contact the Office Manager at least ONE WEEK in advance.

FULL TIME RATES:

Full-time rates are a monthly FLAT RATE, which mean that it is not dependent on the number of days in a month. You are charged this rate regardless of the number of days your child attends. If your child will be attending less than 11 days, please enroll your child in part-time (see below).

Before School:	\$62/month per child
After School:	\$124/month per child
Before & After School:	\$186/month per child
August & June (prorated months; NO DISCOUNTS):	
Before School:	\$16 per child
After School:	\$32 per child
Before & After School:	\$48 per child

PART TIME RATES:

Part-time rates are also a monthly FLAT RATE for 10 days or less a month, no matter how many days your child attends. This rate is higher than the full-time rate because we don't know when part-time children will be attending, and we have

to have extra staff to cover those children. NOTE: If your child is enrolled in part-time and attends more than 10 days, you will be charged the difference the part-time and the full-time rate.

After School:	\$82/month per child
Before & After School:	\$123/month per child
August & June (prorated months):	
Before School:	\$20 per child
After School:	\$40 per child
Before & After School:	\$60 per child

Termination/Withdrawal Policy

- For any account not paid within (7) days of the due date (1st of the month), the child will be dropped from our program. After a termination notice has been given, he/she may not return until payment is made.
- The monthly balance will be charged if termination occurs. There will be no refunds given in this case.
- We cannot accept partial payments to re-enroll; the full balance must be paid.
- After termination, your account will be turned over to a collection agency within 30 days.
- To withdraw your child from our program, please contact the Accounts Manager. No refunds will be given for partial months paid in advance, except in special circumstances (decided on an individual basis).
- We would prefer parents give at least a week's notice when possible before withdrawing your child.

Transportation Policy

We provide transportation from Millbridge and Landis. (We may provide transportation to Knollwood and Corriher-Lipe Middle if we have enough children and if space is available). **NOTE:** Children being picked up at Landis, Knollwood, or Corriher-Lipe at 2:30 p.m. will be transported back to SRA until 3:15 p.m. then transported to China Grove Elementary (out at 3:30 p.m.). We transport via a mini bus or company car depending on the number of children being transported.

We expect the children we pick up to behave in a manner that will not distract the driver. All children riding will be required to buckle their seat belts (if available), talk quietly, keep hands and feet to themselves, keep all objects in their backpacks and refrain from eating. We will call you if your child has any disruptive/unsafe behavior in the pickup vehicle.

The cost is **\$36/month**, which is a flat rate for the entire month regardless of how many days we pick up your child. For every additional child, there is a **\$10 discount per child**. Transportation is due on the 1st of each month, no later than the 5th, along with tuition. August and June ONLY are prorated at the following rates: **\$10 per child**. Prorated months are NOT DISCOUNTED for multiple children.

It is the parent's responsibility to call us if we do not need to pick up their child FOR ANY REASON. When a child is not there and we are not aware of it, this creates problems for us and for the school. All of our drivers are required by state law to have cell phones. *Parents have a grace period during the first month of school to forget to call. After the first month, we will charge parents' accounts **\$5.00** for every time we are not notified.

Summer Camp

We have a summer camp for both subsidized and regular-paying children. The tuition rate is around **\$135/week**, which includes all meals (breakfast, lunch, and snack) AND field trips. They participate in three field trips a week, such as X-treme Play, Blue Waters Pool, Gem Theater, Skateland, and more! LIMITED spots are available for subsidized children (5 through 12 years of age). An activity fee (in addition to any monthly parent fee) will be required to cover field trip costs. **Sign up at the end of the school year if interested.**