



Sandy Lake Academy

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2019-2020 After-School Care Program Policy and Sign-Up

Program Information

1. Program Hours

- a. Monday-Thursday: 4:00-5:00 PM
- b. Friday/Half-day: 12:30-3:00 PM (4:00 PM seasonal*)

2. Fee Schedule

- a. Monday-Thursday
 - i. \$5/day, 4:00-5:00 PM
 - ii. +\$10/day, 5:05-5:30 PM
 - iii. +\$15/day after 5:35 PM
- b. Friday/Half-day
 - i. \$10/day, 12:30-3:00 PM (Seasonal: \$15/day 12:30-4:00 PM)
 - ii. +\$10/day, 3:05-3:30 PM (Seasonal: +\$10/day, 4:05-4:30 PM)
 - iii. +\$15 day after 3:35 PM (Seasonal: +\$15/day after 4:35 PM)

3. Program Use and Fees

- a. Accounts are to be kept current. Account holders more than two weeks behind on up-to-date payment will lose the privilege of accessing after-school care until the account is made current.
- b. Payment will be due on the first Monday of the next month for the month for which services were received.
- c. A \$100 deposit will be paid upon enrollment, which will cover the associated amount of after-school care usage. Any unused portion, after accounting for other outstanding account balances, will be returned to enrolled families at the end of the year.
- d. The fees will help to provide for the supervisor's wage, purchase any needed program supplies, and offset any utility usage costs associated with the conducting of the program.
- e. The students of parents who arrive for pick-up after 5:35 PM on M-Th or 3:35 PM Friday twice within a semester without informing the Supervisor will lose their privilege of attending after-school care for the year. These parents who have pre-paid will receive a pro-rated refund after accounting for any unpaid balances.

4. Program Supervision

- a. An SLA local hire will be responsible for supervising the after-school program.
- b. The program will take place in the kitchen, gym, and school yard (weather permitting).
- c. Supervision is currently not available on weather cancellation days.
- d. Students not enrolled in the program cannot participate in after-school care. As before, they will wait for pick-up between the double doors, unsupervised, after 4 PM.

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- e. SLA Administration will inquire to parents at least two weeks in advance of any scheduled professional day as to whether care will be required and provided for these days.

5. Enrollment and Participation

- a. The program will only be open to SLA students.
- b. Only students in grades JP to 6 can be enrolled in the program.
- c. The program will be capped at 15 students.
- d. Admission to the program will be on a first-come, first-served basis. Beyond this, priority will be given to students whose tuition accounts are current.
- e. Parents will pre-select the days for which they require after-school care for their child(ren).
- f. Parents will be responsible for providing any snacks or meals that the child may need during the program.
- g. Parents and the Supervisor and encouraged to exchange contact information so that communication can occur when circumstances prevent parents from coming at the usual pick-up time.
- h. Parents are required to recognize and respect the values of the Seventh-day Adventist Church and its employees, including the sanctity of the seventh day Sabbath. As the sun may set as early as ~4:30 PM during the winter months, it is imperative the students be picked up by 3:35 PM to ensure that the program supervisor and any volunteers may depart the school with enough time to arrive home and enter into their Sabbath rest.

**Extended seasonal hours will be in place when the sunset time on Friday is after 6 PM (approximately September-October and March-June)*

All previously established school and conference policies will apply to the SLA After-School Program.

Program Sign-Up

Please indicate the days of the week for which after school care will be required for your child(ren).

M _____ T _____ W _____ Th _____ F _____

Names of child(ren) (list below)

\$100 deposit paid? Required for access to program Y N

I, _____ parent name _____, agree to abide by the After-School Program policy outlined above.

Parent signature _____

Date _____