

Afterschool Academy
Parent- Student Handbook
2026-2027



Afterschool Academy Parent – Student Handbook

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Mission

The Afterschool Academy program is dedicated to nurturing holistic growth in our students, fostering not only their academic development but also their character and mindset. Our mission goes beyond simply providing a safe and supportive environment after school hours. We aim to cultivate a sense of curiosity, resilience, and compassion in each student, empowering them to navigate the challenges of today's world with confidence and integrity. Through a diverse range of engaging activities, enrichment opportunities, and meaningful interactions, we seek to inspire a lifelong love for learning and a strong foundation for personal and academic success. At Afterschool Academy, we are committed to shaping well-rounded individuals who are not only academically proficient but also equipped with the values and skills necessary to thrive.

Ethics

Afterschool Academy is committed to adhering to high standards of ethical conduct in our operations. This includes a commitment to provide accurate and complete information, exercise care and act in good faith, comply with all laws, regulations, and organizational policies, and promote ethical behavior. However, the Afterschool Academy integrity and reputation ultimately depend upon each Employee's individual actions. Therefore, all employees are expected to conduct themselves ethically and lawfully.

STAFF CONTACT WITH STUDENTS OUTSIDE OF THE PROGRAM

For the protection of our students and employees, Afterschool Academy does not tolerate, promote, or in any manner allow socializing or association with program participants outside of Afterschool Academy's regular operating hours or activities. Additionally, Afterschool Academy employees are not allowed to walk students home or provide them with transportation from programs or to and from any other event.

Children's Rights

1/To be accorded dignity in their relationships with staff and other persons.

2)To be accorded safe, healthful, and comfortable accommodations, furnishings, and equipment to meet their needs.

3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.

4) To be informed and to have their authorized representative, if any, informed by the licensee of the provisions of law regarding complaints, including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and information regarding confidentiality.

5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of their choice. Attendance at religious services, either in or outside the facility, shall be entirely voluntary. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the child's parent(s) or guardian(s).

6) Not to be locked in any room, building, or facility premises by day or night.

7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

Diversity, Equity, and Inclusion

Afterschool Academy will apply diversity, equity, and inclusion to include and value all students actively and to meet their unique learning needs while developing their understanding and respect for differences.

Program Operating

HOURS OF OPERATION:

The Morning Program will start at 7:00 am and end at 8:30 am.

The afternoon program will start immediately after School at 2:45 & 3:00 to 6:00 pm. On minimum days the program will start at 12:45 & 1:00 pm

Late pick-up is considered anything after 6:00 pm and will be charged by the minute. ** see late pick up for minute fee**

STAFFING

After-school Director ensures that high-quality Enrichment learning time is provided to each student enrolled in the program. Program Director coordinates and supports the activities Program Staff do with the students; work with teachers, Headmaster, and other instructional-day Staff to align expanded learning time activities with the student's instructional-day programs; supervise and coach staff and do site-based training; work with Parents; and gather data to assure student safety, participation in enrichment activities and improved academic performance.

The Assistant Director will conduct the same duties as the Director and provide support for students and Staff if and when the director is absent.

Program Workers are part-time paraprofessionals who must meet the district/charter requirements for employment under the Every Student Succeeds Act (ESSA) guidelines. Program Workers work directly with students under the direction of the Program Director and Assistant Director and go through a series of training given by the Afterschool Academy. A Program Worker supervises and manages a single group of 14 (28 with an assistant) students and provides homework assistance, academic enrichment, and physical activity using curriculum and materials provided by Afterschool Academy.

Commitment Period

To ensure consistency and stability for both students and staff, we require a minimum commitment of 8 months to 1 full school year when enrolling in our program. This commitment supports effective planning for staffing, budgeting, and program development.

Early Withdrawal & Commitment Policy

At Afterschool Academy we strive to create a stable and consistent environment

for the children in our care. To help us maintain staffing, scheduling, and classroom continuity, we ask families to commit to an **8-month (or full school year)** agreement upon enrollment.

We understand that sometimes life throws unexpected changes your way. If you need to withdraw your child before the end of the agreed term, please review the following policies:

30-Day Notice

We kindly ask that families provide **at least 30 days' written notice** if planning to withdraw early. This helps us prepare the classroom and support your child's transition smoothly.

Early Withdrawal Fee

If a family decides to end care before the end of the 8-month commitment, an **early withdrawal fee of \$300** will be charged. This fee supports administrative and staffing adjustments caused by early departure.

Registration Policy

Registration is non-refundable

Life Happens – We're Here to Listen

If your family is experiencing a significant life change (e.g., relocation, health emergency, or financial hardship), we encourage you to reach out. We review special circumstances with compassion and will do our best to work with you.

Refunds & Credits

Tuition already paid is non-refundable. However, credit or partial refunds may be considered on a case-by-case basis, at the discretion of the Program Director. Please note: The \$100 deposit to secure your spot in the program is non-refundable under any circumstance.

Program Enrollment and Hours

Due to limited space, the Afterschool Academy is available exclusively to full-time students. Our program operates in two sessions:

- Morning Session: 7:00 AM to 8:30 AM
- Afternoon Session: 2:45 PM to 6:00 PM

Enrollment in both sessions is not required. However, we offer a package for parents who need to enroll their child in both the morning and afternoon programs.

Commitment Period

To ensure consistency and stability for both students and staff, we require a minimum commitment of 8 months to 1 full school year when enrolling in our program. This commitment supports effective planning for staffing, budgeting, and program development.

- If a family chooses to withdraw their child before the end of the commitment period, they will be responsible for paying the remaining tuition for the duration of the agreed-upon time. This policy ensures we can continue to provide high-quality programming and maintain appropriate staffing levels for all enrolled students.

Enrichment Classes & Refund Policy

Payment for Enrichment Classes is required two weeks in advance of the class start date. Because class enrollment is based on student-to-instructor ratios, please note the following refund guidelines:

- No refunds will be given

This policy also applies to Professional Development (PD) Days and all school breaks, including Spring Break, Winter Break, and Summer Break.

Pro-Rated Months

The only months eligible for pro-rated tuition are August, November, December, January, and June.

March is not eligible for pro-rating, even with Spring Break, as the minimum day schedule the week prior adds additional program hours at no extra charge.

Please note that pro-rated tuition will not be provided for absences due to field trips, sick days, or personal vacations.

Exceptions may be made for extended medical leave, but official documentation will be required for consideration.

Program Withdrawal & Termination Policy

At Afterschool Academy we are committed to supporting every child's successful adjustment to our afterschool environment. If a child is experiencing challenges following program expectations or adjusting to the routine, a meeting will be scheduled with the parents to develop a plan of support.

However, if a child's behavior poses a safety risk to themselves, other children, or staff, the program reserves the right to withdraw the child from care. In such cases, a 30-day notice will be issued to give families time to secure alternative care. Please note that tuition will remain due during this transition period. During this time, to ensure a safe environment for all, children must be picked up by 4:30 p.m., rather than staying through to 6:00 p.m.

Failure to follow the policies outlined in the Parent Handbook may result in termination of services, either with notice or immediately, depending on the circumstances. If care is terminated, full payment will be required through the end of the current week, and any outstanding tuition for the month in which termination occurs will remain due.

Immediate termination may occur due to (but is not limited to) the following:

- ***Ongoing failure to comply with program policies***
- ***Harmful, destructive, or unsafe behavior from the child, even after a behavior support plan has been implemented***
- ***Unpaid tuition or late fees, including failure to pay for the current month***
- ***Repeated late pick-ups***
- ***Absence without communication for five or more consecutive program days with no communication.***
- ***Behavioral or care needs that cannot be safely supported within current staffing levels***
- ***Disrespectful conduct by parents or guardians toward staff, children, or program leadership***

We are committed to fostering a safe, respectful, and supportive environment for all children, families, and staff. Your cooperation and open communication are

vital to a successful partnership.

A TYPICAL PROGRAM SCHEDULE

- *School dismisses, and students report directly to the program as part of the School's dismissal process.*
- *Students are checked in and, in groups led by their Program Workers, have snacks, restroom breaks, and opening activities.*
- *For safety reasons, students are taken on scheduled restroom breaks. The Assistant Director will handle emergency needs. If the director is not available to help, the program lead will need to take the entire class.*
- *Students cycle through the program components, including homework assistance, enrichment activities, and physical activity.*
- *An authorized adult must sign students out at the end of the day.*

MEDICAL INFORMATION

To support the well-being of each student enrolled in the Afterschool Academy, Parents must make program staff aware of any medical conditions, allergies, and special needs that may affect their student during program hours. Medical information previously shared with school-day faculty and Staff may not have been made available to Afterschool Academy, so all necessary information must be shared directly with program staff.

Suppose a student suffers an illness or accident during program hours. In that case, Afterschool Academy staff may seek medical help and assistance by contacting 911 emergency services or securing treatment at a medical facility. OCCA Afterschool does not provide medical treatment. Afterschool Academy staff do not administer medication, nor are Afterschool Academy staff trained medical personnel. OCCA Does not provide or maintain medical insurance or coverage for participants.

Any student who must take medication prescribed by a physician, including self-administered auto-injectable epinephrine, may self-administer such medicine during Afterschool Academy provided that the student provides to Afterschool Academy a completed Self-Administration of Medicine Permission and Release Form. This form must be signed and dated by the parent/guardian and by the physician of the student; it must identify the required medication and the dosage to be self-administered (including the method, amount, and time schedules of the

administration of the medicine), and must confirm the student's ability to self-administer the medication. In completing this form, the parent/guardian will confirm their understanding that Afterschool Academy provides no medical staff, will not assist in administering the medication, and will not be held liable, such as if the student suffers an adverse reaction as a result of self-administering the medication.

IMP Policy - Incidental Medical Plan - Afterschool Child care staff will be trained by parents or medical personnel on administering an EPI pen if the child needs it. Parents will give the afterschool Child care its EPI pen to keep in the office. It will be readily available for staff to grab in case of an emergency, and the child needs it. EPI pen will be kept in a safe cabinet with no lock to be accessible to staff when needed. If a child is in any medical emergency due to her allergy to nuts, Staff will immediately call 911, and the other staff will reach for the EPI pen -which the child also carries in her fanny pack on her waist. While one staff member administers the EPI, the other staff calls 911. The box for the EPI pen will have to be in its original box; the expiration date must be visible with the information of the Doctor. A written form from Doctor explains in detail when the child would need the EPI pen shot and the symptoms to look out for.

Health:

Do not send your child to school with a communicable disease. A health check will be done by staff during arrival time. Your child will need to stay home during the following:

- *They have a fever of over 100 degrees within the last 24 hours*
- *Vomiting more than twice in 24 hours*
- *Diarrhea*
- *Earache*
- *Red eyes with discharge*
- *Sores that are draining, open or appear infected*
- *Lice or nits*

Immunizations:

Before admission to the Afterschool Academy , children shall be immunized against diseases as required by the California Code of Regulations, Title 17, commencing with Section 6000. (1) Centers that meet the criteria of Health and Safety Code Section 1596.794 are not required to verify or document children's immunizations.

- o *Proof of full immunization or exemption from the requirement;*

- o Proof of health examinations required by the Health and Safety Code;
- o Proof of age with the application for admission through documents such as the following: birth records, statements by the local registrar or a county recorder certifying the date of birth, baptism certificate duly attested, a declaration from the parent/guardian or a passport.

Program Components

INTRODUCTION

Afterschool Academy intends to provide students with an enriching, expanded learning experience that serves to develop the students by offering four main program components: a nutritious snack, homework assistance, enrichment, and physical activity.

NUTRITIOUS SNACK AND/OR SUPPER

At the Afterschool Academy , the snack component is 15-20 minutes. Its purpose is to provide students with a nutritious snack while also giving our students a chance to interact with their peers. This helps them focus during the rest of their time in the program

- *A daily breakfast for the morning program and a snack for the afternoon program will be provided.*
- *Food may only be eaten during breakfast and snack time or when served during nutrition education or special events. Medically necessary adjustments to this policy can be made on a case-by-case basis.*
- *Parents will be required to list all food allergies on the program application*

HOMEWORK ASSISTANCE

is provided to students to allow them to begin their homework and get assistance and support from the program staff and volunteers in areas where they need it.

PHYSICAL ACTIVITY

Afterschool Academy will have daily physical activity for about 20-30 minutes daily. Once Staff will plan outside activities that the students will enjoy.

Afterschool Academy Behavior Philosophy

Afterschool Academy aligns with the Student Behavior Guidelines established by the Academy.

Virtues and General Expectations for Behavior

At OCCA, we actively pursue the development of virtue in all its forms. Our focus begins with six foundational traits: responsibility, respect, courage, courtesy, honesty, and citizenship. While these do not represent the full scope of human excellence, they provide an essential foundation—one that our youngest students can begin to understand and practice.

As students grow, we also guide them toward the classical virtues of justice, fortitude, courage, wisdom, and prudence, emphasizing these particularly with older students. Our aim is that, through consistent exposure to these ideals in academics, social interactions, and discipline, students will be equipped to develop self-governance and strive for excellence in all areas of life.

At Orange County Classical Academy, the emphasis on virtue is not simply a disciplinary strategy. Rather, we aim for excellence because it is inherently good—and in aspiring to what is good, we become better. By focusing on what is right and noble, we naturally encourage behavior that reflects those values.

BULLYING

Zero Tolerance for Bullying

Our program is a No Bullying Zone. Bullying of any kind will not be tolerated under any circumstances.

If a student is found to be engaging in bullying behavior during our program, the following steps will be taken:

- 1. A behavioral alert will be issued.***
- 2. Parents/guardians will be contacted.***
- 3. The student will receive one formal warning.***

Any further incidents may result in dismissal from the program. We are committed to providing a safe, respectful, and supportive environment for all students.

GOOD BEHAVIOR GUIDELINES

- In keeping with the purpose and agreements stated above, all students are expected to observe the following behavior guidelines:***

- *Treat staff members, volunteers, and other students with respect at all times.*
- *Follow directions given by staff members or volunteers.*
- *Show proper respect for the buildings, grounds, equipment, and supplies.*
- *Use language/behavior appropriate to the setting (no foul language, verbal insults, fighting, etc.).*
- *Play safely at all times.*
- *Bring all materials necessary to complete homework, including textbooks (if applicable), paper, pencils, etc.*

DISCIPLINARY PROCEDURES

Physical punishment is strictly prohibited. Classroom management is maintained through thoughtful discussion and redirecting children to more appropriate activities. Our staff utilizes a positive behavior support approach to help students develop prosocial behaviors. This approach is focused on teaching self-control, respect for others, and personal responsibility.

To support this process, the following behavior guidelines and steps are in place:

Positive Guidance Approach

Staff members will redirect inappropriate behavior by reminding students of OCCA's core virtues.

Disciplinary Process

If a student violates any of the established behavior guidelines, the following steps will be taken:

- 1. Verbal Warning – The student is reminded of appropriate behavior and expectations.*
- 2. Written Warning – A formal notice is documented.*
- 3. Second Violation – Parents/guardians will be notified in writing about the ongoing concern.*
- 4. Third Violation – The student may be suspended from the program for one or more days.*
- 5. Fourth Violation – The student may be dismissed from the program.*

Severe Violations

Serious or harmful behavior may result in immediate dismissal from the program at the discretion of the Director and Assistant Director. In such cases, a parent or authorized adult will be contacted and required to pick up the student immediately.

Parent Conduct Policy

At Afterschool Academy, we expect all parents and guardians to uphold our core virtues, including respect and courtesy toward staff at all times—during drop-off, pick-up, and any other interaction.

Any behavior that violates the Parent Code of Conduct will be documented. Repeated or serious violations may result in the dismissal of the child from the program. This includes, but is not limited to, intimidation, harassment, or the use of profanity directed at any staff member.

Please note: No refunds will be issued if a child is dismissed from the program due to a parent or guardian's behavior.

We are committed to maintaining a safe, respectful, and supportive environment for all students, families, and staff.

PERSONAL PROPERTY

It is encouraged that Students would refrain from bringing personal property (including electronics, valuables, and collectible items) to the Afterschool program. Students are expected to take reasonable precautions to protect their personal property and assume ALL risks related to such property. Afterschool Academy is not responsible for lost, stolen, damaged, or destroyed items brought to, used during, or left at Afterschool Academy.

Parent Communication

The Director or Assistant Director will communicate with parents via email or phone if there is an incident involving their child during the program. If the initial contact is made by phone, a follow-up email will be sent to document the conversation.

Should a situation require further attention, a meeting with the parent or guardian will be scheduled. All communication regarding incidents will be documented for reference.

If a child is uncooperative, engages in unsafe behavior such as running off, or poses a risk to themselves or others, the parent or guardian will be contacted for immediate pickup.

STUDENT ENROLLMENT POLICY

Afterschool Academy will enroll students when applications are received, and when there is available space, we will notify parents when openings are available. Students are enrolled when openings become available. If no slots are available when an application is received, the student will be placed on a waiting list, and Parents will be notified when there is a place for the student. Parents must complete and submit the Enrollment Application before a student participates in the program.

By signing the Enrollment Application, Parents acknowledge receipt of and agreement to the policies and procedures within this Handbook. However, submitting the Enrollment Application does not guarantee placement in the Afterschool Academy.

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HOLIDAYS

OCCA Afterschool will be closed on the following days:

June 29 - July 3, 2026 (Independence day)
August 10-12, 2026 (staff training)
September 7, 2026 (Labor Day);
October 12, 2026 (Columbus day)
November 11, 206 (Veterans Day);
November 26 - 27, 2025 (Thanksgiving Holiday);
December 24,25 2026 (Christmas Break)
December 31 - January 1st (New Years)
January 18, 2027 (Martin Luther King, Jr. Day)
February 12-15, 2027 (Presidents Day)
May 31, 2027 (Memorial Day)
June 19, 2027 (Juneteenth)

AUTHORIZED RELEASE OF STUDENTS POLICY

To ensure the safety of all students, the following guidelines must be followed:

- ***Daily Sign-Out:***
- ***Unless otherwise specified by the school district or charter school, and unless the appropriate forms are completed by an authorized parent or guardian (as documented in the Program Enrollment Application), all students must be signed out daily by an adult who is 18 years or older and listed as an authorized pickup person.***
- ***Authorized Adults Only:***

- ***Students will only be released to individuals listed on the Enrollment Application. It is the responsibility of the parent or guardian who originally submitted the application to ensure that the list of authorized pickup persons is accurate and up to date. This includes adding any parents with shared custody rights. Afterschool Academy staff will not mediate or intervene in custody disputes. If both parents are listed as authorized, the child may be released to either parent.***
- ***Updating Contact Information:***
- ***Parents must notify the Director or Assistant Director in writing of any changes to contact information or authorized pickup persons, including emergency contacts.***
- ***No Walking Home Policy:***
- ***For safety reasons, students are not permitted to walk home alone. A parent or authorized adult must sign the child out every day.***
- ***Release to Other Activities:***
- ***With written authorization from a parent or guardian, a student may be released from the program to participate in a non-Afterschool Academy activity, whether located on-site or off-site. This does not apply to pre-approved Enrichment activities signed off during class enrollment, which may be supervised by school district, charter personnel, or third-party providers.***
- ***Emergency Situations:***
- ***In the event of an emergency, if a parent or authorized emergency contact cannot be reached, the student may be released to law enforcement personnel.***
- ***Photo Identification Required:***
- ***For the safety of our students, staff may request photo identification from any individual picking up a student at any time.***
- ***Temporary Pickup Authorization:***
- ***If someone not listed on your child's pickup list needs to pick them up, you must email both the Site Director and Assistant Director in advance. The email must include the full name of the individual (as it appears on their ID), and the individual must bring photo ID at the time of pickup.***
- ***Use of Student Photos:***
- ***A student's photo may be used for promotional purposes or newsletters on Afterschool Academy's private social media platforms.***

Dismissal Time

Two different dismissal times will be available to pick up before the end of the day. The first dismissal will start at 4:30, and the last pick-up will start at 5:30 pm. Enrichment kids who are just in Enrichments must be picked up at the 4:30 dismissal a charge will be applied if pick-up happens after our final dismissal time.

Of course, there are exceptions if needed to pick up before 4:30 p.m. by calling the site phone. But please understand that you might have to wait for a staff member to be available.

LATE PICK-UP POLICY

Students must be picked up on time each day. The Afterschool Academy ends at 6:00 p.m. It is critical that students are picked up promptly, as the main school office is closed and only a few afterschool staff members remain on site. Safety concerns arise when children and limited staff are left alone on campus after hours.

Policy and Procedures:

- *A late fee of \$1.00 per minute per child will be charged for any pick-up occurring after 6:00 p.m.*
- *No verbal warnings will be given. Late fees will be assessed immediately when pick-up occurs after 6:00 p.m.*
- *Repeated late pick-ups may result in dismissal from the program.*
- *If you anticipate being late, you must call the site cell phone immediately to inform staff. (Please note: Notifying staff does not waive the late fee.)*
- *If a child is not picked up in a timely manner and we are unable to reach a parent, guardian, or anyone listed on the emergency contact form, law enforcement will be contacted for assistance.*

All late fees must be paid promptly. Continued failure to comply with the pick-up policy may jeopardize your child's enrollment in the program.

SUPPORTING Afterschool

For students to have a positive experience, Parents, school staff, and Afterschool Academy staff must work together collaboratively. All policies and procedures have been established to create a safe and engaging student environment and maintain the standards set forth by legal and funding guidelines. Questions and concerns about the program and information about student behavior are expected to be handled professionally and courteously. Inappropriate conduct does not demonstrate positive problem-solving strategies for students and will not be tolerated.

Medication and Medical Care

Administration of Medication

Afterschool Academy adheres to Education Code Section 49423 regarding medication administration in school. The program will adhere to Education Code Section 49414 regarding epinephrine auto-injectors and training for staff members.

Food Allergies

Afterschool Academy is not a peanut-free school. However, the school is susceptible to the fact that some students have nut allergies. The program intends to establish “safety zones,” a table in the cafeteria for students with allergies, and teachers/monitors will ensure that this “safety zone” is enforced.

Sick Students

Sick children should not be in school. Any child who has a fever or is possibly contagious (e.g., with pink eye, strep, the flu) should be kept home or will be sent home if they are sick once arriving at after-school. Before a student may return to school, fevers must resolve, and the student must be symptom-free without medication for 24 hours. Please follow CDC guidelines regarding recommendations for COVID-19 or possible COVID infection.

Your child will be sent home and need to be picked up if any of the following:

- ***They have a fever of over 100 degrees.***
- ***Vomits once***
- ***Diarrhea***
- ***Earache***
- ***Red eyes with discharge***
- ***Sores that are draining, open, or appear infected***
- ***Lice or nits***

If they happen to become sick during after-school hours. We will call parents, and you will have 1 hour to pick up your child before emergency contacts are called.

Lice Policy

Lice is a highly contagious issue that can quickly spread through a school. Children suspected of lice (scratching heads, visible lice or nits) Should lice be found; siblings may also be checked. Children suspected of having head lice may not attend the program. Parents will be notified of the situation and asked to pick up their children. Afterschool Academy policy requires that no lice or nits

(white eggs) be present when the child returns

Immunization Requirements:

All students must have been fully immunized and present the appropriate health examination record following the California Health and Safety Code.

Medical Assessment & TB Requirements:

CCR Title 22 Section 101220. All children must be evaluated for TB risk factors as part of the medical assessment required for admission (Form 701 or PM 171A) before, within 30 calendar days following the child's enrollment. Medical assessment should not be more than one year old when obtained.

PHOTOGRAPHY

During the year, photographs are often taken of the children while they are engaged in normal daily activities. Please notify our staff if you do not wish to have your child photographed. It may be posted on the private social media account of Afterschool Academy.

SIGNING IN AND OUT

The parent or other adult who brings or picks up the child must sign the exact arrival times and pick-up at the center. A full signature with first and last name is required. You or those you authorize on the emergency card can only pick up your child. The teacher can make no exceptions. In an emergency, a parent may give temporary permission for a person not authorized on the card to pick up their child. Permission must be in writing via email. These people will also be called if your child becomes ill, and we cannot reach you to come and pick up your child.

CHANGES

Parents are expected to inform the staff of any changes in home or work addresses, home or work telephone numbers, or emergency phone numbers in writing via email, which will then be changed on the child's file by the parent.

Termination Policy

This agreement may be terminated by either the Parent(s)/Guardian(s) or the Provider by giving a 30-day written notice prior to the desired termination date.

Afterschool Academy reserves the right to immediately terminate the contract without notice if the Parent(s)/Guardian(s) fail to make payments when due, specifically if payments are not received by the 4th of the current month, or if the Parent(s)/Guardian(s) violate the Parent Code of Conduct policy.

If a child is absent for five consecutive days without payment, the child will be considered dropped from the program. In the event of termination, the Parent(s)/Guardian(s) will remain responsible for paying the remaining tuition for the duration of the agreed-upon contract.

The Department has the authority to interview children or staff without prior consent. The department can inspect, audit, and copy child or child care center records upon demand during regular business hours.

Program Fees: Monthly

Morning Program **\$232.00** 7:00 am - 8:30 am light Breakfast included

Afternoon Program **\$536.00** 2:45 pm - 6:00 pm snack included

Morning and Afternoon Program **\$670.00** amount discounted if you do **both morning and afternoon** ***Sibling discount available

***** Sibling discount is only for full paying months. Discount is not applicable on PD days, Breaks, prorated months, or summer.***

Refund and Cancellation Policy

- *No refunds will be issued once the program has begun.*
- *There will be no refunds or roll overs for the next month.*
- *There is no credit once the tuition is paid*
- *If parents choose to cancel their school year agreement, a 30-day written notice is required.*
- *Tuition will remain due during the 30-day notice period.*
- *A \$300 cancellation fee will also apply at the time of cancellation.*

Tuition Increase Policy -

Parents will have a 30-day notice of any tuition change, for both the morning and afternoon programs. The director will electronically inform all parents but also a letter will be sent home prior to the 30-day completion. If tuition would increase parents will be notified 30 days before any increase in prices.

Tuition Policy for Part-Time Enrollment

Families enrolled on a part-time schedule receive a discounted tuition rate that reflects the reduced number of attendance days. This rate is structured to account for the limited number of program days a child attends and, therefore, will not be further prorated for absences, holidays, or other missed days.

Tuition is based on enrollment, not daily attendance. Program costs such as staffing, materials, and facility expenses remain constant regardless of a child's attendance. As such, tuition payments are due in full each month according to the agreed-upon part-time rate.

Exceptions:

Prorated adjustments may only be made under the following circumstances:

- The student enrolls after the start of the billing period.
- A documented extended absence due to medical or family emergencies may be reviewed on a case-by-case basis, subject to administrative approval.

By maintaining consistent tuition policies, the program ensures financial stability and the continued delivery of high-quality care and enrichment for all students.

Establishing Member / Enrollment Fees

Afterschool Academy fees are established to support the ongoing operation and quality of the program within the following framework:

- **Establishing Member / Enrollment Fees**
Afterschool Academy fees are established to support the ongoing operation and quality of the program within the following framework:
 - Fees are established on a year-round, monthly basis and are not adjusted for school holidays, vacations, or student absences. At select times, fees may vary during the summer months to reflect special programming. Adjustments are only made when feasible and in cases where the school is closed for an extended period, such as during multi-week holiday breaks.
 - Tuition is based on enrollment rather than daily attendance. All students, whether full-time or part-time, contribute to the fixed costs required to maintain a high-quality program. These costs

- include staffing, facilities, insurance, administrative support, program materials, and licensing fees.
- Direct costs such as snacks, program supplies, and instructional leadership are considered when establishing fees.
- A non-refundable registration fee A non-refundable registration fee is required for all new and returning participants whenever there is a break in service, such as at the end of the school year. Families must also complete a current child care registration packet at the start of each new school year before their child may participate in the program.

Holiday breaks & PD days:

Cancellation & Payment Policy

Cancellations must be made at least one week in advance due to staffing and ratio requirements. If a cancellation is made on the day of the program without notifying the directors, a 50% charge of the total amount will be applied as a last-minute no-show fee.

Once payment has been received for the day of care, there are no refunds or rollovers.

Please note that PD Days are not included in regular tuition. We do not prorate for these days, and they are considered an additional charge.

Will be a flat rate paid before the date of service.

PD DAYS:

September 18, 2026

November 20, 2026

January 11, 2027

April 5, 2027

June 4, 2027

Admission Policy

Before enrollment, parents must attend an Orientation Meeting with the Director and Assistant Director. Afterschool Academy shall not participate in practices that discriminate against children by denying benefits, giving particular advantages, or excluding them from programs or activities based on their race, ethnicity, religion, sex, national origin, and language.

Payment Options:

Checks can be made payable to Afterschool Academy.

Registering online payments will be made available as well via Quick Books.

Zelle and Venmo will NOT be available for payment.

No cash will be accepted.

Payment will be due by the 1st of every month on the Quick books payment platform. A late fee of 25.00 dollars will be applied unless payment is received by the 2nd day of the new month.

(Return with application)

Parent/ Guardian Acknowledgement of reading Parent and Student Handbook

My Signature below confirms that I have read and understand the above policies:

Parent/ Guardian Name (Please Print)_____

Parent/Guardian Signature_____

Child(ren)'s Name _____

Date_____