



BEFORE AND AFTER CARE PROGRAM
PARENT HANDBOOK
Appendix A

Philosophy/Mission: The philosophy of the Coweta Charter Academy at Senoia is to provide an extension of the excellence at Coweta Charter Academy. We will provide a safe, caring, and fun learning environment while encouraging your child’s social, physical, and academic development.

Registration: Each year you must register your child for the Before and After Care Program at Coweta Charter Academy. There is a \$25 per family registration fee.

Students will not be accepted in to the program until we have the registration form and payment. This includes students who attend the program on a “drop in” basis.

Hours of Operation: The Before Care program operates from 6:45am to 7:30 am. Parents must enter the school through the café doors and sign their student in each day. Students may bring something to eat for breakfast if they choose.

The After Care program operates from 3:00pm-6:00 pm during regular school days. Parents will enter the school through the main office and sign their child out each day. For your student’s safety, please be prepared to show an ID. Any student picked up after 6:00pm will be granted a 10 minute grace period. Parents who arrive after 6:10 pm to pick their child up will be assessed a \$15 late fee. This fee is due at the time of pick up.

After Care Curriculum:

The After Care program counselors will provide your student with a snack each day upon arrival. Students will have homework time immediately following snack. While we will encourage, we are not responsible for the completion of your child’s homework. The room counselors will provide assistance as needed, as well as paper and pencils to help them complete their work. We will have quiet activities and books available for students that do not have homework. We will also provide outside time and organized activities each day for the students. A monthly calendar will be sent home to keep you in the loop of what your child is doing in the program. Our goal is to provide a fun and balanced experience for our students.

Lost or Stolen Items:

The staff is not responsible for lost, stolen, or damaged items your student brings to the program. We strongly encourage all jackets, coats, and sweaters be labeled with the student’s full name. We ask that students not bring toys from home.

Student Behavior and Discipline Policy:



Students are expected to be respectful and responsible at all times. Behavior deemed disrespectful or hurtful to others will not be tolerated and a parent conference will be scheduled. The safety and well-being of the students is paramount in our program.

Students are required to follow the basic school rules at all times:

1. Always demonstrate proper behavior before, during, and after school.
2. Be courteous to others
3. The following behaviors should never be exhibited:
 - A: Any type of fighting.
 - B. Intimidating, harassing, or threatening others.
 - C. The use of profane language, gestures, or behaviors.
 - D. Damaging and/or destroying property belonging to the school and/or others.
 - E. Leaving the assigned Before/After Care area without permission from the counselor assigned to that student.

***Some types of misbehavior may require immediate suspension or termination from the program.**

Contact Information:

Parents may contact the school office between the hours of 7:30 am and 3:30 pm to address any concerns or situations that need to be brought to our attention. In addition, you can always contact me at ckeyser@cowetacharter.org. I will make every effort to answer as promptly as I can. The main school line is 770-599-0228. After hours please follow the recorded prompts to reach the office.

Payment Information:

Students that attend the program more than 8 times per month will follow the monthly tuition payment schedule. Payments can be made on the 1st and 16th of each month if the parent is enrolled in the automatic payment system via debit/credit card. All other payments must be received by the 5th school day of each month to avoid a \$10.00 late fee. Payments can be made in the office by cash, check, debit or credit card. Payments may also be made online portal EFunds. The website is <https://lbs.mybanking.com/cgi-bin/efsa/default.pl> This is the same place you pay your child's lunch account. Any payment returned by the bank will be assessed a \$30.00 NSF fee. **Payments not made by the 5th day will result in suspension from the program until payment has been received.**

Students may attend the program on a Drop In basis up to 8 times per month. The Drop In fees are:

- | | |
|--------------|-----------------------------|
| Before Care | \$7.00 per day per student |
| After Care | \$15.00 per day per student |
| Before/After | \$20.00 per day per student |



Students attending the Program as a Drop-In are required to be registered. **Fees for Drop-In Before/After Care are due on the date of service.**