

# NMCSC Charger KidZone (CKZ) After School Program



## Parent Handbook

**Program:** With an emphasis on personal relationships and individualized learning, Charger KidZone (CKZ) will provide homework and/or enrichment help (20-30 minutes Monday – Thursday), hands-on activities, games, free play time and connections with the learning that is occurring during the school day.

### Program Hours and Location:

School Year – After school -6:00 p.m. in all locations

**Days of Operation:** CKZ is open on all regular school days and early release days. If school is closed early, CKZ will close. CKZ is also closed on the same holidays as the NMCSC school calendar. NMCSC CKZ will only operate during the school year.

### Plan Options:

#### Tuition Rates for 2021-2022 School Year

	Monthly	Yearly
Full Time (3-5 days/week)	\$200	\$2000
Part Time (1-2 days/week)	\$150	\$1500

#### Free/Reduced Meal Tuition Rates for 2021-2022 School Year

	Monthly	Yearly
Full Time or Part Time	\$120	\$1200

**Registration:** Children must be enrolled each school year in order to maintain their spot in the program.

**Registration requirements:** <https://fs2.formsite.com/NMCSC/CKZ/>

1. Completed enrollment form including signed terms of agreement.
2. Registration fee of \$25.00 per child.
3. Custody agreements, Health Plan of Care, if applicable.

**School Year:** Each child registering for CKZ will pay a \$25 registration fee.

**Payments:** *Payments are due by the 15th of the month in advance of the next month.* The first payment is due by July 15<sup>th</sup> for the month of August. A late fee of \$25.00 will be added if the payment is not received by the 25th. The full monthly payment is due regardless of student attendance. If a payment becomes 1 month behind, the student will be excluded from the program until payment has been made. The \$25 registration fee is also due with the first payment.

**Outstanding Tuition Balances:** If an account has a balance due at the end of a school year, the account must be paid in full before the student may return to CKZ after school program the next year.

**Holiday Week Fees:** When CKZ operates for a partial week due to holidays, breaks, or inclement weather, tuition rates remain the same. CKZ does not prorate fees due to breaks or illnesses.

**Change of CKZ Services:** Within the school year, families may change their enrollment plan one time. If families require any additional changes to their enrollment plan, there will be a \$50 change of plan fee.

**Financial Assistance:** Assistance will be based on free/reduced meal status.

**Late Pick-Up Fee:** CKZ closes at 6:00 p.m. each day. Anyone picking up after 6:00 p.m. (per the CKZ clock) will be charged a late pick-up fee. The first five minutes will be an automatic flat fee of \$10. Every minute beyond the initial five minutes is an additional \$1 per minute.

**Emergency Contacts and Authorized Pick-Up:** Emergency contacts and persons authorized for pick up must be at least 18 years old. You may change, add, or delete contacts by submitting a request in writing to the CKZ director.

**Medical or Health Plan:** Health plans for chronic illness, such as asthma, must be completed and on file. Children needing prescription medication must have the medication in its original prescription bottle with the child's name, dosage, prescribing doctor, written instructions, and expiration information.

**Special Needs:** CKZ is an inclusive program and will work to meet the needs of all children. The CKZ staff will work with parents, classroom teachers, special education teachers, and school administration to understand and provide needed accommodations based on Individual Education Plans (IEP). Parents are encouraged to meet with CKZ directors and instructors to provide ongoing communication for their child's needs. A copy of the IEP should be provided to the CKZ staff.

**Daily Routines:** NMCSC CKZ program strives to provide a positive experience that supports the academic initiatives of the school. Daily activities will change based on the needs of the children and the greater school community.

**Snacks:** Children will be served a snack. Snack schedules will be posted.

**Homework:** Children will have daily homework time. Children will be supervised and provided help during this work time.

**Physical Activity:** Children daily schedules will include physical activity. It is important that children are dressed appropriately for the weather for outdoor playtime. During inclement weather, physical activities will be scheduled for the school gymnasium.

**Code of Conduct:** The CKZ program is meant to be fun, supportive and a positive learning environment for all children. To ensure a positive environment, all children will be expected to follow a code of conduct. Children making poor behavior choices will receive appropriate consequences. A pattern of disregard for the behavior expectations can result in exclusion from the CKZ program.

**Evening Pick-Up:** Each child picked up in the evening must be signed out by a parent or authorized adult. Children will not be released to an unauthorized adult without prior communication from the parent or guardian.

**Safe Supervision Conditions:** Children are supervised by a CKZ staff member at all times. CKZ staff members are required to pass an extensive background check and other trainings in accordance with safety and security procedures for North Montgomery Community Schools.

**Accidents, Injuries, and Medical Emergencies:** Even under close supervision, occasional injuries do occur. CKZ staff will provide care for minor injuries requiring ice packs and band aids. In the event that a child has a more extensive medical emergency, parents will be contacted and, if deemed necessary, emergency services will be called.

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