
ACADEMIR CHARTER SCHOOLS



Before and After School Care Program Handbook

2026 - 2027

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Academir Charter Schools, Inc. Before and After School Care Program Handbook

Welcome

Welcome to the Academir Charter Schools Before and After School Care Program. Our program provides students with a safe, supportive, and engaging environment where they can learn, grow, and thrive beyond the regular school day. With a focus on student safety, academic enrichment, social development, and recreation, the program offers homework assistance, enrichment activities, indoor and outdoor play, and opportunities for creativity and collaboration in a nurturing environment.

Program Overview

The Before and After School Care Program is designed to provide students with academic support and enrichment opportunities in a structured and caring setting. Program components are intended to:

- Provide a supportive environment for homework completion
- Promote positive social interaction and teamwork
- Encourage creativity, exploration, and learning
- Offer recreational, cultural, and enrichment activities led by positive role models

Program Fees

Annual Fees

- Registration Fee: \$60.00 per student
- Insurance Fee: \$20.00 per student

Monthly Tuition

- Before School Care: \$60.00
- After School Care: \$210.00
- Before and After School Care: \$250.00
- Mini Care: \$40.00 (*Available for Kindergarten and 1st Grade students with siblings in upper grades.*)

Late Pick-Up Fee

Students not picked up by 6:00 PM will incur a late fee of **\$1.00 per minute**. No exceptions will be made.

Sibling Discounts

- 50% off registration fee for each additional sibling
- \$20.00 monthly discount for each sibling enrolled in After School Care
- \$20.00 monthly discount for each sibling enrolled in Before/After School Care

Program Hours

- **Before School Care:** 7:00 AM – 8:00 AM
- **After School Care:** 2:00 PM – 6:00 PM
- **Mini Care:** 2:30 PM – 3:30 PM (Kindergarten–1st Grade)

Daily Program Components

Part I – Snack and Restroom Break

Part II – Homework Assistance

Homework supervision and assistance will be provided for approximately 1.5 hours daily.

Part III – Enrichment Activities

Students may participate in planned activities including:

- Science
- Math
- Reading
- STEM
- Arts and Crafts

Part IV – Recreation and Technology

Students may participate in:

- Technology Lab (laptops/tablets)
- Indoor Gym Activities
- Outdoor Recreation
- Monthly indoor field trips or educational shows

Snacks

A daily snack will be provided to students enrolled in the After School Care Program. Parents must notify program staff of any food allergies or dietary restrictions at the time of registration. Parents may also provide an additional nutritious snack from home if desired.

Attendance and Pick-Up Procedures

All students must be signed out daily by an authorized adult. A valid photo ID is required at the time of pick-up. If someone other than the custodial parent/legal guardian will be picking up a child, written authorization must be submitted in advance. Only individuals listed on the student's emergency contact form will be permitted to pick up a child. Parents/guardians are responsible for updating emergency contact information immediately whenever changes occur. Students must be picked up on time. Emergency contacts will be called for any child remaining after 6:00 PM. Repeated late pick-ups may result in dismissal from the program.

Student Expectations and Discipline

Students participating in the program are expected to follow all school and program rules outlined in the AcadeMir Charter Schools Student Code of Conduct. To maintain a safe and positive environment, staff will work collaboratively with students and families to encourage appropriate behavior. Repeated or serious misconduct may result in suspension or removal from the program.

Program Feedback and Evaluation

We value parent and student feedback. Families may periodically be asked to complete surveys and/or program evaluations. All information collected will remain strictly confidential and will be used solely to improve the quality and effectiveness of program services.

Health and Illness Policy

To help protect the health and safety of all students, children should remain at home if experiencing:

- Fever
- Heavy nasal discharge
- Persistent cough
- Vomiting or sore throat
- Symptoms of a contagious illness

If a child becomes ill during the program and is unable to participate in daily activities, a parent or authorized emergency contact will be notified immediately for pick-up.

Emergency Contact Information

Emergency contact information and authorized pick-up information are mandatory and must remain current at all times.

Parents/guardians must immediately notify the program director of any changes to:

- Emergency contacts
- Authorized pick-up individuals
- Phone numbers
- Medical information

For additional assistance, please contact the school's main office.

Accidents and Injuries

Any accident or injury occurring during the program will be documented and reported to the parent/guardian through an incident report and a phone call.

Movie Viewing Permission

As part of special program activities, students may occasionally view age-appropriate movies approved by program administration. Parents/guardians may be required to sign a movie permission form prior to participation.

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Before/After Care Program Agreement Form

Child's Last Name: _____ Child's First Name: _____

Student ID Number: _____ School: _____ Grade: _____

Program Selection

- Before Care (7:00 AM – 8:15 AM)
- Mini Care (2:30 PM – 3:30 PM)
- After Care (After School – 6:00 PM)
- Before & After Care

Parent/Guardian Acknowledgment

Please initial each statement below:

_____ I understand that my child will be charged program fees as outlined in the Program Handbook.

_____ I understand that all registration and tuition fees are non-refundable.

_____ I understand that registration and insurance fees are due annually.

_____ I understand that a \$25.00 late fee will be charged for payments received after the due date.

_____ I understand that program fees are due one week prior to the beginning of each month.

_____ I understand that a \$35.00 fee will be charged for any returned payment.

_____ I understand that students picked up after 6:00 PM will incur a late fee of \$1.00 per minute.

_____ I understand that late pick-up fees must be paid at the time of pick-up.

_____ I understand that a two-week written notice is required to withdraw my child from the program and that all outstanding balances must be paid in full prior to withdrawal.

_____ I understand that all program payments must be made online through the school's online payment system.

_____ I understand that my child must follow all school and program rules and guidelines. Failure to comply may result in removal from the program.

_____ I understand that my child must be checked in and out daily by an authorized adult listed on the registration form with valid photo identification.

_____ I understand that students with outstanding balances may not participate in extracurricular activities or continue utilizing Extended Day services until the balance is paid in full.

Parent/Guardian Signature

Date

Aftercare Director/Principal

Date