



RISE

**AFTER SCHOOL
PROGRAM**

Welcome! We are so excited that you have registered your child(ren) in this year's R.I.S.E. After School Program. We are bringing back some of our most popular enrichment classes and adding classes to keep the students engaged. We will continue to focus on increasing your child(ren)'s excitement about learning and exposing them to lots of new things. This booklet will answer many of your questions about RISE this year. If there are additional questions you have, please feel free to contact Kea'Yonna Reaves, RISE Onsite Coordinator at keayonna.reaves@drewcharterschool.org or Alicia Dawkins, OES Program Coordinator at alicia.dawkins@drewcharterschool.org. In the meantime, let's make it a great year!

GENERAL INFORMATION

Days/Hours of Operation: Any regular school day during the 2023 - 2024 school year when the school is open for a full day, R.I.S.E. will operate from 4pm-6pm. **We will not operate on days when students are out of school or asynchronous days.** The dates that we are **NOT** scheduled to have the ASP are listed below. Please mark your calendars now. **There may be additional days where RISE will be canceled due to schoolwide activities or inclement weather. In those cases, we will do our best to give as much notice as possible.**

FIRST SEMESTER

August 25 - Asynchronous/Conference Day

September 4 - Labor Day

October 9 -13 – Fall Break

November 20-24 – Thanksgiving Break

December 11-15 – No Enrichment Classes Offered

December 18-29 – Semester Break

SECOND SEMESTER

January 1-2 – Semester Break

January 15 – Martin Luther King, Jr. Day

February 19-23 – Winter Break

March 15 - Asynchronous/Conference Day

April 1-5 – Spring Break

May 20-23 – No Enrichment Classes Offered

First Day of School – July 24, 2023

Last Day of School – May 23, 2024

Program Summary:

The R.I.S.E. After School Program at Charles R. Drew Charter School offers academic and various enrichment classes to 400+ students in Pre K to 5th grade. The students are divided into two academies based on grade level. Primary Academy students = grades PreK-2 and Elementary Academy = grades 3-5. Each week, the students will receive 2 days of academic assistance, 2 days of enrichment, and 1 day of special projects. The program officially begins at 4:15pm and ends at 5:45pm, with parent pick-up taking place between 5:45 and 6:00pm. Snack is provided to all students daily.

Academic Days, Tutoring, & Special Projects: On these days the instructors are able to help students with any homework students may have, as well as lead activities that help reinforce the academic standards of your child's grade level.

Primary Academy – Tuesdays, Thursdays, and Fridays

Elementary Academy – Mondays, Wednesdays, and Fridays

Enrichment Days: On these days, enrichment instructors will drop into R.I.S.E. classes for 1 hour per day (4:30pm – 5:30pm) to lead a class of 12-18 students in their field or specialty. Please note, if you regularly pick your child up early on enrichment days, they will not be able to get the full benefit of the program.

Primary Academy – Mondays and Wednesdays

Elementary & Junior Academy – Tuesdays and Thursdays

Enrichment Class Selection: Families will be able to select new enrichment classes before the start of each quarter. Classes are selected on a first come, first serve basis. We will send a list of available classes and their descriptions beforehand.

Pre K – 2nd Grade students do not participate in class selection. Their enrichment classes will be selected for them, and each class will participate in enrichments as a whole. This cuts down on confusion for our youngest students and allows them to really connect with their RISE classmates and instructors.

Policies & Procedures

Early pick-up: We are dedicated to offering classes that will be fun and educational. Many of the instructors are coming from around the city to teach their classes. They create lesson plans and activities for your child between 4:15 and 5:45pm. While we

understand that there will be days you will need to get your child before 5:45pm, we really encourage you to leave them here until that time as often as possible.

If you plan to pick your child up by 4:30pm every day, they will not benefit from the classes they have selected and are taking the spot that could be filled by another student. If this is the case, it might be better for you to have them wait in the cafeteria for your arrival instead of registering and paying for RISE. We don't want to turn anyone away, but we also want to help meet your needs.

If your child is enrolled in a class that leaves the main building (Golf, Swimming, etc) please be aware that they will not return to the main building until 5:45pm. **If you come to pick up your child before 5:45 you can wait for them to return, or sign them out, and then go and pick them up from their location.**

Late pick-up: If you know you are going to be late (after 6:00pm) picking your child up from RISE, please let us know. **We have an After School Program cell phone that you can call or text anytime, and that number is 404-780-4878.** You can also continue to call the school's main number at (404) 687-0001 to be connected to the front desk. Late fees will be charged beginning at 6:15 and are \$1 per minute.

If your child is picked up late twice within a one-week period they will be suspended from the program for one day. If they are suspended more than 2 times because of late pickup they will no longer be able to attend the After School Program. We hold the right to dismiss children from our program who have a record of multiple late pickups. If you feel that you may run the risk of picking up your child late on a regular basis., please look into other local after school options that have a later pick-up .

Dismissal: All RISE students must be signed out every day. You can sign them out in the Procure App, or by using your unique code on tablets at the sign out desk.

***Please do not tell your child/ren to wait for you outside. We are responsible for all students that attend our program.**

Authorized Pick Up & Emergency Contacts

You can add as many people as you would like to be authorized pick-ups. You can do this in your Procure profile. **We will not be able to release your child to someone who does not have a Procure code for them.** You can also add people to be emergency contacts. These are people that can make emergency decisions for your child, in the event we cannot reach a parent or guardian.

Please do not call or text your child to meet you outside. Cell phones and smart watches are a distraction and should not be used during RISE. If there is an emergency please call the RISE cell phone at 404-780-4878 or the front desk at 404-687-0001.

RISE rates: A one-time annual registration fee of \$25 is due for each family. If your child qualifies for free or reduced lunch, the fee is \$20 weekly. If your child does not qualify for a reduced amount, or if you do not apply, the fee is \$40 weekly. For families with multiple children enrolled, we will only charge weekly rates for the first 2. Any additional children can attend free of charge. You are charged a weekly rate for any week where RISE runs three or more days. As long as you keep your child enrolled in the program, you will be charged the weekly rate **due each Monday**. This is true whether your child attends RISE every day, or no days of any given week. Weekly fees are not prorated and there will be no refunds or transfers of registration fees or other payments.

Please be sure to keep up with your weekly fees as they can add up quickly. If you think you may have trouble paying for your after school program fees, please reach out to Ms. Reaves or Ms. Dawkins to let them know.

Payments: Payments for RISE can be made through the Procure App or website. You can also access any tax statements as well as payment history in the Procure App. **We are also a CAPS provider for those who qualify.**

Removing your child from RISE: If you decide at any time to remove your child from RISE, please let us know in writing so that they can be officially withdrawn. **If you don't notify us in writing, we will continue charging you the weekly rate which you will be responsible to pay.**

Discipline: With 400+ Drew students participating in RISE each year, we must abide by rules and regulations to keep everyone safe and engaged. The same rules for behavior that are set during the school day apply for after school as well. We will talk to parents whenever issues arise with their child, but please know that writing letters home, sitting out of class, and removal from RISE are all ways we address discipline issues.

T-Shirts: Each child who is enrolled in the ASP will receive a t-shirt. Please make sure your child's size is correct on your registration form.

As the parent of a Drew Charter School student in the RISE After School Program, I agree to and understand that:

_____ The bulk of my child's activities in the After School Program will happen between 4:15pm and 5:45pm and I will try not to pick them up early unless it is absolutely necessary.

_____ If I do pick up my child early and their class is outside of the building, I will have to go and pick them up from their location.

_____ RISE ends at 6:00pm and late charges of \$1 per minute begin at 6:15pm. Multiple late pickups can lead to removal from the program.

_____ I cannot allow my child to sign themselves out and wait for me outside. Any child caught doing this can be removed from the program.

_____ My child must be signed out from RISE every day, and the person picking them up must be on the authorized pickup list.

_____ RISE payments are due on Monday of each week, but bi-weekly and monthly payments are acceptable.

_____ If I decide at any time to remove my child from the After School Program, I must do so in writing. If not, I will continue to be charged the weekly rate which I will be responsible to pay.

_____ The same rules for behavior that are set during the school day apply for after school as well. If my child is consistently disrespectful, rude, or violent they can be removed from RISE.