

*Champs Academy
H. E. Corley School Elementary School Leadership Magnet and Montessori Magnet
1500 Chadford Road
Irmo, SC 29063*

*(803) 201-3724
Wendy Kirkland- Director
wkirkland@lexrich5.org*

2023-24 Policies and Procedures- Parents

Please read the following policies and procedures carefully. We must have documentation that each child's parent/guardian understands and accepts our policies and procedures. **Registration is not complete until the registration of \$40.00 and first-week payment of \$75.00 has been turned in along with a completed online application.**

Champs Academy accepts rising **5K through 5th grade** H.E. Corley students.

Registration and Fees:

To register your child/children for Champs Academy Program, you will need to fill out a registration form along with a \$40.00 non-refundable registration. There will be a \$50.00 flat rate Registration fee for two or more children.

Hours of operation: Monday – Friday, 2:40 pm to 6:00 pm. (late pick-up fees apply) Late pick-up policy – There will be a \$1.00 per minute charge for every minute late. Example: 15 minutes late= \$15.00 late fee

Weekly Fees:

Weekly Tuition is \$75.00 flat rate per Child due EVERY MONDAY or the first day of attendance. If your payment is not made on Monday or the first day of attendance for that week your child will not be able to attend Champs until the payment is made in full. All payments must be made using a check or money order only, made payable to Champs. If your payment is made after Wednesday it will be applied to the next week's deposit. (Please include your child's name in the memo of your payment.)

On the weeks of Teacher/Student Holidays or Early Release Days the weekly fee will be \$65.00. There will be no pro-rating of fees or vacations applied.

Pick-up/Dismissal:

Pick-up will be at the cafeteria side of the building

Your child/children must be signed out daily by the authorized person picking them up.

Only the individuals listed on the registration form will be allowed to pick up your child/children.

If anyone, other than the names listed on the registration form will be picking your child up, you must call ahead and inform us. Please inform the individual that they will need to provide a picture ID to pick up the child/children. If anyone comes to pick up your child that is not on the registration form and we have not been notified prior to the pick-up, your child will not be able to leave until we have contact with you and have proper authorization to let your child leave with this person.

Discipline:

Appropriate behavior is expected at all times.

Our rules are as follows:

- Follow Directions
- Keep your hands and feet to yourself
- Be polite to peers and staff
- Hallway Behavior- No running, quiet voices, walking in a line
- No running in Café or Hallways
- Keep hands off of other student's Chromebooks during technology time

Champs Academy does not condone and will not permit: corporal punishment, ridiculing, threatening, use of inappropriate loud voices, leaving children unsupervised or the use of profanity.

Discipline Policy:

If a child is unable to comply with the behavior expectations, a conference between the director and the child will be held. Time out or redirecting the child will be used. The parent/guardian will be notified at pick-up.

If the child is still unable to comply with the behavior expectations after the above meeting, the director will set up a conference with the parent/guardian.

If the child's behavior continues to be disruptive and/or unsafe, the child will be subject to suspension or dismissal from Champs.

Behaviors that may result in immediate dismissal include, but are not limited to:

- Any action that could threaten or pose a threat to the physical/emotional safety of the child, other children, or staff:
- Fighting
- Possession of a weapon
- Vandalism or destruction of school property, after-school property, or property of others
- Stealing
- Leaving the school grounds

A behavior notification form will be sent home to parents if the child disrupts the program. Excessive incidents could result in suspension or dismissal from the program.

Health Issues

If your child has any medical conditions (allergies to peanuts, etc... or medical issues, asthma, etc...) please fill out the medical section on the registration form indicating the circumstance. Please also discuss the condition with the director or program director.

If your child becomes sick during the after-school program, the parent/guardian or emergency contact person will be called to pick up the child.

In the unlikely event of an accident, our staff will administer basic first aid to your child. A parent/guardian will be notified of the incident by phone call or less serious injury, through conversation at pick up. An accident report will be sent home if the injury is more severe than a small cut.

In the improbable event of an EMERGENCY, a parent/guardian or emergency contact will be called. If those two options are unavailable, 911 will be called. All expenses incurred will be the responsibility of the parent/guardian.

We will have staff trained in CPR/First Aid.

Bathroom Accidents: If your child has a bathroom accident while attending the after-school program, we will call you immediately to come and care for the child. If you are not reachable, we will continue to call the contact numbers you have provided. Champs Academy employees are not allowed to change or clean a child after a bathroom accident.

Lost Items: The after-school program is not responsible for any personal items lost or stolen during our program. Please label all items that belong to your child.

Any questions, contact Wendy Kirkland, Director or Kristi Turner-Jones, Asst. Director