



# *AFTER3@PLP*

## *Extended Day Program*

### *2024-2025*

### **Mission**

AFTER3@PLP is an *on-site after school program* at Pine Lake Preparatory. The goal of the program is to provide traditional and innovative extended day programming for students. The mission of AFTER3@PLP is to provide a safe, enriching after school experience that engages each student and contributes to his/her academic, social and physical growth. Programming will include homework time (assistance if needed), snack, recess and selected age appropriate activities and games. Our goal is to provide an environment where children can unwind after a long day of learning, while assisting Parents with getting homework finished.

### **Program Hours:**

AFTER3@PLP will begin at ALL CALL and end at 6:00 pm. The program will follow the 2024-2025 School Year Calendar. If the school is closed due to a holiday, inclement weather or break, After3@PLP is also closed. If we have a “virtual day”, or “teacher in service day” After3 is closed.

### **Program Schedule**

#### **Daily Schedule:**

Classrooms will be decided when the enrollment process is complete. The daily schedule remains fluid, however, the children will be split into the following classrooms:

Kindergarten/1<sup>st</sup> Grade

1<sup>st</sup>/2<sup>nd</sup>

3<sup>rd</sup>/4<sup>th</sup>

5<sup>th</sup> Grade/MS for qualified students

#### **Daily Snacks:**

We provide a snack to the children; however, Parents are *welcomed and encouraged* to provide snacks to their children, especially if there is *food allergy or gluten sensitivity*.

#### **Homework:**

The children have **structured** time to complete homework and reading.

K/1: 20 Minutes (to include written homework, reading, sight words)

1/2: 20 Minutes of (to include written homework, reading, etc.)

3/4/5: 30 minutes (to include written homework, reading, etc.)

MS: 60+ minutes of Homework (Self-Directed)

### **Middle School Siblings**

In order to assist our families with children in both the Lower School and Middle School, AFTER3@PLP will accept older Middle School **siblings** into the program. These children will be in a separate classroom in the Lower School with a different recess schedule than the Lower School children. The middle school students will start to move from the Middle School at dismissal to the Lower School. The expectation is that the MS students arrive at the LS by 3:20pm. Upon arrival, they will receive a snack. During their afternoon, they will have age appropriate outdoor activities/time and designated homework quiet time. MS Students **will follow the LS calendar**. If MS is out or early released and the LS is not, After3 will still operate its normal hours.



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To qualify to the MS program the student must meet the following guidelines:

- Participated in the program during the 2023/2024 school year and **has not** been promoted to High School
- Has a sibling currently registered in the program (Gr. K-5<sup>th</sup>)
- Approved by the Director if no sibling present in the program (limited to availability)

### **Enrollment, Fees and Financial Obligations**

#### **Registration and Tuition:**

Before a student may enter the program, parents must complete and submit the Registration Form and Contract, along with a Registration Fee of \$35.00 per child and tuition for the first attendance period via My Payments Plus. The first tuition installment must be paid in full, prior to the first day a student participates in AFTER3@PLP. Tuition is determined by the number of students a family enrolls and whether the student(s) attends part-time or full-time. **As long as the student is enrolled, tuition is paid, regardless of whether or not the student attends. This is a 1 school year obligation.**

#### **Enrollment Guidelines**

Parents must list their child as a **full-time OR part-time attendee on their enrollment forms**. Full time students will attend for three or more days each week while part time students will attend **no more** than two days per week. Part time students must pre-select the days per week they wish to attend; this selection will endure for the entirety of the student's participation in the program (i.e. "Mary Jane" shall attend on Tuesdays and Wednesdays, but will not attend on any other day). Requests for changes to a student's schedule must be made to the Program Director, via email, by the **FRIDAY** prior to the week. All efforts will be made to accommodate schedule change requests; however requests are not guaranteed until confirmation in writing has been issued by the AFTER3@PLP Program Director. In order to ensure the appropriate personnel and resources, families are not allowed to enroll their student(s) on a random "pay-per-visit" status (aka "Drop In") unless the Program Director determines the program has the capacity to manage these additional students. All students, even "pay-per-visit" attendees, must be pre registered. **Tuition payments are expected for each attendance period for each registered student, regardless of whether or not the student attends.**

#### **Payment**

When registering, parents must complete registration and an annual non-refundable \$35.00 registration fee per child. **If there is a different party responsible for payment, this needs to be noted in the enrollment paperwork. Otherwise, the parents are responsible for payment of all tuition and fees. Registration is available on My Payments Plus, under After School. If you qualify for Financial Assistance with the FA program at PLP, please contact the Program Director.**



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**Tuition Rates**

The program tuition rates are as follows:

**Tuition will be divided into 10 equal payments:**

	1 Student Per Month	2 Students Per Month	3 Students Per Month
<b>Full Time</b>	<b>\$290</b>	<b>\$460</b>	<b>\$610</b>
<b>Part Time</b>	<b>\$195</b>	<b>\$295</b>	<b>\$395</b>

**Additional Fees**

There will be an additional fee of \$10.00 for each 10-minute interval for late pick-up beyond 6:00 p.m. (example: 6:12 p.m. equates to a \$20.00 late pickup fee). There will be an additional \$40.00 fee for each payment not received by the due date. The Director has full discretion to enforce and collect late fees. A \$40.00 fee will be assessed to the parent/family for all payments returned by the issuer’s bank for non-payment.

- All students remaining on campus after 3:15pm are required to attend our After School Program and a “referral” rate will apply (\$40), charged to the student My Payments Plus account.
- **Late Pick Ups: If a student has three late pick ups, they may be suspended from the After School Program for the semester. Please make every effort to pick up your student by 6pm to avoid fees and suspension.**

**Payment Due Dates:**

*2024-2025 Payment Schedule*

Installment Number	Payment Date
1	8/8/2024
2	8/23/2024
3	9/20/2024
4	10/18/2024
5	11/22/2024
6	12/20/2024
7	1/24/2025
8	2/21/2025
9	3/21/2025



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4/25/2025

***My Payments Plus:** If payment is not received by the last day of the month, participation in the program will be suspended until payment is made. Late Fees will be added to My Payments Plus.*

### **Dismissal Procedures**

All students must depart by **6:00 pm**. Parents or guardians who arrive after 6:00 pm will be assessed a late fee (as outlined above). All K-8<sup>th</sup> students will be dismissed from the Lower School. **You are welcome to pick up your child anytime between 4:00-6:00 pm. Please do not come to pick up an after school child during the carline unless it's been changed in PikMyKid.**

- Only parents and adults listed on each student's PikMyKid delegation can pick up their student.
- **If a delegate's PikMyKid is not working, the adult can show a photo ID to the front desk associate to compare to the PMK delegation.** Students may only be released to adults (at least 18 years old). Parents who have trouble delegating can email the Director with the pick up person's name.
- **If you wish to pick up your child during carline, please contact the Program Director before 1:00pm to make the change to carline. Unless it is noted in PikMyKid that your child should be in carline, be prepared to wait.**

### **Sickness and Medications:**

The After3@PLP staff will contact the parent or guardian should a student become sick during AFTER3@PLP. A sick student must be picked up according to normal PLP protocol regarding illness at school. **Please note that families will not be refunded for sick days. Please coordinate all Medicine Distribution with the School Nurse.**

### **Personal Belongings:**

AFTER3@PLP partners will provide opportunities for students to keep their personal belongings in a safe place. It is the student's responsibility to keep up with their backpacks, iPads, books, coats, pencils, and other belongings. PLP and AFTER3@PLP partners are not responsible for loss or damage to personal belongings. If an item is left behind, it will be placed in the LS lost and found.

### **Cell Phone Policy**

Cell phones or other communication devices (such as watches with communication abilities) can be a disruption to the after school environment. Additionally, the ability to capture unwarranted recordings, photos and/or videos creates a potentially distressing culture. Therefore, use or display of cell phones, and such communication devices are banned during after school school hours – including arrival, dismissal, passing time, and recess. The devices will be confiscated and returned to the parents at pick up. Continued violation of this policy could result in dismissal from the program.

- A student who needs to make a phone call is invited to use the school phone in the office. Families wishing to contact their child are also encouraged to do so through our front desk (704-237-5312).

### **Program Director Hours:**

The Program Director has **office** hours M-F from 10am-1:30pm by calling 704-237-5373. Also, you may reach the Program Director via email. If you need to speak to a staff member between 1:30pm-6:00pm, there is always an available Staff member at the Lower School Front Desk (704-237-5312). **If you will be late for pick up, please call the Lower School Front Desk (704-237-5312) and speak with an associate.**



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**Code of Conduct (Discipline Plan)**

**AFTER3@PLP students are expected to adhere to PLP published guidelines for conduct at all times. Failure to do so may result in suspension of AFTER3@PLP privileges. In the event a student is suspended from participating in the AFTER3@PLP program, tuition shall be prorated and refunded based upon the date suspension commenced. The children are expected to follow all PLP rules and regulations. Lower School and Middle School discipline plans will be utilized for violations. Parents will receive documentation of Office Referral and need to sign and return the slip the next school day.**

**If a student is suspended from school (*including In School Suspension*), they are also suspended from any After3@PLP activity.**



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2024 2025

# CALENDAR

## JULY

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## AUGUST

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## SEPTEMBER

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

## OCTOBER

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## NOVEMBER

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## DECEMBER

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

## JANUARY

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## FEBRUARY

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## MARCH

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## APRIL

M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## MAY

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JUNE

M	T	W	T	F	S	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
			1	2	3	4
5	6	7	8 	9	10	11
12 	13	14	15	16	17	18
19	20	21	22	23	24	25
26 	27	28 	29	30	31	



**NOTES**

**EVENTS**

 8/8 First Day of School, After3@PLP Gr. 1-8  
 8/12 First Day of After3@PLP for Kindergarten





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# 2024 SEPTEMBER

MONDAY      TUESDAY      WEDNESDAY      THURSDAY      FRIDAY      SATURDAY      SUNDAY

						1
2 	3 	4 <b>MEETING</b>	5	6	7	8
9 	10 	11	12	13	14	15
16 	17	18	19	20	21	22
23 	24	25	26	27	28	29
30						

**NOTES**

**EVENTS**



9/9 Battle of the Books Student Interest Meeting  
 9/9 Jr. Engineers Coaches Interest Meeting



9/4 LS Staff Meeting



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# 2024 OCTOBER

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	9/30 	1	2 <b>MEETING</b>	3 	4	5	6
	7 	8	9	10	11 	12	13
	14 <i>Fall Break</i> 	15 <i>Fall Break</i> 	16	17	18	19	20
	21 	22	23	24		26	27
	28 	29	30	31 			

NOTES	EVENTS
10/3 Parent Conferences No School 10/11 Staff Planning Day, No School for Students 10/14 Fall Break 10/15 Fall Break	10/31 Book Character Day



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# 2024 NOVEMBER

MONDAY      TUESDAY      WEDNESDAY      THURSDAY      FRIDAY      SATURDAY      SUNDAY

				1 	2	3
4 	5 	6 MEETING	7	8	9	10
11 	12	13	14	15	16	17
18 	19	20	21 	22 	23	24
25	26	27	28	29	30	



**NOTES** \_\_\_\_\_ **EVENTS** \_\_\_\_\_



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# 2024 DECEMBER

MONDAY      TUESDAY      WEDNESDAY      THURSDAY      FRIDAY      SATURDAY      SUNDAY

						<b>1</b>
2	3	4 <b>MEETING</b>	5	6	<b>7</b>	<b>8</b>
9	10	11	12	13	<b>14</b>	<b>15</b>
16	17	18	19	20	<b>21</b>	<b>22</b>
23	24	25	26	27	<b>28</b>	<b>29</b>
30	31	<b>Winter Break!</b>				



**NOTES** \_\_\_\_\_ **EVENTS** \_\_\_\_\_



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# 2025 JANUARY

MONDAY      TUESDAY      WEDNESDAY      THURSDAY      FRIDAY      SATURDAY      SUNDAY

		1	2	3	4	5
	Winter		Break!			
6	7	8	9	10	11	12
						
13	14	15	16	17	18	19
20	21	22	23	24	25	26
						
27	28	29	30	31		



**NOTES** \_\_\_\_\_ **EVENTS** \_\_\_\_\_



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2025 FEBRUARY

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

					1	2
3	4	5 MEETING	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		



NOTES \_\_\_\_\_ EVENTS \_\_\_\_\_



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MONDAY      TUESDAY      WEDNESDAY      THURSDAY      FRIDAY      SATURDAY      SUNDAY

					1	2
3	4	5 MEETING	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30



NOTES \_\_\_\_\_ EVENTS \_\_\_\_\_



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	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	7	8	9 <b>MEETING</b>	10	11	12	13
		1	2	3	4	5	6
	14	15	16	17	18 	19	20
	21 	22	23	24	25	26	27
	28	29	30				

**NOTES** \_\_\_\_\_ **EVENTS** \_\_\_\_\_



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MONDAY      TUESDAY      WEDNESDAY      THURSDAY      FRIDAY      SATURDAY      SUNDAY

			1	2	3	4
5	6	7 MEETING	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26 	27	28	29	30	31	



**NOTES** \_\_\_\_\_ **EVENTS** \_\_\_\_\_