



## NMCSC Charger KidZone 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), hands-on activities, games, free play time, and connections with the learning that is occurring during the school day.

### Locations:

#### Pleasant Hill Elementary – Room 1152

Email: CKZPH@nm.k12.in.us

Phone: 765-339-4403 x 247

#### Sugar Creek Elementary – Room 1136

Email: CKZSC@nm.k12.in.us

Phone: 765-794-4855 x 255

#### Lester B. Sommer Elementary – Room 1141

Email: CKZLBS@nm.k12.in.us

Phone: 765-362-3979 x 248

**Program Hours:** After school – 6:00 p.m.

### Registration requirements:

1. Complete registration form, including signed terms of agreement [<https://fs2.formsite.com/NMCSC/ChargerKidZone/index>]
2. Pay registration fee and first month tuition [<https://my.smartcare.com>] (account info sent from Central Office)
3. Provide custody agreements, Health Plan of Care, etc., if applicable.

**Annual Enrollment:** Each child must re-enroll every school year to maintain their spot in the program.

**Registration Fee:** Each child registered for CKZ is required to pay a non-refundable \$25 registration fee with the first payment (by July 15<sup>th</sup>). Fee is waived for employees of North Montgomery.

**Payments:** *Tuition payments are due by the 15th of the month in advance of the next month.* The registration fee and first month's payment are due by July 15<sup>th</sup> for the month of August. If the tuition is not paid by the 1<sup>st</sup> of the month, the child(ren) will not be allowed to attend the CKZ program beginning the 1<sup>st</sup> of that month, and not until the current tuition amount is paid in full. The full monthly tuition payment is due regardless of child's attendance.

<b>Tuition Rates for 2024-2025 School Year (per child):</b>	<u>Reg. Fee</u>	<u>Monthly</u>	<u>Yearly</u>
Full Time (4-5 days/week)*	\$25	\$205	\$2,050
Part Time (1-3 days/week)*	\$25	\$155	\$1,550

\*A 20% sibling discount will be applied to each additional child from the same household that attends the program.

**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 child may return to CKZ program the next year.

**Financial Assistance:** Assistance is available and will be based on the student's free/reduced meal status per school year. Free/reduced meal applications must be completed and received at the Central Office to be considered for assistance. The full monthly tuition payment is due until approval/denial notification is received.

*If approved, the reduced tuition rate of \$125 per month will begin once notification is received.*

**Days of Operation:** CKZ is open on all regular school days and early release days. CKZ will only operate during the school year and will follow the NMCSC school calendar. The program will be closed any day school is not in session, including holidays, breaks, and inclement weather.

**Holiday/Weather Closures:** If school closes early due to weather, the CKZ program will also close. When the school operates for a partial week due to holidays, breaks, or inclement weather, tuition rates do not change. CKZ does not prorate fees due to breaks or illnesses.

**Pick-Up Procedure:** Each child picked up from CKZ must be signed out by a parent or authorized adult using the SmartCare app. Children will not be released to an unauthorized person without prior communication from the parent/guardian. Emergency contacts and people authorized for pick-up must be at least 18 years old. You may change, add, or delete emergency or pick-up contacts on the SmartCare app/system.

**Late Pick-Up Fee:** CKZ closes at 6:00 p.m. each day. Any child that is picked up after 6:00 p.m. (per the CKZ clock), will be assessed a late pick-up fee. The first five minutes will be a flat fee of \$10. Every minute beyond the initial five minutes will be an additional \$1 per minute. Any child that is picked up after 6:00 p.m. for more than 5 days in a row, may be excluded from the CKZ program.

**Daily Routines:** NMCSK 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 offered an afternoon snack. Please include any food allergies on the CKZ registration form.

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

**Physical Activity:** The daily schedule will include physical activity. It is important that children dress appropriately for outdoor playtime, if weather permits. During inclement weather, physical activities will be scheduled in the school gymnasium.

**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 NMCSK.

**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.

**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 staff to provide ongoing communication for their child's needs. A copy of the IEP should be provided to the CKZ staff.

**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/guardians or emergency contacts will be contacted and, if deemed necessary, emergency services will be called.

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