

Comet Kingdom Application

Silver City Elementary - Before & Afterschool Program - **Updated June 5, 2025**

Co-Directors: Michele Bice-Samples and Janet Shrauger

sce_cometkingdom@forsythk12org.onmicrosoft.com

Child's Name: _____ Grade: _____

Teacher's Name: _____

Mother's Name: _____ Email: _____

Home/Cell #: _____ Work #: _____

Father's Name: _____ Email: _____

Home/Cell #: _____ Work #: _____

In case of emergency, contact:

1st Contact Name: _____ Relationship: _____ Phone: _____

2nd Contact Name: _____ Relationship: _____ Phone: _____

Allergies? _____ Employee of FCS? _____

The following people (other than parents) may pick up my child(ren) from the afterschool program:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Enrollment and Payment information

Registration Fee: \$75 for the 1st child and \$10 for each additional child. The registration fee is paid via cash or check submitted with a signed hard copy of this application. *This fee helps cover annual purchases of copying, indoor and outdoor toys, art supplies, etc.*

REGISTRATION FEES MUST BE PAID IN ADVANCE OF THE FIRST DAY OF ATTENDANCE.

TUITION IS PAID MONTHLY and is due BEFORE the 1st school day of the month OR the first day the child attends.

<p>My child will attend:</p> <p>_____ MORNINGS ONLY</p> <p>_____ FULL TIME</p> <p>_____ PART TIME</p>	<p>** When you are registering your child, you are registering for a full-time or part-time "spot" in the program. Full-time registration includes mornings and afternoons. Full-time/Part-time does not change week-to-week based on school calendar or absences.</p> <p><i>If, after you register for a full-time spot or a part-time spot, you decide you need to change your designation during the year, please have a conversation with the Comet Kingdom director to determine if that is feasible based on our enrollment numbers.</i></p>
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Comet Kingdom

Parent Information and Rules

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Enrollment: A registration form must be completed and a registration fee must be collected per child (\$75 for the first child and \$10 for each additional child) prior to participation in the program.

Fees (all fees are per child):

Part-Time is \$175/month (this includes 2 or less days (PM) per week).

Full-Time is \$325/month (this includes mornings and afternoons 3 or more days per week); each additional child is \$200/month

Mornings Only is \$100/month (includes all mornings starting at 7:00am)

Drop-Ins are \$25 per day. On the 3rd drop-in, a registration fee will be required for the child.

Payment:

The preferred full-time monthly tuition, drop-in, and mornings only payments will be through *School Pay*. Please go to www.schoolpay.com to set up a new account. You will select Silver City Elementary Comet Kingdom Full Time Monthly Tuition to pay the \$325 monthly rate and Silver City Elementary Comet Kingdom Additional Children Full Time Tuition to pay the \$200 for each additional child.

Please note that the Comet Kingdom Application packet must be completed in its entirety, signed and returned to our Director, along with your registration fee, before you are considered fully enrolled in the program. Tax statements will not be provided by Silver City for any payments made in *School Pay* for the afterschool program. You may obtain that information in your transaction history under your account in *School Pay* for tax purposes.

NO EXCEPTIONS!!!! When enrolling, you are reserving a “spot” in our program. **Tuition must be paid monthly and is due the first school day of the month for the upcoming month or the first day your child attends Comet Kingdom.** If a child’s fee is not paid by the 5th school day of the month, then a \$25 late fee will be charged. Also, the child will not be allowed to attend Comet Kingdom until all fees (including the late fee) are paid in full. Parents will need to make alternate afternoon dismissal plans for their child. **Tuition fees will NOT fluctuate based on a child’s attendance.**

HOURS: Comet Kingdom will not be opened during school holidays or inclement weather days. The hours are from 7:00-7:45am and 3:00-6:30 pm. **If you are late for pick-up, the cost will be \$3 per minute per child (FEE MUST BE PAID UPON PICK-UP).** Three late pick-ups or more may result in dismissal from the afterschool program.

Pick-up: Release of students will be to the parent or authorized persons only. Director is to be notified in writing of any changes in procedure. **Parents must come into the building to sign-in/out their child(ren) and have a valid picture identification with them.** Picture ID will be checked until staff are familiar with authorized persons.

Before School Drop-off: All children must be walked into Comet Kingdom and signed in by an adult at the door beside the cafe. Children are not allowed to enter the school building for Comet

Kingdom alone. Due to safety, the doors will be locked, so children will not be able to get in without an adult present.

Early Release: On early release days, the program will run from 12:30-6:30pm. In the event of early release due to inclement weather/other emergencies, Comet Kingdom will NOT be open.

Electronics: Please note that we DO allow devices, but Comet Kingdom and Silver City are not responsible for them. Each child is responsible for their own belongings and keeping them safe. If you are worried about a device getting damaged or stolen, please do NOT allow your child to bring them to after-school.

Homework/Reading: A structured homework/reading time is allotted daily for all students. We will work with students to complete 15 to 30 minutes of independent reading each day. It is the child's responsibility to know if they have homework to complete.

Clothing: Please dress your child in weather-appropriate clothing each day. For kindergarten and first grade students, PLEASE keep a complete change of clothes in their backpacks.

UPDATED Safety Guidelines:

The safety of our staff and students is of the utmost importance to us. We have many check-in and check-out procedures that, although they may add a few additional minutes to the process, will further ensure the safety of our students. Comet Kingdom staff have a designated email address for correspondence with families - sce_cometkingdom@forsythk12org.onmicrosoft.com. In addition, during Comet Kingdom hours only, parents can reach out to after-school staff by calling 678-965-5020 (x 351013). Parents will **always** drop-off and/or pick-up their children from the double doors entering the cafeteria, where a staff member will be present to 1) verify the identity of the adult and 2) check-in/check-out their child. Staff will ask for valid picture identification of all adults until they become familiar with authorized adults. ***The door to the cafeteria will always remain locked*** and a staff member will visually verify the identification of the parent/adult before allowing them to enter the building.

If children are at the playground, parents still must come to the cafeteria to check-out their child(ren). ***Please, for safety reasons, DO NOT walk straight to the playground to check-out your child(ren).***

Behavior Guidelines:

We strive to provide an atmosphere that is conducive to the safety of all children. Rules and expectations in Comet Kingdom are the same as in the classroom. However, after several rule violations, the student may be released from our program. Verbal abuse or inappropriate language towards a Comet Kingdom staff member by a parent or guardian may also be grounds for your child's removal from the program. In addition, poor parent behavior towards another parent or student may be grounds for your child's dismissal.

First offense: Warning and time-out/laps

Second offense: Time-out/laps AND discipline report filed with administration

Third offense: 1 week suspension from the program

Fourth offense: Dismissal from the program

Inappropriate language, cursing, aggression, fighting, talking back, and disrespect to instructors are all examples of unacceptable behavior and worthy of a discipline write-up as an offense.

Please be aware that patterns of physical aggression towards adults or students or instances of elopement are more severe safety concerns and could result in immediate suspension or dismissal from the program.

Please sign and acknowledge that you have read and understand the Safety and Behavior guidelines above.

Parent signature: _____

Parent name: _____

Child's name: _____

Today's date: _____

Silver City Elementary Comet Kingdom Technology Protocol

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction.

“Technology” means privately owned wireless and portable electronic hand-held devices that can be used for word processing, wireless Internet access, image capturing/recording, sound recording and information transmitting/receiving/storing, etc.

Security and Damages

Silver City Elementary is not liable for any device that is stolen or damaged. Responsibility to keep the device secure rests with the individual owner. If a device is stolen or damaged, it will be handled with a Comet Kingdom Director. We recommend that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

Please review and sign the technology agreement below. No student will be permitted to use personal technology devices unless the agreement is signed and returned.

Technology Agreement

- Students and parents must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Responsible Use Policy and Internet Safety.
- Students take full responsibility for their devices. The school is *not* responsible for the security of personal technology.
- Devices cannot be used until one of the Comet Kingdom staff allows it, typically after 5:00pm. Students must comply with teachers' requests to shut down devices or close the screen. To ensure appropriate network filters, *students will only use the school's wireless connection* in school and will not attempt to bypass the network restrictions by using outside networks. **Social media sites are completely restricted at all times.**

- Students and families are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.
- Personal devices must be charged prior to bringing them to school and run off their own batteries while at school.
- Students understand that bringing devices on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions. *The school district has the right to collect and examine any device that is suspected of causing problems or is the source of an attack of a virus infection.*
- Students realize that processing or accessing information on school property related to “hacking,” altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions. *Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.*
- Students realize that printing from their personal devices will not be permitted at school.

I understand and will abide by the above policy and guidelines. I further understand that any violation may result in the loss of my technology privileges as well as other disciplinary action.

Signature of Student

Date

Signature of Parent/Guardian

Date

Additional Information:

Will your child be bringing a personal device to afterschool?
 Type(s) of devices my child plans to bring to afterschool:

Yes No Unsure
