



Knights Kids Afterschool Program Overview

Lake Norman Charter's Knights Kids Afterschool Program serves students in Kindergarten through 4th grade. The program is designed to support working families while providing a safe, structured, and engaging environment for children at the end of the school day.

Students remain on the Lake Norman Charter campus and participate in a daily routine that includes homework time, snack, recess, and age-appropriate activities and games. Our Knights Kids Counselors - our own LNC high schoolers - are on site each afternoon to create a supportive space where children can relax, recharge, and enjoy time with peers after a full day of learning.

Days and Hours of Operation

Knights Kids follows the Lake Norman Charter [2026–2027 School Calendar](#)

- If school is closed due to holidays, inclement weather, or scheduled breaks, Knights Kids will also be closed.
 - Knights Kids does not operate on remote learning days or early dismissal days.
 - On regular school days, Knights Kids operates from **3:15 PM to 6:00 PM**.
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Enrollment and Application Information

Enrollment in Knights Kids is limited and offered on a first-come, first-served basis. Families interested in enrolling their child(ren) should contact the Knights Kids Director to inquire about availability.

LNC ES East: Charlotte Carter ccarter@lncharter.org

LNC ES West: TBD

Once contact is made, families will receive instructions to complete all required enrollment materials, including:

- An online application
- A non-refundable registration payment
- [A recurring payment authorization form](#)

All required forms and payments must be completed for enrollment to be finalized.

If space is not available, the student's name will be placed on an interest list for their grade level. Families will be contacted if a spot becomes available.

Daily Schedule

Daily schedules may vary slightly by group; however, a typical afternoon schedule includes:

- **3:15–3:30 PM** – Dismissal from classrooms and Knights Kids attendance
 - **3:30–4:00 PM** – Homework and/or reading time
 - **4:00–4:30 PM** – Snack (provided by the program)
 - **4:30–5:00 PM** – Outdoor recess
 - **5:00–6:00 PM** – Indoor play, games, and arts & crafts
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Tuition and Payment Information

August tuition is billed at half the regular monthly rate, and August tuition is collected thru PayPal payments. Tuition for September through May is divided into nine equal monthly payments.

Tuition is deducted by automatic bank draft on the 28th of the month prior to care. For example, October tuition will be drafted on September 28.

Continued enrollment in Knights Kids is contingent upon accounts remaining current. Tuition is not refundable for absences due to illness, inclement weather, or days when Lake Norman Charter or Knights Kids must close.

Tuition Rates

Students	Afterschool Care
1 Student	\$330 per month
2 Students	\$550 per month
3 Students	\$780 per month

Returned ACH Payments

Returned ACH payments will be addressed promptly upon notification from the school's bank. Families will be notified via phone or email using the contact information provided at registration.

Payment for the returned transaction, including a **\$30 returned payment fee**, must be submitted within **48 hours** of notification. Failure to remit payment within this timeframe will result in withdrawal from the Knights Kids program.

Multiple returned ACH transactions may result in removal from the program. Families are responsible for maintaining sufficient funds and up-to-date banking information.

Dismissal Procedures

Only parents, guardians, and adults listed on a student's Authorized Pick-Up list may pick up a child. Authorized individuals must be listed on the enrollment form.

If someone other than a regularly authorized adult will be picking up a student, written permission must be submitted to the Knights Kids Director **by 2:00 PM** on the day of pick-up. All adults picking up students should be prepared to show a valid photo ID.

Dismissal procedures remain the same for students attending Knights Kids following afterschool events such as grade-level performances.

Afternoon Pick-Up Guidelines

Families are kindly asked to plan pick-up after 4:00 PM whenever possible. Early pick-up between 3:30–4:00 PM is permitted for scheduled appointments or Friday travel plans.

Please note that the elementary school carpool occurs from 3:30–4:00 PM and is a high-traffic period. Waiting until after 4:00 PM helps ensure a safe and smooth dismissal for all students.

Late Pick-Up Fees

To ensure fairness and respect for staff time, a late pick-up fee of **\$1.50 per minute** will be charged for any child picked up after 6:00 PM. For example, a 6:04 PM pick-up will result in a \$6.00 fee.

Payment must be made via the PayPal link sent by email and is due within 48 hours. Unpaid fees may result in temporary suspension from the program. Repeated late pick-ups may affect continued enrollment.

Absences

Parents must notify both the Knights Kids Director and the classroom teacher **by 2:00 PM** if their child will not attend Knights Kids on a scheduled day. This ensures accurate dismissal procedures.

Homework

Knights Kids provides approximately 30 minutes of daily homework and reading time. Students are encouraged to use this time productively and may ask counselors for assistance. Families are responsible for reviewing homework for accuracy, completion, and required signatures.

Personal Belongings

Families are responsible for monitoring personal items brought to school and Knights Kids. Knights Kids maintains a designated Lost and Found for items found during program hours. Unclaimed items may be transferred to the school-wide Lost and Found or donated.

In accordance with LNC Elementary School policy, cell phones and smart watches (including devices with games or communication features) are not permitted during Knights Kids hours. Toys and non-instructional items are also prohibited, including trading cards, stuffed animals, dolls, fidget toys, toy

vehicles, and similar items.

Items brought to school with teacher permission must remain secured in backpacks during Knights Kids. Prohibited items may be collected and returned to a parent or guardian at dismissal.

Lake Norman Charter and Knights Kids are not responsible for lost, stolen, or damaged items.

Classroom Re-Entry After Dismissal

Once students have been dismissed from their classrooms and signed in to Knights Kids, they are not permitted to re-enter classrooms to retrieve personal items. This includes, but is not limited to, lunch boxes, jackets, coats, water bottles, or other belongings left behind.

Any items left in the classroom may be retrieved during the next school day. For this reason, families are encouraged to remind students to check that they have all necessary belongings before dismissal. We also recommend keeping an extra coat or jacket at home to ensure students are prepared for outdoor activities during colder weather.

Thank you for your cooperation in helping us maintain a safe and smooth transition into Knights Kids each afternoon.

Health and Safety

Knights Kids follows all Lake Norman Charter health and safety guidelines.

Illness

If a student becomes ill during Knights Kids, families will be contacted and asked to pick up the child following standard school illness procedures. Tuition is not refunded for sick days.

Medical Care and Emergencies

While a school nurse is not available during Knights Kids, staff trained in First Aid and CPR are on site. In the event of a medical emergency, EMT personnel, parents/guardians, and listed emergency contacts will be notified.

Families must ensure all contact information is current. Knights Kids records are maintained separately from school records.

Medication Administration

Medication may be administered only when all requirements are met, including a completed authorization for prescription medication form, original labeled container with prescription number, clear

written instructions, and non-expired medication. All medication is stored with the school nurse.

Discipline

Knights Kids follows the Lake Norman Charter discipline policy as outlined in the school handbook. Failure to adhere to behavioral expectations may result in suspension or removal from the program.

Inclement Weather

If inclement weather occurs during Knights Kids hours, families will be notified if early closure is necessary. If school is closed due to weather or other emergencies, Knights Kids will also be closed. Tuition is not refunded for weather-related closures.

Withdrawal from the Program

A 30-day written notice is required to withdraw from Knights Kids. Families are responsible for tuition during the notice period. Once a student withdraws, the space may be offered to a family on the interest list. Spaces cannot be held without payment.