

Stone Scholastic Academy



Aftercare Program
2017-2018

Dear Parents;

Welcome to Aftercare (sometimes referred to as “Extended Day”), Stone Academy’s on-site, tuition-based, afterschool program. We’ve been hard at work planning for the 2017-2018 school year. The start date of the Aftercare Program is the first day of school, **Tuesday, September 5, 2017**, immediately following the end of the school day. Please make sure that your child is picked up no later than 6pm.

Included in this booklet you will find information that explains the policies and procedures of the Aftercare Program. Any additional questions may be asked by emailing program coordinator Pam Oden at stoneaftercare@gmail.com or calling the school office at (773) 534-2045.

We’re looking forward to another year of fun, learning and laughter with all of our Aftercare children!

Sincerely,

Pam Oden
Coordinator, Aftercare Program
Stone Scholastic Academy
6239 N. Leavitt
Chicago, IL 60659
(773) 534-2045

Stone Scholastic Academy

Aftercare Program

General Information

The Aftercare Program will begin the first day of school on September 5, 2017 and will run every day school is in session until the end of the school year. Each child must be picked up no later than 6:00pm.

Hours

Aftercare will be available Monday through Friday, from the final bell until 6pm. ***There will be a late fee of \$1 per every minute that students remain past that time.*** There is no care on school holidays or non-attendance days for students.

Tuition – Prices subject to change

- Full-Time Option
 - \$340 a month
 - Care is provided Monday-Friday until 6pm on days school is in session.
- Part-Time Option
 - \$253 a month
 - Care is provided 3 days a week until 6pm. These days must be chosen in advance, before the program begins. If days need to be changed, a parent must let the Coordinator know in advance and in writing (email is fine).
- Tuition Discounts
 - There is a 4% discount on tuition when paid in advance and in full for the year. This rate will apply only if paid by September 30, 2017.
 - Families with more than one child in the program will receive a 10% discount for the second child.

Tuition will be paid by check, money order, or on-line through the school's web-site at www.stoneacademy.net. Please make checks out to Stone Academy. Tuition payments are due by the 1st of the month. ***There will be a \$15 late fee for payments received after the 10th of the month. The late fee must be added to the tuition amount and included with the payment.*** If a check is returned due to insufficient funds, a \$25 fee will be assessed. Once a check is returned, all tuition payments must be made by money order, and checks will no longer be accepted.

Late Fees

Our hours of operation are from 3pm until 6pm. ***We will assess a \$1 fee per every minute you are late picking up your child.*** Late pick-up fees will be added to the monthly tuition statement.

Discipline

Aftercare will follow the Student Code of Conduct. Student Code of Conduct will be handed out the first week of school. Children will be given many chances to learn the expected behavior; however, if a child is not behaving appropriately, a parent conference may be called. If behavior is not improved after the conference, Aftercare reserves the right to remove a child from the program.

Aftercare Program Daily Outline

At the end of each day, at the final bell, your child will report to the Fitness room to check in for Aftercare. *If your child is attending another afterschool program during Aftercare, we ask that they check in with one of the Aftercare instructors, then go to their activity. If your child is absent or will not be participating in the program on a day they are expected to be with us, we ask that you please contact Pam Oden at stoneaftercare@gmail.com, informing her of this change.* It's very important for Aftercare students and parents to follow this routine because knowing where our children are is an important and necessary part of our job!

In general, Aftercare meets at 3pm in the Fitness room for attendance, then heads outside as a group for recess, or in the case of extreme weather, to the gym. At 4pm the children will be served a snack. Students may bring a snack from home as well as have the snack provided by the program. Homework/Quiet time starts about 15 minutes later and lasts approximately 1 hour for the older children, and as needed for grades kindergarten and 1st. Once homework time has ended, the groups may participate in various activities, including more gym or outside play, computer lab, arts and crafts, or games.

Children will be separated into groups by grade. Children in grades K - 1st will be in one classroom, grades 2nd – 3rd in another, and 4th grade and up, in one. We hope that this will allow more creativity and freedom for all of the children, as well as allowing the different age groups an appropriate amount of time for homework.

Aftercare Goes Outside!

After a full day of school, it's important for the children to get outside for fresh air and exercise. Aftercare will be going out almost every day, all school year, unless weather is extreme. Please send your child dressed for the weather, with warm clothes, hats, gloves and boots during the snowy months, and sunscreen during warmer weather. If there is a medical concern please let us know.

Pick Up Procedures

You *must* come to the office and complete the sign-out sheet to pick up your child. Your child will be called from the classroom or play area to join you in the office. **Parents will not be permitted to be in the halls or classrooms unless permission has already been given by the coordinator of the program.** This is for the safety of the children and your cooperation is appreciated. Parents or guardians may be asked to show a photo ID for the first few weeks of the program until we begin to recognize you. If your child will be picked up by someone other than a parent or guardian, please send a note or e-mail to the coordinator notifying us of the change. That person may also be asked to show a photo ID. Please remember that these rules are in place to keep our children safe.