



SUMMIT ACADEMY

BEFORE & AFTER SCHOOL CARE

Summit Academy's Before and After School Care program provides students with a safe and enriching environment while parents are at work. It is not an instructional time for students, although time is allotted for homework after school. Children will be encouraged to socialize and play.

DATES & HOURS

DATES

First day of school – last full day of school

HOURS

Before School Care: 7:30 – 8:00 a.m.

After School Care: 3:00 – 5:30 p.m.

Before & After School Care is offered on regular schedule, in-person school days only. This excludes early dismissal and delayed schedule days.

RATES & FEES

BEFORE SCHOOL CARE

3 Days – \$20 per week

5 Days – \$30 per week

AFTER SCHOOL CARE

3 Days – \$75 per week

5 Days – \$100 per week

• NO DROP-INS PERMITTED:

In the event of an emergency or unforeseen event, please refer to the late pick-up policy in the family handbook

- Discounts will not be applied for missed days.
- Late fees will apply if you are more than 5 minutes late picking up your student (after 5:30PM). These fees will be billed on your monthly payment.

PAYMENT

- Payments will be processed via FACTS.
- Billing contact: Wayne Anderson 502-244-7090 or wanderson@summit-academy.org
- Standard late fees will apply to unpaid invoices.
- Late pickup fee is \$1.00 per minute for every minute you are late after 5:35 p.m. Chronic lateness for pickup can result in dismissal from the program.

PROCEDURES

BEFORE SCHOOL CARE

Students are dropped off at the main building entrance. They ring the bell to be let in by the Office Manager. Parents should not leave until their child is inside the building.

AFTER SCHOOL CARE PICKUP

You (or anyone authorized by you on the Pick-Up Authorization Form) must sign out your student each day. It is recommended that you call 544-2942 to confirm the location of students.

AFTERNOON SCHEDULE

3:15 – 3:45

Snack and drink provided.

3:45 – 4:15

Games, enrichment activities, projects and crafts, free play, and playground time (weather permitting).

4:15 – 5:00

Students are encouraged to work on homework if applicable. Others will be given quiet enrichment activities.

5:00 – 5:30

Free play or enrichment activities.



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BEHAVIOR EXPECTATIONS

Behavioral expectations for the Tree House program are congruent with the expectations for the regular school day. Students are expected to self-regulate and maintain appropriate interactions with staff and other students. Students are expected to show respect for others at all times, including the property, space, and feelings of others. Any behavior including language that could or does result in the physical or emotional harm to self or others will not be tolerated. If there are recurring behavioral issues with a student, the Tree House staff will alert the Principal, and together determine the proper course of action.

Consequences for unexpected behavior may include in this order:

Offense #

1. Time out
2. Parent contact
3. Loss of privilege/free-time during the regular school day
4. Student conference with principal
5. Suspension from Before/After School Care program
6. Dismissal from Before/After School Care program

**** Principal reserves the right to immediately dismiss students from in extraordinary situations.***

Concurrent with school policy, cell phones will be kept in back packs and will be off limits during After School Care. If you have an emergency, please call 544-2942 and we will relay the message to your student.

REGISTRATION

Register for Before/After School Care online at summit-academy.org/BASC.

SCAN TO REGISTER:

