

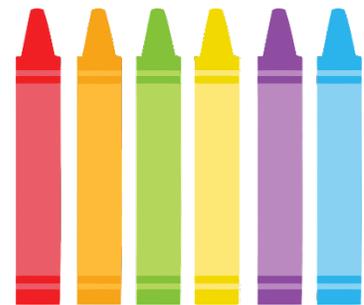
ENGLEWOOD BAPTIST



After-School Care

2022-2023

PARENT GUIDE



The staff and administration of King's Academy is committed to creating and maintaining a safe, fun and positive after-school program that extends the learning day through engaging, child-appropriate activity. We value and garner the confidence and support of our parents and families. The intent of this guide is to help parents and school be on one accord. We encourage you to read it in entirety. Share any questions with school administration: (252) 937-9829

REGISTRATION

Parents/Guardians may register online or face-to-face. Call the Head of School to schedule an appointment for face-to-face registration. Register online at <https://kingsacademy.school/>. A \$25 non-refundable registration fee will be collected with the completed application.

FEES

The After-School Care (ASC) fee is \$55 per child; it must be paid **before** care is rendered. There are no discounts and no refunds. Fees are not prorated due to a student's absence. Fees are only waived if King's Academy closes for the week. As an example, parents do not pay during the Winter/Christmas break because care will not be offered. There are no late fees because if the care fee is not paid, children will not be served.

SCHEDULE

After-School Care (ASC) will be offered every day that King's Academy operates on a regular schedule. Should school be closed for a holiday, operational issues, an emergency, hazardous weather or any other reason, ASC will not be available. Parents and guardians are responsible for picking their children up at the time of any school early dismissal or closing.

ACTIVITIES

Activities will vary to include arts, crafts, music, indoor and outdoor group games, free play and homework assistance. Understand that ASC staff cannot make a child complete homework. Assistance will be offered, and King's Academy teachers and administration will encourage students to take advantage of the support. Staff will respond to student questions and, when possible, offer one-on-one assistance. This is not the same as tutoring! A minimum of 35 minutes will be set aside for homework. The time may look like this:

- 3:05 – 3:25 Restroom and Snack
- 3:25 – 3:55 Planned Activity (indoor/outdoor game, arts/crafts, etc.)
- 4:00 – 4:35 Homework Assistance
- 4:35 – 5:00 Restroom and Free Choice
- 5:00 – 5:10 Pick-Up (Late pick-up may result in termination of service.)

SNACKS

Students needing or desiring a snack should bring one from home. Parents should label each snack each day with the child's name and the date. Students may bring juice boxes or milk. King's Academy will provide cups/water. Snacks should be healthy and satisfying to stave off hunger until dinner time, to provide energy during an afternoon lull and to support concentration for homework. Junk foods like candy, cookies and chips only provide a sugar rush or support obesity. Consider sending fruit, veggies, cheese, whole-grain crackers, no-bake energy bites... REMEMBER: King's Academy is nut free!

WITHDRAWALS

Parents are asked to provide a two-week PAID notice before withdrawing a child. If a child is withdrawn and later re-enrolled, a new application must be completed. If more than 60 days have passed, a new registration fee (\$25) must be paid.

TERMINATION

Three late pick-ups will result in automatic termination of care without refund. Further, care may be terminated for children who prove a danger to self or others or children who disrupt the environment such that others cannot learn (e.g. concentrate to complete homework). While the head of school will make effort to communicate with parents BEFORE a termination decision, some behaviors may not allow such and may result in immediate termination – again, without refund. Examples of behaviors that may warrant such action: fighting, stealing, disrespect to adults, willfully causing harm to others. This list is not inclusive.

ENROLLMENT

The maximum enrollment at any time is 12 students. Care is offered on a first-come/first-served basis. If the program is full, your child may be placed on a waiting list.

NUMBERS TO KNOW

Head of School (King's Academy)

(252) 937-9829 x271

Weekday Preschool

(252) 937-9829 x249

Englewood Church Office

(252) 937-8254