

NMCSK Charger KidZone (CKZ) After School Program

Parent Handbook



Program: With an emphasis on personal relationships and individualized learning, Charger KidZone (CKZ) will provide homework and/or enrichment help (20-30 minutes), hands-on activities, games, free play time, and connections with the learning that is occurring during the school day.

Locations:

Pleasant Hill Elementary – Room 1152

Email: CKZPH@nm.k12.in.us
Phone: 765-339-4403 x 247

Lester B. Sommer Elementary – Room 1151

Email: CKZLBS@nm.k12.in.us
Phone: 765-362-3979 x 248

Sugar Creek Elementary – Room 1136

Email: CKZSC@nm.k12.in.us
Phone: 765-794-4855 x 255

Program Hours: After school – 6:00 p.m.

Registration requirements:

1. Complete registration form, including signed terms of agreement [<https://fs2.formsite.com/NMCSK/CKZ22-23/>]
2. Pay registration fee and first month tuition [<https://nm.revtrak.net/>]
3. Provide custody agreements, Health Plan of Care, etc., if applicable.

Annual Enrollment: Each child must re-enroll every school year in order to maintain their spot in the program.

Registration Fee: Each child registered for CKZ is required to pay a non-refundable \$25 registration fee with the first payment (by July 15th). Fee is waived for employees of North Montgomery.

Payments: *Tuition payments are due by the 15th of the month in advance of the next month.* The registration fee and first month's payment are due by July 15th for the month of August. If the tuition is not paid by the 1st of the month, the child(ren) will not be allowed to attend the CKZ program beginning the 1st of that month, and not until the current tuition amount is paid in full. The full monthly tuition payment is due regardless of child's attendance.

Tuition Rates for 2022-2023 School Year (per child):

| | <u>Reg. Fee</u> | <u>Monthly</u> | <u>Yearly</u> |
|--|-----------------|----------------|---------------|
| Non-Employee Full Time (3-5 days/week) | \$25 | \$200 | \$2,000 |
| Non-Employee Part Time (1-2 days/week) | \$25 | \$150 | \$1,500 |
| Employee Full or Part Time | \$0 | \$35 | \$350 |

Outstanding Tuition Balances: If an account has a balance due at the end of a school year, the account must be paid in full before the child may return to CKZ program the next year.

Financial Assistance: Assistance will be based on free/reduced meal status per school year. Free/reduced meal applications must be completed and received at the Central Office by October 1st. The full monthly tuition payment is due for August and September, or until approval/denial notification is received. *If approved, the reduced tuition rate of \$120 per month will begin for the month of October.*

Days of Operation: CKZ is open on all regular school days and early release days. CKZ will only operate during the school year and will follow the NMCSK school calendar. The program will be closed any day school is not in session, including holidays, breaks, and inclement weather.

Holiday/Weather Closures: If school closes early due to weather, the CKZ program will also close. When the school operates for a partial week due to holidays, breaks, or inclement weather, tuition rates do not change. CKZ does not prorate fees due to breaks or illnesses.

Evening Pick-Up: Each child picked up in the evening must be checked out by a parent or authorized adult. Children will not be released to an unauthorized adult without prior communication from the parent or guardian.

Late Pick-Up Fee: CKZ closes at 6:00 p.m. each day. Any child that is picked up after 6:00 p.m. (per the CKZ clock), will be assessed a late pick-up fee. The first five minutes will be a flat fee of \$10. Every minute beyond the initial five minutes will be an additional \$1 per minute. Any child that is picked up after 6:00 p.m. for more than 5 days in a row, may be excluded from the CKZ program.

Emergency Contacts and Authorized Pick-Up: Emergency contacts and persons authorized for pick-up must be at least 18 years old. You may change, add, or delete contacts by submitting a request in writing to the CKZ staff.

Daily Routines: NMCSK CKZ program strives to provide a positive experience that supports the academic initiatives of the school. Daily activities will change based on the needs of the children and the greater school community.

Snacks: Children will be offered an afternoon snack. Please notify the CKZ staff if your child has a food allergy.

Homework: Children will have daily homework time. They will be supervised and help will be provided if needed during this work time.

Physical Activity: The daily schedule will include physical activity. It is important that children are dressed appropriately for outdoor playtime, if weather permits. During inclement weather, physical activities will be scheduled in the school gymnasium.

Safe Supervision Conditions: Children are supervised by a CKZ staff member at all times. CKZ staff members are required to pass an extensive background check and other trainings in accordance with safety and security procedures for NMCSK.

Code of Conduct: The CKZ program is meant to be fun, supportive, and a positive learning environment for all children. To ensure a positive environment, all children will be expected to follow a code of conduct. Children making poor behavior choices will receive appropriate consequences. A pattern of disregard for the behavior expectations can result in exclusion from the CKZ program.

Medical or Health Plan: Health plans for chronic illness, such as asthma, must be completed and on file. Children needing prescription medication must have the medication in its original prescription bottle with the child's name, dosage, prescribing doctor, written instructions, and expiration information.

Special Needs: CKZ is an inclusive program and will work to meet the needs of all children. The CKZ staff will work with parents, classroom teachers, special education teachers, and school administration to understand and provide needed accommodations based on Individual Education Plans (IEP). Parents are encouraged to meet with CKZ staff to provide ongoing communication for their child's needs. A copy of the IEP should be provided to the CKZ staff.

Accidents, Injuries, and Medical Emergencies: Even under close supervision, occasional injuries do occur. CKZ staff will provide care for minor injuries requiring ice packs and band aids. In the event that a child has a more extensive medical emergency, parents/guardians or emergency contacts will be contacted and, if deemed necessary, emergency services will be called.

Non-Discrimination Statement: In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC, 20250-9410 or call (866)632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer. It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Laws (I.C. 22-9-1), Title IV and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS 12101, et. Seq.). Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Human Resources Director, Indiana Department of Education, 151 West Ohio Street, Indianapolis, IN 46204, or by telephone to (317)232-6610, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60666-7204. This institution is an equal opportunity provider.