

Hazleton Area School District Before and After School Kids' Academy



**Hazleton Area School District
Before and After School Care**

Hazleton Area School District Mission Statement

The mission of the HASD is to enhance student learning by focusing all aspects of the school environment on the intellectual, social, emotional and physical development of students.

Purpose of this Document

This document has been developed for the Hazleton Area School District Before and After School Kids' Academy participants and their parents/guardians so that students and parents/guardians will have a basic knowledge of the expectations of the participants. Each participant is accountable for the document's content. The procedures in the document are subject to change due to continuous review and revision. The document is designed to outline program procedures and policies to serve as a guide for students and their families and to clarify the processes and procedures.

Jurisdiction and Expectations

This document is an extension of HASD Board Policy and is a reflection of the goals and objectives of the School Board. The Board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Program participants, staff, and parents/guardians are expected to treat one another with respect and courtesy so that all may be safe within the school environment. No one may use abusive language, profanity, or obscene gestures, or language.

The School District reserves and retains the right to modify, eliminate, or establish School District policies and procedures, along with guideline provisions for the Academy, as circumstances warrant. Participants and parents/guardians are expected to know the contents of this document and comply with it. Program participants or parents/guardians with questions or concerns may contact the Hazleton Area School District Superintendent's Office.

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HASD Policies

All HASD Policies are in full effect while students are on school grounds for the Before and After School Kids' Academy, as they are for the school day. All participants are subject to all HASD Policies as adopted by the School Board. The Kids' Academy is not a day care center and will not operate as one. HASD's operation of the Before and After School Kids' Academy is not subject to state and/or federal laws governing the operation of day care centers. Students will not be "babysat". Students will be required to come to the Kids' Academy prepared to start their academic day.

HASD Before and After School Kids' Academy

Hazleton Area School District is continually striving to promote educational excellence. The establishment of the Before and After School Kids' Academy will provide needed assistance to families and students as they continue their academic careers within the HASD. The program is funded through parent/guardian-paid fees to provide high quality, academically-enriching, safe, and fun Before and After School programming in the Academy. The programming will provide students with academic-enrichment that will help students in grades Kindergarten through 6th. The program is staffed with certified teachers who will provide educational assistance to HASD students in our Elementary Schools and Centers as listed. Students will be required to attend their designated/assigned boundary school. Enrollment is limited to 40 students per school.

Arthur Street Elementary

Drums Elementary/Middle

Freeland Elementary/Middle

Hazle Township Early Learning

Hazleton Elementary/Middle

Heights-Terrace Elementary/Middle

Maple Manor Elementary/Middle

McAdoo-Kelayres Elementary/Middle

West Hazleton Elementary/Middle

Valley Elementary/Middle

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The Before and After School Kids' Academy will assist students with:

1. Tutoring needs
2. Homework help
3. English Language Learner support
4. Counseling support
5. Enrichment support

Transportation

HASD shall not provide individual transportation for students who are enrolled in the Before and After School Kids' Academy.

Breakfast/Snack

Breakfast will be served to all students attending the program. Additionally, a light snack and beverage will be provided at the end of the school day in preparation for the after school Academy.

Hours of Operation

Our normal hours of operation during the school year are:

AM = 7:00 am until the start of school

PM = End of the school day until 6:00 pm

It will run for each day the schools are open during the school year. Please follow the HASD calendar for further information on Holidays and other closings.

Parents will be responsible for transporting students to and from the program.

Weather Delays, Early Dismissals, Cancellations

Should there be a closure for inclement weather, the Before and After School Program will be closed.

In the event of a delayed start to school because of weather conditions, the Before School Kids' Academy will start on the delayed schedule.

If there is an early dismissal due to weather concerns, the After School Kids' Academy will be canceled.

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Notifications for days such as the ones addressed will be through the HASD notification systems: Remind101, SchoolMessenger, HASD Announcements (Facebook), and Twitter.

Cost

All fees are non-refundable. This holds true for inclement weather situations as well.

The fees for the program will be:

One-time registration/processing fee = \$5.00

Both AM and PM sessions = \$25.00 per child per day

AM only session = \$15.00 per child per day

PM only session = \$15.00 per child per day

The Kids' Academy will operate every day school is in session for the school year.

When there is an Act 80 Day scheduled, the Kids' Academy will run the entire day (7:00 AM to 6:00 PM) and will cost \$50.00 per child.

Payment Methods Accepted

Cash

Checks (made payable to HASD)

Money Orders (made payable to HASD)

Payment and registration for the Kids' Academy will be received at the District Administrative Offices: 1515 West 23rd Street, Hazle Township, PA 18202.

Payment will not be accepted at any of the Elementary Schools and Centers.

Students will be removed from the Kids' Academy for non-payment.

The following procedure for payment will be enacted for the Before and After School Kids' Academy:

The monthly payment will be due to HASD by the 1st of each month. Prompt payment is necessary to ensure that the program can continue to function.

Payments made in advance are permitted. If accounts become delinquent for more than one month, services will be discontinued and the child will not be permitted to

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return. Please contact the HASD Business Office for payment arrangements, should the need arise.

Payment is considered past due if not paid by in full by the next business day after the listed date above. A \$15.00 late payment fee will be assessed for every late payment.

A \$35.00 fee will be assessed on each returned check for non-sufficient funds (NSF). Should this occur, future payments must then be made by money order.

Reminder: Full monthly payment must be received by the date indicated in this document for the Before and After School Kids' Academy to avoid late payment fees and/or student withdrawal.

Students may not register for the next year's Kids' Academy until all fees have been paid in full.

Late Pick-Up Fees

A \$20.00 late pick-up fee will be assessed for children who are picked up after 6:00 pm (6:01 pm, respectively). An additional late fee of \$10.00 will be assessed for children who have not been picked up by 6:30 pm. A late fee of \$10.00 will be assessed for each half hour following. Please be considerate of our staff members by picking up your child on or before 6:00 pm. Students will be removed from the Before and After School Kids' Academy for excessive late pick-ups during any one school year.

Sign-In/Sign-Out

Attendance will be taken each day of the Kids' Academy. Should a student not be present and no one contacted the building to call the student in absent, contact will be made to the family to ensure the student is indeed home. At the conclusion of the Kids' Academy for the day, a parent or those designated on the emergency contact list for the student will be the only individuals permitted to pick the student up. Personal photo identification (driver's license) is required. Failure to follow this procedure may result in termination from the Academy.

Staff members will be utilizing the information in our Skyward System for contact information. Please be sure this is up-to-date and appropriate emergency contacts are listed.

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Custody Arrangements/Agreements

The HASD cannot refuse to release a child to his or her parent/guardian unless otherwise stated in a court order. Either parent has the right, by law, to pick up his or her child, with the proper identification. If a custody agreement is in place, the HASD must have a copy of the most recent document on file.

Absences

In the event of an absence, please contact your child's school by calling the main office of that building. The above mentioned rate will be required regardless of the number of absences. There are no refunds.

Illnesses

In order to prevent the spread of germs, please keep your child home a minimum of 24 hours if he/she shows any of the following symptoms: unusual skin eruptions, fever over 100 degrees Fahrenheit, persistent cough or headache, chills, swollen glands, discharge or redness of eyes, sore throat, diarrhea, or vomiting. Depending on the nature of the illness, just as HASD does for any child who is ill, he/she may be sent home as a result. Parents are responsible for making necessary arrangements.

Receipt and Acknowledgement of Hazleton Area School District Before and After School Kids' Academy Parent/Guardian Guidelines

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Please read the following statements and sign below to indicate your receipt and acknowledgement of the Hazleton Area School District Before and After School Kids' Academy Parent/Guardian Guidelines.

- I have read a copy of and I understand and agree to comply with the Hazleton Area School District Before and After School Kids' Academy Parent/Guardian Guidelines. I understand that the procedures and rules described herein are subject to change at the sole discretion of the Hazleton Area School District at any time.

- I understand that the guidelines are available on the District website.

- I understand that, should the content of the Hazleton Area School District Before and After School Kids' Academy Parent/Guardian Guidelines change in any way, I am aware that I may need to provide an additional signature indicating that I have read and understand and agree to comply with the changes.

Parent/Guardian Printed Name	Parent/Guardian Signature
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Date

Student's Name (printed)	Student's Name (printed)
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Student's Name (printed)	Student's Name (printed)
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