



**USAKFS Afterschool
Learning Center
Parent Handbook
And Agreement**



Welcome to USAKFS Afterschool Learning Center

About our program

*USAKFS Afterschool Learning Center enrolls preschool to 5th grade students. In addition to assisting homework completion and tutoring in subject areas such as English and mathematics, We provide Chinese – Mandarin classes at different levels. To better prepare our students for a brighter future, we embrace the **STEAM** program in learning(**S**cience,**T**echnology,**E**ngineering,**A**rts and **M**athematics).As believers in multiple intelligences, we offer a whole range of extracurricular workshops such as drawing, chorus, musical instruments, chess and martial arts (Additional fee with discount). Students in our program are encouraged to discover their talents and engage in activities that capture their interests and enhance their strengths*

Our philosophy and methodology

In our efforts to achieve a more student-centered program, we emphasize the three “Rs” dear to us and strive to make our daily practices relevant to our students, responsible for their safety and well-being, and responsive to their individual needs. Our student-teacher interaction can be one-on-one, in pairs, or in small or large groups. Should student tardiness or truancy occurs, parents will be immediately contacted and we will be continuously in touch until all problems are resolved. A minimum ratio of 1 staff person to 10 children will be maintained at all times.

Days of Operation

Monday, Tuesday, Thursday and Friday 2:50 -5:45 pm
Wednesdays 1:50-5:45 pm

USAKFS Afterschool Learning Center will follow the AUSD school calendar. We will pick up students at the regular release times including early release times for Wednesdays, and early release days such as conference week. We will be closed for all school holidays and seasonal breaks.

Transportation

On the enrollment form, please specify the days of the week USAKFS will pick up your child from school. These days will remain the same for the school year unless you pay the \$10 administrative fee to change them. You may add additional pick up days (outside of your regular days) if space is available. Your child's safety is very important to us. Please let us know if your child requires a safety seat for vehicle transportation so that we may make the proper arrangements. After school program participants will be picked up from their school site after dismissal time. Students are to gather at the designated pick up spot in a timely manner. All students are required to follow safety rules for transportation.

Safety rules for transportation:

- Wear your seat belt at all times (and use booster if needed).
- Use a quiet inside voice in the vehicle.
- Respect others personal space (keep hands and feet to self).
- No eating or drinking in the vehicle.

Pick up

Please pick-up your child before 5:45 pm. There is a late pick-up charge of \$1.00 per minute after 5:45 pm. If someone other than a parent or guardian will be picking up your child, you must give written authorization and notification to the after school director. For your child's safety, we can't release him/her to any unauthorized person. If anyone other than a parent/guardian or person pre-authorized needs to pick up your child, written notification to the after school director must be provided and the person must present a picture ID before the child will be released.

Snacks

A snack will be provided each day. This is not intended to be a meal, so if your child(ren) would like more than what we provide, please send them with extra snacks. Please inform our staff if your child has any food allergies. If your child has a severe food allergy, please consider sending them with their own snack. Please be sure your child has a water bottle so that they can refill it at our site when needed.

Fee Schedule

Payments are due on monthly due dates. You will be given a payment schedule for your records. Payment reminders will not be sent home. It is the client's responsibility to adhere to the listed payment due dates.

Note: you do not have to wait until the due date to make your payment. At this moment, we don't accept credit card or debit card.

We have calculated the yearly tuition including early release and holidays. The yearly tuition is broken up into 9 payments due: Sep 1st, October 1st, November 1st, December 1st, January 1st, February 1st, March 1st, April 1st, May 1st.

Days/Week	Kindergarten	Grade 1-6
5 days	\$630 + \$20*	\$600 + \$20*
4 days	\$540 + \$20*	\$510 + \$20*
3 days	\$430 + \$20*	\$400 + \$20*
2 days	\$330 + \$20*	\$300 + \$20*

Note: Transportation fees are included in each installment.

*Material Fee: \$20 per month.

*Sibling discount: 20% off

*Deposit: \$100

We will follow the AUSD public school calendar and this tuition includes care for every day while school is in session. Although the amount is based on a yearly tuition, you may give 30 day notice if your needs change. Reducing your child's schedule can be done if we do not have a waiting list and the schedule you need is available.

Payment Policy: The monthly pre-payments are due on the 1st of the month. Failure to submit a timely payment will result in your child being un-enrolled from the program and late fee charges (\$20 per month). Any bank fees due to returned checks will be added to your invoice. There is no pro-rated fee scale. No refunds for early pickups or missed days. There are no refunds for a child's absence from after school for ANY Reason.

Cancellation Policy: 30 days written notification is required for all major changes/cancellations to your child's enrollment.

Drop In Policy (\$65 Per Day):

Extra days may be added in a given week for the one-day drop-in fee when space is available. Extra days must be arranged 2 days in advance

USAKFS Afterschool Learning Center Agreement

Please initial each to verify you have read and agree with the following.

_____ I agree to notify USAKFS staff if my child(ren) require a safety seat for riding in a vehicle.

_____ I agree to call to notify USAKFS staff before 12:00 noon if my child is absent and/or will not need to be picked up.

_____ I understand I will be charged a \$15 fee if I fail to inform USAKFS staff before 12:00 noon that my child is absent or does not need to be picked up.

_____ I understand that there are no special arrangements for late pick ups (due to late arrivals from field trips, etc.) because USAKFS cannot return to pick up late students.

_____ I understand that my child(ren) will only be released to persons designated by the parent on the enrollment/emergency form and that staff may ask for identification.

_____ I agree to pick up my child by or before 5:45 pm.

_____ I understand I have a 5 minute grace period and then I will be charged a late pick up fee of \$5.00 for every minute past 5:45 pm. (Over time charges will be applied to following month's fee, due on payment due date.)

_____ I understand that the USAKFS After School Program operates on AUSD calendar school days and is closed on non-school days, holidays and seasonal breaks.

_____ I agree to pay the monthly fees on the payment due dates. I understand that there is a 2 day grace period and then I will be charged a \$10 late fee per day that my payment is late.

_____ I understand that I can add an extra day(s) in a given week for a \$65 fee per extra day. Parents must notify USAKFS at least 2 days in advance of date(s) needed and arrange payment for extra day(s) at that time. (Regular days cannot be swapped for any extra days in a given week.)

_____ I understand that there is no refund for days that my child(ren) does not attend the after school program .

_____ I will not send my child to the after school program if they have been sick from school that same day.

_____ I understand that I will be required to pick up my child (ren) promptly if they have a fever, are vomiting, or showing signs of illness or are not feeling well. (USAKFS staff will call parents to notify if a child is not feeling well.)

_____ I agree to inform USAKFS staff of any allergies or illnesses my child(ren) might have (for the health and safety of my child and other children participating in the program).

_____ I agree to report any changes in name, address, school, phone numbers, or emergency information within a timely manner.

_____ I understand that I may terminate my child's enrollment in the after school program for any reason. A written 30-day notice is required. If I fail to provide a 30-day notice, I may be charged for the following month.

_____ I have read, agreed to and signed the transportation liability waiver, waiver and discipline agreement.

Parent signature

date

USAKFS Afterschool Learning Center

The following is our program Student Behavior Agreement. This outlines important information so that they understand behavior expectations at USAKFS Learning Center.

Please have your child initial each to verify they understand the following.

_____ I understand that I must wear my seatbelt when in the program vehicle.

_____ I understand that I must use a quiet voice in the van and should do my best to help maintain a calm atmosphere for the safety of all occupants in the van.

_____ I understand that I should show respect for myself and others at USAKFS Afterschool Learning Center.

_____ I understand that teasing, hitting and using inappropriate language is not considered respectful behavior towards others.

_____ I understand that I am responsible for my own behavior and reactions at USAKFS Afterschool Learning Center.

_____ I understand that I am to listen and follow the instructions given by the learning center counselors.

_____ I understand that it is my responsibility to put away things that I use and play with at the learning center such as: toys, books and games.

_____ I understand that I must follow playground rules when there is outdoor play and that climbing trees is never permitted at the learning Center.

Student signature

date

Parent signature

date

Parents,

Please understand that we will do our best to handle minor behavior issues at afterschool program. If I do call you, it will be because our efforts to modify repetitive disrespectful or inappropriate behavior needs support from home. You will be called immediately if there is any hitting or unsafe behavior. Our goal is to provide an atmosphere where the children and parents feel supported and safe.

Minor behavior issues will be handled in the following manner:

Verbal reminders of expectations

Quiet reflection time for repeated inappropriate behavior

Student written reflection of inappropriate behavior

Counselor written report to student

Counselor written report to parent

If at this point inappropriate behavior continues, we will ask to meet with the parent.

Every year we seek to meet and exceed the expectations of our parents and students. We feel this behavior agreement will help students recognize their own responsibility towards creating a fun and supportive environment at USAFKS Afterschool Learning center. Please read through this agreement with your child and discuss with them what it means to sign this document. We will also go through the agreement the first week of school.

I look forward to working with each each of your children!

Best,

Program Director Sandra Shi
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