



# MELISSA SCHOOLS

## AFTER SCHOOL PROGRAM Policies and Procedures

*"A Special Time in a Special Place"*

### **OPERATION**

\*The Academy's After School Program is open from campus dismissal until 6:00 each day on days Melissa Schools are in session. It is available for Melissa Elementary Students.

### **TUITION**

\*A non-refundable enrollment fee of \$40.00 will be charged for each student/family enrolling.

\*All tuition fees are due by the 1st school day of the month. A late fee of \$10 will be assessed if not paid in full by the 5th of the month. Accounts not paid will be DROPPED and students will not be allowed to attend. In order to return, the full amount is due including all fees and a new enrollment fee of \$50.00 is required. All families are required to pay tuition and fees before their child can start The Academy After School Program.

\*The monthly charge will NOT be discounted for days the student(s) are not in attendance.

### **Late Pick-up Fees**

\*All children should be picked up by 6:00 p.m. Should you anticipate you cannot meet this deadline, please call The Academy (972-837-4379) as soon as possible. Late fees will be assessed at \$1.00 per minute beginning at 6:00pm. Fees will be charged to the family account and are expected to be paid at the following billing cycle if not before. Credits on accounts cannot be used for late fee payment. Credits can be used for tuition only.

### **Withdrawal**

\*A one-week written notice is required prior to withdrawal and to stop payment charges.

### **PROCEDURES**

\*A parent/legal guardian must enroll each child in The Academy.

\*Students must be signed out daily and will not be released to persons not included on the Enrollment Form. A Driver's license/fingerprint will be required for identification. Parents are required to provide evidence of parental rights (divorce decree) if it impacts check-out.

\*If you are signing your child out early from school, please contact The Academy at 972-837-4379 or theacademy@melissaisd.org so we know not to expect your child.

\*A parent or guardian may be called to pick up a child who is sick or injured.

\*Medicine will not be administered as The Academy does not employ a nurse.

\*Students should depart from the front entrance of The Academy to insure sign-out procedures are followed.

\*The Academy will not open if Melissa Schools close due to inclement weather or for any emergency. Early dismissal due to either of these circumstances will necessitate immediate pick-up of students.

\*Students who experience repeated or severe behavior problems will not be allowed to participate in The Academy.

\*Consistent late pick up or late payment may result in dismissal. This decision will be made by the program's Administrator.

\*Although every effort will be made to keep track of each student's items, The Academy is not responsible to replace lost or stolen items. No personal electronics please.

\*Students are encouraged to participate in all activities unless written notice is provided.

\*It is the parent's responsibility to notify The Academy of any changes to a student's vital information or circumstances.

I (print name) \_\_\_\_\_ understand the Policies and Procedures of The Academy and I agree to abide by all the items stated above. I understand I can download a copy of the Parent handbook detailing all these items.

\_\_\_\_\_ Student \_\_\_\_\_ Grade Level 2018-19

\_\_\_\_\_ Parent Signature \_\_\_\_\_ Date