



Empowerment Academy
Charter School

2017 - 2018

**Morning Care/ After Care
Programs**

**Application &
Parent Handbook**

Last Revised: 09/12/2017

Program Overview

We are proud to offer the Aftercare & Morning Care program to our Empowerment Academy Charter School families because we understand that you may need care support for your child after 3:55 pm or before school as early as 7:30 am.

Our Morning Care & Aftercare staff is comprised of teachers, teacher assistants, aides and staff that are employed by Empowerment Academy Charter School. Our program is offered on an as-needed basis, which means our childcare staff is based on the number of participants. As a result, we may need to create a waitlist until a spot opens up.

Empowerment **Aftercare** includes snack, homework help, and activities. Please see the sample schedule of the aftercare daily routine below:

4:00 pm - whole school dismissal

4:00 pm - 4:30 pm - Snack/ Homework Help

4:30 pm - 5:20 pm - Activities

5:20 pm - 5:25 pm - Pack Up

5:25 pm - Dismissal

*5:45 pm - Late fee begins (Please see *Aftercare Hours and Pick Up Information* for further details)

Aftercare activities may include, but are not limited to: indoor/outdoor play, music & dance and game time. Tutoring and/or one-on-one homework help is NOT part of the Aftercare program. Therefore, it will be required of parents to review and check their child's homework daily for accuracy and completion. This will not be the responsibility of the aftercare staff.

Registration Procedure

All applications for Morning Care/Aftercare are available in the main office during normal business hours (8:00 am - 5:30 pm). All paperwork and fees must be received before the student begins attending Aftercare or Morning Care. If you will be using a supplemental program such as Urban League, all contracts must be received in the business office and in good standing before your child can begin the program.

Families with unpaid balances carried over from a previous year's aftercare tuition must pay the balance in full and an additional two (2) months towards the new year. For families using external supplementation (such as Urban League), documentation and/or contract must be provided for the current year as well as the previous year's balance being paid in full before your child may begin the program.

EACS 2017-2018 Aftercare/ Morning Care Parent Handbook

Code of Conduct

All students are expected to act in accordance with Empowerment Academy Charter School's Code of Conduct, which is outlined in the Family Handbook. Please review this carefully.

Our goal is to provide a safe and nurturing environment for all of our Empowerment Academy scholars. Disruptive behavior and/or willful disobedience are not tolerated in our Aftercare program, and could possibly lead to permanent dismissal from Aftercare. Behavior in violation of the Code of Conduct may result in but is not limited to: a note home; phone call; meeting; or formal removal, either temporary or permanent, from the Aftercare program.

Hours and Pickup Information

Morning Care drop hours are 7:30am - 8:15am. Students must be dropped off as busing is not provided during these hours.

Aftercare begins at 4:00 pm and runs until 5:20 pm. Buses will leave at 5:25 pm. If your child is not picked up, you will be assessed a late fee of \$1/minute beginning at 5:45 (payable immediately). **In the event of the repeated offense of not picking up your child by 6:00 pm, your Aftercare services will be subject to termination and the Department of Children and Families Services may be contacted.** We do understand that incidentals may occur and an *occasional* late pick up is imminent. Hence, the 20 minutes grace period provided at the end of Aftercare. Please remember that our Aftercare staff have families and obligations as well, to which their timeliness is required. Please be considerate of this by arriving on time to pick up your child.

Making Changes and Drop-Ins for Aftercare

If you do not want your child to ride a bus, it will be the guardian's responsibility to contact the office before **11a.m.** to inform us of the change. Please note that we cannot any bus changes after **12p.m.**

Making a Change	Drop In Service
Contact: Bus and Pick Up Changes- bus@empacad.org Schedule Changes- mclinton@empacad.org Child's Teacher	Contact: Bus and Pick Up Changes- bus@empacad.org Drop Ins- mclinton@empacad.org Child's Teacher
by 11 am on <i>REGULAR</i> school days by 9 am on <i>HALF</i> school days	by 12 pm on <i>REGULAR</i> school days by 9 am on <i>HALF</i> school days
	Payments are due the same day as use of service.

If you have any questions and/or concerns with respect to operations of the **After Care** program, please contact Ms. Clinton at mclinton@empacad.org.

EACS 2017-2018 Aftercare/ Morning Care Parent Handbook

If you have any questions and/or concerns with respect to operations of the **Morning Care** program, please contact Ms. Cruz at scruz@empacad.org. For any billing inquiries, please contact Ms. Browne at sbrowne@empacad.org.

Fee Schedule and Tax I.D. Number

<u>Monthly Morning Care</u> - Due the first school day of each month	\$60/per month \$80 for families with two children
<u>Daily Drop In</u> -Must be paid same day as use of the service	\$10 per pay \$15 for families with two children
<u>Monthly Aftercare</u> - Due the first school day of each month	\$130/per month \$180 for families with two children
<u>Daily Drop In</u> -Must be paid same day as use of the service	\$15 per day \$25 for families with two children

Payments can be made by: Personal Check or Cash

Both should be made out to: Empowerment Academy Charter School with your child's name name and the letters "AC" on the memo line.

If monthly payments are not received within 1 week from the first school day of the month, the scholar is no longer allowed to attend the program. If you leave them at school once they have become ineligible, you will be assessed our late fee (1\$/minute after a 15 minute grace period).

Aftercare payment can be considered tax deductible for some, please be sure to **keep your receipts** and speak with your tax professional regarding any questions. **Tax ID #: 45-3689749**

Transportation

There will be no bus transportation for Morning Care, parents are responsible for getting the student to the program.

Empowerment Academy Charter School is proud to offer bus services free of charge, on a limited first-come first-served basis for Aftercare. Bus transportation is not guaranteed and students must adhere to the code of conduct outlined in the Family Handbook. If they do not adhere to the code of conduct, they will not be deemed eligible for transportation. If, for some reason, you decide your child no longer needs bus transportation for any period of time, please note that you are surrendering your spot which may not be available in the future. Only scholars enrolled in Aftercare, with **current financial accounts**, are eligible to ride the bus.

EACS 2017-2018 Aftercare/ Morning Care Parent Handbook

Emergency Procedures

In the event of an emergency evacuation, our designated meeting place is the staff parking lot across the street from the school.

In case of an emergency closing (due to inclement weather or unforeseen circumstances) **parents will be notified with a Honeywell message via email.** With that stated, **please make sure that your contact information is up-to-date with the office. This includes all information pertaining to individuals authorized to pick up your child.**

Important Dates: 2017-2018

First Day of Morning Care/ Aftercare: **Monday, September 18, 2017**

Subject to change per school needs. Please consult the yearly and monthly school calendars.



Empowerment Academy Charter School

Please sign, detach, and return the following page in acknowledgement of your receipt of this handbook and understanding of the expectations of the Empowerment Academy Charter School Aftercare AND Morning Care Program.

MORNING CARE/ AFTERCARE PROGRAMMING WAIVER OF LIABILITY AND RELEASE

Beginning Monday, September 18th, Empowerment Academy will offer after school and before school programming. This programming will run through the end of the school year. The school calendar indicates days with no aftercare. In addition to registration and payment as outlined, the school requires that the guardian of all participants complete the waiver of liability and release below. **This form must be filled out in full in order for your child to be enrolled in morning care/aftercare. It is important to note that the school has nursing services and administration present during regular school hours only.**

BY GRANTING PERMISSION, YOU AND YOUR CHILD HEREBY AGREE TO THE TERMS OF THE WAIVER OF LIABILITY AND RELEASE OUTLINED IN THE NUMBERED PARAGRAPHS BELOW.

1. I hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE Empowerment Academy, the Board of Trustees, their officers, agents, or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me or my child, or to any property belonging to me or my child, while released from Empowerment Academy for aftercare programming, REGARDLESS OF WHETHER SUCH LOSS IS CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise and regardless of whether such liability arises in tort, contract, strict liability, or otherwise, to the fullest extent allowed by law

2. I am fully aware of the risk connected with my child being in a program with no nurse or school administrator on site. I understand that Releases do not require me or my child to participate in this activity. I voluntarily assume full responsibility for any risks of loss, property damage, or personal injury, including death, that I or my child may sustain, or any loss or damage to property owned by me or my child, as a result of participation in the program, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise, to the fullest extent allowed by law.

3. It is my express intent that this Waiver of Liability shall bind the members of my family, heirs, assigns and personal representatives and shall be deemed as RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE the above-named RELEASEES. I hereby further agree that this Waiver of Liability shall be construed in accordance with the laws of the State of New Jersey and that any mediation, suit, or other proceeding must be filed or entered into only in New Jersey and only in the federal or state courts in New Jersey. Any portion of this document deemed unlawful or unenforceable is severable and shall be stricken without any effect on the enforceability of the remaining provisions.

BY GRANTING PERMISSION AND SIGNING BELOW, I ACKNOWLEDGE AND REPRESENT THAT I HAVE READ THE FOREGOING WAIVER OF LIABILITY, UNDERSTAND IT AND SIGN IT VOLUNTARILY AS MY

EACS 2017-2018 Aftercare/ Morning Care Parent Handbook

OWN FREE ACT AND DEED. I EXECUTE THIS AGREEMENT FULLY INTENDING THAT I, MY FAMILY, AND MY CHILD(REN) BE BOUND BY SAME.

I am fully aware of and understand the expectations of myself and my child while utilizing the Morning Care/ Aftercare programs at Empowerment Academy Charter School.

I fully acknowledge that I have received and read the Empowerment Academy Charter School Morning Care/ Aftercare Programs Handbook and understand the expectations set forth within.

I fully understand that Empowerment Academy Charter School reserves the right to terminate my use of the Aftercare program due to: nonpayment, consistent late pick-up times and/or violations in code of conduct.

Please check all that apply:

- I want my child(ren) to participate in Morning Care
- I want my child(ren) to participate in Aftercare
- I want my child(ren) to participate in Morning Care on an occasional/ drop-in basis
- I want my child(ren) to participate in Aftercare on an occasional/ drop-in basis

Student's Name(s) (Please print clearly)

Parent/ Guardian Name (Please Print Clearly)

Parent Contact Info: (cell) _____ (home) _____ (work) _____

Emergency Contact: (name) _____ (cell) _____

Parent/Guardian Main Email Address: _____

By signing, I give permission for my child to participate in Empowerment Academy's Morning Care and/or Aftercare programs and agree to comply with all the regulations listed above. I agree to adhere to the Waiver of Liability of Release.

X _____
Signature

Date