

## Deliberate Excellence Leads To Achievement



### The D.E.L.T.A. STEAM Academy After Care Program Fall 2024 Parent Handbook

#### **Purpose**

Our purpose is to provide a safe and nurturing environment where students can receive supervision and academic support from our dedicated DSA staff.

The DSA after care program aims to provide the following:

1. A safe and supportive learning environment for students after regular school hours.
2. A calm and supervised academic session.

#### **Cost of Program and Payment Options**

D.E.L.T.A. STEAM Academy is excited to offer this service to our families. You may choose to opt-in for aftercare on a weekly basis or as-needed.

**There is no aftercare the Friday prior to long weekends and school breaks nor on half-days.**

##### ● **Costs:**

- ○ The fee is \$60/week per student and \$15/drop-in per student.
- If your child(ren) will drop-in, the classroom teacher and aftercare director must be notified by 4p the day *before* the planned drop-in.
- For families with multiple children opting in for weekly aftercare, a discount of \$12 is given for each child after the first.  
(Ex. Child #1 = \$60 for the week, Child #2 = \$48 for the week, Child #3 = \$36 for the week, etc)
- If your child misses aftercare for any reason, funds will roll over to the following week.

##### ● **Payments:**

- Payments must be made in advance via ParentSquare.

- Payments must be made by 7pm on the Friday prior to the week that services are to be rendered.  
**There will be no exceptions to this.** Failure to make your weekly payment by this time will result in the daily drop-in charge being applied to your account per day.

Balances may not be carried over from week to week. If there are drop-in charges on your account, they must be paid by 4pm on Friday of the week they were incurred. The first carryover will result in a late fee being charged of \$5 per calendar day that the balance is on the account post 7pm on Friday. ***Students who have a carryover balance more than once will not be permitted to participate in the aftercare program.***

## **Expectations**

While attending aftercare, all students are required to abide by the expectations that are embodied during the school day, using the Code of Conduct and the DSA core values (Excellence, Perseverance, Integrity, Culture and Community) as guidance. We ask that parents/guardians review these with your child(ren). In addition, students will be expected to:

1. Stay in the assigned spaces unless asked or told to do otherwise by aftercare staff.
2. Bring any assigned homework to aftercare daily. Under no circumstance will students be allowed to return to their classrooms once aftercare pick up is completed for the afternoon.

## **Consequences**

We utilize the same potential consequences that are listed in the Code of Conduct. Parents/guardians of students who repeatedly do not meet behavior expectations can expect the following actions to take place:

1. Parent contact from the Aftercare Director within 24 hours.
2. Suspension from Aftercare- 1-2 week suspension with admin conference.

### 3. Permanent removal from DSA Aftercare program.

*Egregious behaviors may also result in a school-issued consequence according to our Code of Conduct by an administrator.*

## **Inclement Weather Policy**

In the event of inclement weather, aftercare follows DSA's lead. If school is canceled, aftercare will also be canceled. If the weather becomes treacherous while aftercare is in session, parents will be contacted and encouraged to arrive early for pick-up.

## **Pickup Policy**

- Unless an administrator or the Aftercare Director has notified you otherwise, students will be picked up from the cafeteria doors at Building D.
- Students must be picked up by an authorized adult by 6:00p. The adult must present a valid government-issued ID.
- Students will **only** be released to the parent/guardian or designated pickup person. In the event that an alternate adult who is not on the pick-up list will be picking up your child, you are required to send a written notification via email to [aftercare@deltasteamacademy.org](mailto:aftercare@deltasteamacademy.org). Without this notification *and* the adult providing valid ID, **students will not be released to the alternate adult**. Please refer to this example for guidance.

I, (Parent's First and Last Name) give permission for (Alternate Adult's First and Last Name) to pick up my child, (Child's First and Last Name) from aftercare on (Date of the pick-up)

- Students must be signed out on the sign-out sheet *before* they are released to their adult.
- Once a child is released to his/her parent or designated adult, the child may not re-enter the building.
- **Late fees will accrue after 6:00 PM at the rate of \$1 per minute.** Fees must be paid within 24 hours. We understand that sometimes life happens and there are unexpected or unforeseen circumstances.

We ask that parents notify the school in the event they know they will be late picking up their student so that staff can plan accordingly.

- Students who are routinely (3 times or more in a month) picked up late will be removed from aftercare.
- *If there are court orders regarding parental custody, please provide documentation so that we can plan accordingly.*

### **School's Response to Late Pick-Up (*in addition to late fees*)**

- **1<sup>st</sup> Time: Charge + Parent/Guardian email** – We understand that in these circumstances, the usual adult may not be picking up their child(ren). The aftercare director will email the primary adult(s) listed as follow-up.
- **2<sup>nd</sup> Time: Charge + Documented in Infinite Campus** - The second time a parent is late picking up their student it will be documented in our student information system for state documentation purposes.
- **3<sup>rd</sup> Time: Charge + Parent Meeting with Administrator** – The third time a parent is late picking up their student will result in a mandatory parent meeting with an administrator. Parents will receive a bill that must be paid within 1 week. Failure to pay this fee will result in your student's removal from aftercare.

We look forward to continuing to serve you and your children with kindness, consideration, and deliberate excellence.