



**Sierra Montessori Academy**  
**After School Enrichment Program**  
**2018/2019**

Welcome to the Sierra Montessori Academy After School Enrichment Program. Our goal is to provide a safe, structured, nurturing, and enriching environment for the children after school.

## **Days and Hours of Operation:**

The After School Enrichment Program operates on regular, early release days. The program **does not** operate on:

- Teacher Work Days
- School Vacation Days
- Friday November 16
- Friday December 23
- Snow Days or Days Closed for Emergency Situations
- The Last Day of School
- Summer Vacation

The After School Enrichment Program begins serving students at **2:30 P.M.** **Students must attend school by 11:00 a.m. to be eligible to attend the After School Enrichment Program that day.** All students **must be** picked up **no later than the program's 5:30 P.M. closing time.**

## **Enrollment:**

Should you choose to enroll your child in the After School Program you must complete the enrollment process before your child's first day of participation. The enrollment process includes:

- Completing the Student Information Form
- Completing the Afterschool Program Contract **with a parent signature.**

## **Rates:**

Current rates for the 2018/2019 school year are:

\$1,200 a school year – this works out to \$6.98 a day. \$1200.00 divided by 172 days.

In the event that an individual has a check made payable to the SMA returned for any reason twice in a single school year, the District will require that all payments be made in cash or online with a credit/ debit card. **A \$10.00 returned check fee will be applied to all returned checks.**

We offer an online payment option with your credit card through our website, along with payments made by Money Order, Cashier's check, or personal check. Checks should be made out to the **SMA**. Cash is also accepted for payment. **In no case will payment be accepted by the After School Enrichment Program Staff.**

## **Late Fee:**

The After School Program is open until **5:30 P.M.** on every regular or early release days. Make sure your child is picked up on time by the **5:30 P.M. closing time.** If you are going to be late, please advise the After School Enrichment Supervisor by calling the office. **A late fee per child will apply if you are late.** The late fee is **\$1.00 per minute for every minute you are late after 5:30 p.m. Minimum \$10.00 late fee charge per child.** Three late pick-ups **may be** cause for termination of your child's participation in the program.

**Late fees must be paid before your child/children can return to SMA After School Enrichment Program.**

## Sierra Nevada Children's Services:

Sierra Montessori Academy works cooperatively with the Sierra Nevada Children's Services to provide service to families facing economic hardship. Their address information is: 420 Sierra College Dr., Suite 100, Grass Valley. Their phone number is: (530) 272-8866. The After School Enrichment Program is eligible for, and receives payments for service from this agency.

## Homework First!

As soon as children arrive in the After School Room, attendance is taken and the homework period begins. The first hour and a half of the program, from 2:30 P.M. to 4:00 P.M. is designated for Homework completion. Staff members will provide supervision to insure that homework assignments are completed to the ability of your students and provide assistance with directions as needed. If the student does not understand the homework will be sent home for parent to go over with their child. Please note that the staff does not review homework assignments for correctness so we recommend that parents take that step at home before returning the assignments to school. Additionally, staff members will not sign off on reading logs.

## Allergies:

Before students may begin attending the After School Enrichment Program their Health Information must be on file. However, in addition to that information we request that you verbally make staff aware of any health concerns your child may have. Additionally, if your child has food allergies you may want to provide an alternate snack depending on the options available on the snack menu.