

Achieving our  
potential.....

PARENTS’  
Homework and Health  
Manual  
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2019-20

Arlington Classics Academy

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## Mission Statement

Homework and Health seeks to help every student develop skills to become independent in the areas of homework completion, studying, leadership and evolving into healthy individuals. Activities are designed to facilitate the development of each student, enabling them to achieve their highest potential.

## I. Homework and Health

### Introduction

Homework and Health is an after-school program especially designed for ACA students. It is a program that exists as an extension of Arlington Classics Academy to serve all families in need of a quality after-school program. Arlington Classics Academy services students in kindergarten through 9th grade. Some activities are listed below:

- Homework assistance
- Games/Sports
- Technology
- Fitness Training
- Nutrition Classes

## II. Program Parent Handbook Policies and Procedures

### Services

Homework and Health offers different options of service that are determined during enrollment. The descriptions of services are listed below:

#### Full-time Program

A student enrolled at least four days per week is considered a full-time participant.

#### Part-time Program

A student enrolled for three or less pre-determined days per week is considered a part-time participant.

#### Emergency Drop-In

This is for an enrolled student who is not Part-Time or Full-Time and does not have pre-determined days of attendance but instead, may need to attend on occasion or unexpectedly.

#### Employee

As a benefit to employees of Arlington Classics Academy, a 50% discounted reduced tuition rate is offered, however, the reduced portion will be considered a taxable benefit.

## Student Enrollment

All participants must be enrolled, and all paperwork filled out before starting the program. For the 2019-20 school year we will use **Online Registration and an Online Payment System** at <http://www.acaedu.net/Domain/209>

The staff-ratio is the number of staff divided by the group size. The ratio for students is:

1 Kinder-3<sup>rd</sup> Grade 1:10 FT  
1 4<sup>th</sup>-9<sup>th</sup> Grade 1:15 FT

## Availability

Homework and Health will be available from 4:00-6:00pm every day that a full day of school is in session, with the following exceptions: Early Release Days, Field days, Picnics, weather-related emergencies, and the last day of school, etc.

## Attendance

Classes begin and end promptly at the scheduled time. To ensure safety, students should remain inside the building or under H&H employee supervision, until a parent arrives. Please notify the school of any changes in your transportation arrangements.

## Curriculum

Homework and Health begins daily with a snack and attendance then quickly transitions into Mandatory Homework Time. All students will work quietly for a minimum of 30 minutes. After the 30 minutes, H&H staff will evaluate student needs and determine if there are students who have completed their work and are able to move on to activities. H&H offers both structured and unstructured activities which include academic, social and physical skills for a wide range of learning experiences. Daily activities include Media, Technology, Workouts and Fun Friday. On Fun Friday, students can choose an activity or game to play with friends. When outside, students have access to various sports equipment and are given the opportunity to choose an activity to stay active. H & H encompasses quality and success and strives to help our students become responsible and independent workers. There will be a pizza party each nine-weeks to celebrate the students' job well done on their report cards.

## Parental Support

Parents play an integral role in their student's success. Homework & Health is committed to helping your child become an advocate for themselves and teaching them to be academically successful. Your enthusiasm and support will help to build a positive attitude and assist us in accomplishing this goal.

## Behavior Management

Our goal is to establish and maintain a behavior management system which will reinforce the following positive behaviors:

- Respect Others
- Respect Property
- Be Prepared
- Be Responsible

If your student's behavior seriously violates their safety or the safety of any other student or staff member, he/she may be temporarily excluded from the program. In these circumstances, the parent or authorized adult will need to pick up their student within 30 minutes of notification.

## Discipline

H & H staff expects participants to follow ACA school rules while participating in the after-school program. Failure to follow school rules may lead to dismissal from the program, consequences are as follows:

1. Should inappropriate behavior occur, the concern will be discussed with the student and a written warning will be given.
2. Should inappropriate behavior continue, a second written warning will be given, and parents will be notified.
3. Should inappropriate behavior continue, a third written warning will be given, and the student will be suspended for three days.
4. Continued behavior problems may result in permanent dismissal, to be determined by the campus Teacher Coordinator. (Refunds will not be given.) Parents may set up a meeting with the Teacher Coordinator to discuss individual needs and concerns. We use a consistent, positive approach including redirection and always promoting self discipline. Parents will be notified if there is a consistent behavior problem.

## Student Pick-up and Drop-off

Students must check in daily with a staff member. Parents are required to come in the building to pick up their student. A staff member will sign the student out by computer. Parents will give the program the names of all persons authorized to pick up their students. Staff will ask for and scan into the RAPTOR system, the picture ID of anyone they do not know or whom is not already in the RAPTOR system.

**Persons not listed as authorized to pick up will not be allowed to check out a student.** All active Homework and Health students present for the program will be checked out through RAPTOR daily.

## Illness

It is in the best interest of your student and the other students if you keep your child at home when he or she is ill. Students with fever, diarrhea, or vomiting will not be admitted to the program. If a student becomes ill while in the program, the parent will be called immediately to pick them up. Parents will be notified regarding contagious illness. Students must be fever and symptom free or on antibiotics for 24 hours before they will be readmitted to the program.

## Medication

In accordance with the state law, we will not dispense any medication to any student without advance written consent from the parent/guardian. Prescription medication may be given only to the student for whom it is prescribed. Over the counter medication must have the student's name clearly printed on the container. The parent must complete a Parent Permission to Administer Medication form. Please see school nurse for form. All medication must be in its original container. If these steps are not completed, medication will not be administered. III.

## Tuition & Fees

### Tuition

Tuition provides for set number of classes per month and cannot be adjusted for excused or unexcused absences. Make-up times will not be permitted. Payment is due prior to the first instructional hour of each month. Your student will not be allowed to attend the program starting the 1<sup>st</sup> day of the new month if your account has not been paid in full by the due date (**last day of the month**).

Full-Time Tuition: \$250 per student/per month due the last day of the month for the following month's tuition (sibling discounts available).

Part-Time Tuition: \$25 per student/per day due monthly by the last day of the month for the following month's tuition.

Emergency Drop In: \$30 per student/per day due day of attendance.

### \*Exceptions

Pro-rated Tuition: Full-Time students who attend less than 12 days of service due to late enrollment or temporary suspension of services will be charged a pro-rated amount of \$15.00 × # days of attendance.

### Payment

Invoices will be sent on the 15<sup>th</sup> of each month and will be due on the last day of each month for the following month's tuition. All payments must be made online with MX Merchant Solutions through the link on your monthly emailed invoice. Only credit cards will be accepted for Online Payments. **Cash or Check Payments will only be taken at the Administration Office at 5206 South Bowen Road, Arlington Texas 76017 between 8:15 am and 4:30 pm.**

Most families opt to pay monthly, however, semester or annual payments are possible if preferred. All payments are due online by the last day of the month. **The payment is for the NEXT Month of services.** (i.e. September payment is due by August 31<sup>st</sup>). Payment not received by due date will incur a \$20 late fee, and **your student(s) will not be allowed to attend until payment has been made.**

The exception would be if payment arrangements are made with the Business Operations Support.

### Late Pickup Fees

Children should be picked up promptly by 6:00 pm. Failure to comply could result in termination of services. A Late Pickup Fee of \$10.00/child will be charged if a child is picked up during the first five minutes after closing time and another \$1.00/child for each additional minute after that (i.e. Child is picked up at 6:12, the charge would be \$17). The Late Pickup Fee is to be paid at the time the student(s) is picked up. If more than 3 late pick ups occur, your student's enrollment in the program may be terminated.

### Suspension/Termination of Services

If full tuition and any additional fees are not received by the end of the month for the following month's tuition, and payment arrangements are not made with Homework & Health Business Operations Support, a violation will be written and issued, and the student will be suspended from the program until tuition has been paid. After the third payment violation, your student's Homework & Health services will be suspended permanently.

## Monthly Fees for 2019-2020

### Full-time Students

Invoiced on the 15<sup>th</sup> of each month by email and due by the last day of each month via the provided link.

- \$250 for one full-time student per month
- \$475 for two full-time students per month
- \$700 for three full-time students per month
- \$925 for four full-time students per month

### Part-time Students

No invoice. Payment due monthly by the last day of the month for the following month's services.

- \$25 per day for each student

### Emergency Drop-In students

No invoice - Payment due on day of attendance.

- \$30 per day per student

### Late Monthly Payments Fees

Payment due immediately!

- \$20 per month

### Late Pick Up Fees

Payment due at time of late pick up.

- \$10.00/child will be charged if a child is picked up during the first five minutes after closing time and another \$1.00/child for each additional minute after the first five minutes.