

Shiloh Point Elementary  
Shark Time Afterschool Program  
Parent Handbook

2022-2023

## **PROGRAM OVERVIEW**

The Shark Time Program is designed to provide a safe and enjoyable environment for our students who need afterschool care. The program will be in operation from school dismissal until 6:00 p.m. on the days students attend school. The program is opened to all students in grades PreK-5. If there are any special needs (ex. medical, dietary) please arrange to meet with the Shark Time director to ensure that your child's needs are met and understood. The children will receive a daily snack. Please pack an additional snack if you wish. Water bottles are always recommended. The children will play outside, have craft time, playtime and enjoy recreational activities.

We also encourage homework time for students. Homework time is dedicated for working on homework, reading, or keeping busy with appropriate activities. Technology may be used under the discretion of Shark Time teachers (only academic/appropriate activities will be allowed). It is also a great opportunity for children who have evening commitments.

Please, as a parent/guardian, always inform your child's teacher if there is a change in dismissal. All transportation and dismissal changes must be submitted to your teacher in writing. It is very important that we know if your child is going home a different way other than Shark Time. The Shark Time staff takes attendance immediately after school and the teachers or front office will notify them of any changes to your child's transportation.

## **ENROLLMENT**

A registration form must be completed along with a fee of \$65.00 for the first student and \$35.00 for each additional student. This fee covers the purchase of snacks, arts and craft supplies, games and parties. The weekly rate is \$75.00 per child. This is a flat rate and stays the same regardless of attendance or hours. No payment is due for weeks school is not in session. The drop in rate is \$30.00 per day. We will have after school on all early release days. If your child will only be attending on early release days, the fee is \$30.00 per child per day with paid registration. There is a late fee of \$1.00 per minute if a child is picked up after 6:01pm. **Payment is due in full each Friday in advance for the following week. Drop in student fees are due on the same day of the drop in.** Prepaid days will be credited to your child's account. Checks should be payable to SPES. You may also pay by credit card on our school website using My Payments Plus.

**PAYMENTS ARE DUE WEEKLY UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE.**

You may send your payment with your child in a sealed envelope marked "Shark Time". Your child's teacher will forward it to the director. At no time should your balance exceed \$150.00. If the case your child will be denied to stay at Shark Time until the balance is paid.

**HOURS**

The program hours are from school dismissal until 6:00 p.m. (Early release days start at 11:45). Students are required to be picked up by 6:00 p.m. Please have arrangements made if your schedule requires a late pick up. The following late fee will be imposed per child for late pick-ups.

**\$1.00 per minute, per child, after 6:01 p.m.**

**Please note that the late fee will be strictly enforced starting at 6:01 p.m. After the 3<sup>rd</sup> late pick up your child will be dismissed from Shark Time.**

Please call the school if you are going to be late. If parents can't be notified for pick-up of children who are late, we will begin calling authorized people on the registration form. In the event that no contact has been made with parents after one hour, the director or principal will contact the Department of Family and Children Services.

**PICK-UP**

Release of the student will be to the parents or authorized person(s) only. Without exception, all student check ins/check outs will be conducted from the front office. A picture I.D. will be checked until the staff is familiar with parents or authorized person(s). Any unusual restrictions should be noted on the registration form, and front office personnel should be informed. **Your child is our #1 priority.**

**DROP-INS**

A "drop in" is defined as one who only uses the program occasionally or for an inevitable circumstance. A drop-in is allowed if a registration form is on file with the after school program. **Charges for Drop-Ins will be \$30.00.** Parents are encouraged to register their children at the beginning of the school year so that if a need arises throughout the year, parents may simply inform the school the

day that care is needed. Parents must send a note to their child's teacher notifying the school of the dismissal change.

### **EARLY DISMISSAL**

In the event of early school dismissal due to inclement weather or emergencies, students will be released according to parent instructions specified on the student registration form. Please make sure that this is filled out. During early release days the program will run from dismissal until 6:00 p.m. Please note that we may be required to dismiss early due to weather. In the event we will notify parents by phone.

### **BEHAVIOR GUIDELINES**

We will strive to provide an atmosphere that is conducive to the safety and wellbeing of all children. School rules will be enforced during our afterschool program. The following consequences will be consistently enforced.

**1<sup>st</sup> Offense-Written up w\ 1<sup>st</sup> warning**

**2<sup>nd</sup> Offense- Written up w\ 2<sup>nd</sup> warning**

**3<sup>rd</sup> Offense-Written up and dismissed from program**

**Please note that after the third written notice students will be dismissed from the program.**

**We will not tolerate unacceptable behavior.**

### **MOVIE DAYS**

During extreme cold/hot weather, or rainy days Shark Time children will watch an appropriate movie. Movies are tailored to each Shark Time group.

### **HOMEWORK HOURS**

Students are provided homework time. First through fifth grade students will have the opportunity to work on homework. The students will have 30-45

minutes of quiet time after attendance is taken. At the discretion of Shark Time teacher students may be allowed to use their technology at this time.

### **SNACKS**

Students are provided a snack during Shark Time. They usually have their snack at 3:00 pm. We will provide a secondary snack on early release days. We recommend that you provide a water bottle which can be refilled at any time needed.

### **SHARK TIME WAIT LIST**

Due to safety concerns, Shark Time carefully monitors the student-teacher ratio. For this reason we can only accept a limited number of students. A wait list will be maintained and parents will be notified when spots become available.

### **SHARK TIME SAFETY PLAN**

The Shark Time program follows all guidelines put forth by the Forsyth County School System. Safety drills are run periodically and the guidelines of the FCS Code of Conduct are enforced.

**Thank you for joining our Shark Time Afterschool Program!**

**SharktimeK5@gmail.com**

