

Pepin Academies Aftercare Policy

Registration

All students must be registered in our aftercare program to attend. If you have registered previously we just need you to verify the information we have on file you do not need to complete a new form. Registration can be completed at any time during the school year.

Hours

Aftercare is offered Monday through Friday from 3:30-5:30pm. Any students picked up after 5:30pm are subject to late fees. Aftercare will be available on early dismissal days from 12:00-5:30pm.

Aftercare is not available on school holidays, vacations or on the last day of the school year.

Charges/Payments

Aftercare cost is \$10 per day regardless of the amount of time the student is in aftercare. Payment is required weekly. Delinquent payments can result in your child being removed from the aftercare program. Payments can be made by; cash, check, or money order in the aftercare classroom. Credit or debit card payments can be taken over the phone or with Mrs. Diaz in the front office. You can also make payments online or authorize auto-debit with Tuition Express. More information about Tuition Express is attached.

There will be no refunds for credits on aftercare accounts, if you choose to pay ahead and do not use your balance the only option is to transfer your funds to the student's lunch account. For this reason we encourage you not to carry more than a \$50 credit on your account.

Students with a lunch, aftercare, or library balance owed of \$20.00/ higher will not be permitted to attend field trips until the balance is paid.

Late Fees

Students picked up after 5:30pm will be charged as follows:

\$1 per minute for the first 5 minutes

\$2 per minute after the first 5 minutes

Three late pick-ups may result in your child being removed from the aftercare program.

Procedures

Aftercare begins promptly at 3:30pm. Any student not picked up by 3:30pm will be sent to aftercare and will be charged accordingly.

No students are allowed to wander the campus after 3:30pm. Failure to report to aftercare will result in administrative action.

Students will receive a light snack and drink each day. Help with homework will be available if needed. All standard school rules apply and will be followed during aftercare.

All students must be signed out by an adult. Only adults listed on the student's aftercare registration will be allowed to pick up the student. In the case unforeseen emergencies, please call 813-236-1755 and use the appropriate extension to contact the aftercare attendant and let them know who will be picking up the student.

Locations

Aftercare services are provided in the following locations:

Elementary: Media Center extension 115

Middle School: Room 125 extension 176

High School: Room 125A extension 154