

UNHP AFTERCARE INFORMATION & POLICIES 2016-17

****IMPORTANT NOTE: SPACE WILL BE LIMITED THIS SCHOOL YEAR AND COMPLETED APPLICATIONS WILL BE CONSIDERED ON A FIRST COME, FIRST SERVE BASIS AFTER ALL REQUIRED DOCUMENTS AND PAYMENT HAS BEEN RECEIVED. NO EXCEPTIONS.**

Enrollment is not guaranteed. Your child/children will be considered registered IF the application has been fully and correctly completed, program policies and necessary documents have been signed, payment for the first month has been paid in full, and a spot in your child's grade level is still available. Your child CANNOT go to Aftercare if you have not received an official e-mail confirmation of your child's spot in the program. At minimum, two business days are required to process paperwork and payment. Please allow five business days at most for this process.

STEPS FOR APPLYING FOR THE 2016-2017 AFTERCARE WAITLIST:

- Apply for Waitlist online by [clicking here](https://docs.google.com/forms/d/1Zowckf9KrhmsLSv9QXvCt9pxVNCiMM6dS4s-3vr9ERw/viewform) or go to <https://docs.google.com/forms/d/1Zowckf9KrhmsLSv9QXvCt9pxVNCiMM6dS4s-3vr9ERw/viewform>.
- Remit payment for the first month (August 2016 payment) in the Primary Cafeteria May 23rd – May 26th (Mon-Thurs from 12:30 pm – 6 pm). In addition, payments will be taken at Panther Round-Up in August, 2016.** Checks or money orders should be made payable to North Hills Preparatory. Please note your child's/children's name(s) and "Aftercare" in the memo. If a check is returned for insufficient funds, payment will need to be made via Money Order immediately in order to keep your spot including a \$25 NSF charge. All payments after a check is returned will need to be made by money order
- Recurring monthly payments can be made when a spot is confirmed for your scholar. You'll be given the option to fill out the recurring payment form at this time. First recurring payment form for the 2016-2017 school year will occur on August 1ST, 2016.**
- Payments may only be accepted by the Aftercare Coordinator, Marisa Banks:**
mbanks@uplifteducation.org
- Turn in completed and signed pages 8-9 of this packet (page 10 if applicable).

Once the above steps have been completed, please allow up to 5 business days for processing. You will be notified by e-mail if your child has been enrolled for an open spot or if they are placed on a waiting list.

PRIMARY AFTERCARE HOURS/SCHEDULE

Regular Days (Mon, Tues, Thurs, Fri) 3:00 p.m.-6:00 p.m.

Early Release Wednesdays 2:00 p.m. – 6:00 p.m.

Half Days 12:00 p.m. – 6:00 p.m.

AfterCare is available on UNHP school days only. If there is a student holiday or cancellation due to weather, AfterCare will be closed.

TUITION/RATES

Regular tuition for primary students (K-5): \$240 per month, per student

Regular tuition for secondary students: \$120 per month, per student

(NO DROP-IN RATES AVAILABLE EVEN ON HALF DAYS)

Families that qualify for free/reduced meals may have a reduced rate for AfterCare tuition. Please inquire with the AfterCare Coordinator via e-mail to confirm at mbanks@uplifteducation.org. If your family currently receives free or reduced meals, please note that you must apply every July for the upcoming school year.

PAYMENTS

The first payment (August or throughout the school year) is due once the online application has been submitted to be considered a “complete” application. Your first payment will be due to the Aftercare Coordinator, Marisa Banks. All other payments will be paid when you pick up your child on the first school day of each month. If you are applying for free/reduced lunch, the lunch application and reduced fee will be due upon applying (please inquire for details). Should you not be approved for free or reduced lunch, the remainder of the regular fee listed above will be due within one business day of being notified. Otherwise, your Aftercare application will be deemed incomplete and move to the bottom of the list.

All other due dates will be the first school day of each month (Sept 1, Oct 3, Nov 1, Dec 1, Jan 2, Feb 1, Mar 1, Apr 3 & May 1). These payments will be made to the Aftercare Coordinator when you pick up your child on the first school day of each month. Do NOT send payment with your child or through their teacher.

Each month is considered a full month regardless of the school calendar. We do not increase the monthly fee for half days, Wednesday early release days, or for month’s with a fifth week. We also do not decrease the monthly fee for holidays when Aftercare is not available.

RETURNED CHECKS

A \$25 NSF fee will be incurred for all returned or cancelled checks. This along with the monthly payment will be due immediately. After ONE returned check, all future payments must be paid with money orders. In the event that you do not pay the NSF fee as well as the monthly fee by the fifth school day of that particular month, your child will no longer be enrolled in Aftercare. They will not be able to return until a spot is available and all tuition and fees have been paid.

LATE PAYMENTS

Tuition is due the first school day of each month. A late fee of \$5 per school day will be incurred until payment is made in full including late fees. Your child’s enrollment will no longer be valid if the account is not paid in full by the 5th school day of the month. On the 6th school day after payment has not been made in full,

your child will not be permitted in the program. The newly available spot will be offered to students on the waiting list. Steps for your student to be permitted back in the program will be decided by the AfterCare Coordinator and Operations Director.

LATE PICK UP

Pick-ups after 6:00 p.m. are not acceptable, NO EXCEPTIONS. There will be a late fee due of \$1 per minute late according to the clock at the sign out door, NO EXCEPTIONS. This late fee is due at the time of the late pick up. If you are late more than two times within a school year, your child/children may be dismissed from the AfterCare Program. If the late fee(s) are not paid within three days of the late pick-up, AfterCare services for your child/children may no longer be available. Any monthly payment made before that time will NOT be refunded if your child/children are dismissed as a result of this policy not being followed.

PICK UP POLICIES

--SIGN OUT LOCATION: You will need to sign your child out at the entrance of the Primary Cafeteria (this applies to Primary AND Secondary students). You will not be permitted to pass the table at the entrance. Your child will be located by a staff member and will meet you after they have been released. This policy is for all students' safety and must be strictly followed. If you violate this policy, your child's enrollment in the program may no longer be available.

--CARPOOL CARDS: A CARPOOL CARD ISSUED BY UPLIFT NORTH HILLS AND A VALID DRIVER'S LICENSE IS **REQUIRED** AT EACH PICK UP OF A PRIMARY STUDENT. The card that is given at the beginning of the school year to parents for picking up after school is the same card AfterCare will use. Please give this card to any adult that will be picking up your child from AfterCare. Any adult picking up must be ready to show their Driver's License and be on the pick-up list you provide at the time of applying. If you provide them with a card, this can go smoother for them and your child. If they do not have a card, their license will be verified against the pick-up list you provided. If they are not on the pick-up list, they cannot pick up your child. Please contact the Aftercare Coordinator in the event of an emergency.

--EARLIEST PICK-UP TIME FOR PRIMARY AFTERCARE: For the safety of everyone involved in the pick-up of students on campus, the earliest pick up time for AfterCare for a Primary student on regular school days (Mon, Tues, Thurs, Fri) is 4:00. On Wednesdays, the earliest time is 3:00 and half-days at 1:00. If you need to pick up before those times, please notify your child's classroom teacher, Primary office and AfterCare Coordinator via e-mail to send the student to carpool instead of AfterCare. Have your carpool card visible in your windshield at the time of pick up. If you **have not** notified your child's teacher and the AfterCare Coordinator of this change in pick-up, you will need to wait until 4:00 to pick up at the AfterCare table.

--SIBLING DRIVERS: Siblings in grade 12 and under will not be permitted to pick up students enrolled in Primary AfterCare unless ALL of the following requirements have been met well in advance (at least 3 school days).

1. A completed Sibling Pick-Up Permission form must be submitted at least three days prior to the first day of pick up.

2. The Sibling Driver on the form must have a valid Texas driver's license, current insurance and registration and have a paid UNHP Student Parking Permit if they are enrolled at North Hills.
3. The Sibling Driver must leave the UNHP campus at the time of pick-up. An older sibling may not pick up a Primary student and continue to hang out on campus or take a Primary student inside Secondary buildings without that student's parent being present. This is for the safety of all students.
4. The Sibling Driver and Primary student must obey all carpool, crosswalk and parking lot procedures as well as any directives given by a teacher, staff member or carpool volunteer while on campus after school. If the safety of the Primary or Secondary students are at risk, your Driving Sibling may lose privileges to pick up their Primary sibling. No refunds of monthly fees will be made if you are no longer able to use AfterCare services due to a revoking of said privileges.

MEDICATION POLICY

UNHP AfterCare staff members will not administer daily medications to students under any circumstance. Medications will only be administered in case of an emergency when a current authorization form is on file, current medication has been provided to the AfterCare Coordinator or designated staff member, and all procedures below have been followed.

During the hours of the Primary AfterCare program, there is not a registered school nurse or other health professional available. Medication will be administered only during emergencies in compliance with North Hills Board of Trustees policies and related district procedures and guidelines.

Students who have special medical needs must complete a Medication Request Form giving permission to administer needed medications. **Any student requiring inhalers, pills, EPI pens, or other medications must give the necessary supplies and medication to Uplift North Hills Preparatory AfterCare Coordinator so that it may be kept in stock in case of emergency.** A student with severe allergies must have a doctor or physician's Allergy Action Plan on file with the AfterCare Coordinator as well.

The physician's order must include verbiage stating that medication may be administered by an unlicensed assistive personnel. The Allergy Action Plan must be updated annually by the parent and given to Uplift North Hills Preparatory AfterCare Coordinator before the student can attend the AfterCare Program. Copies of any legal documents pertaining to the student need to be given to the AfterCare Coordinator to be kept on file

All end of the school day medications should be administered by the school nurse or other qualified personnel prior to the student's attendance in the primary aftercare program. **For any student with an Epi-pen, the parent must provide over the counter Benadryl.** This is a must, as we will not stock Benadryl for those students with Epi-pens.

Diabetic children must be able to attend to his/her own care as outlined in the individual health plan, which may include self-checking blood sugar/glucose levels, self-administering of insulin in accord with the diabetes management and treatment plan, self-managing low and high blood sugar/glucose levels as quickly as possible, carrying any diabetes supplies or equipment, and performing this self-care while attending the Primary AfterCare Program.

Exceptions to this procedure, if any, will be evaluated on an individual basis. If your child requires any special considerations for daily medical needs, for the safety and welfare of your child, it will be necessary to discuss these with the Coordinator of Uplift North Hills Preparatory Primary AfterCare Program before official admission to the program is complete. Again, it will be considered on a case-by-case basis.

Thank you for your cooperation and understanding in this matter. If you have any questions, please feel free to contact either the AfterCare Coordinator, at the e-mail address listed above, or the primary school nurse, via the Uplift North Hills Primary Office.

All insurance information on this application must be completely filled out. All students are required to have health insurance for the duration of their time in the Primary AfterCare Program. The AfterCare Coordinator must be notified of any changes to this information.

SICK CHILD POLICY

Your child must be fever-free without fever-reducing medication for at least 24 hours before returning to AfterCare. Parents will be required to pick up a student immediately from AfterCare if they are running a fever of 100.0 or higher, have an undiagnosed rash, are experiencing vomiting, diarrhea, persistent pain, or displaying symptoms of a contagious illness.

DAILY ROTATION

AfterCare students will report directly to a designated classroom for once school is dismissed. Each Primary class will go through a rotation that includes study/quiet time, various games, educational and physical activities, and snack time every day. Middle School AfterCare students will have study or supervised free time.

SNACK

A nutritious snack will be provided each day your student is in attendance. If your child has any food allergies, you must list them on the medical form provided on the application. For some circumstances, you may be required to provide your child with a daily snack for their safety.

GENERAL STUDENT GUIDELINES/POLICIES

- Students must report immediately after school to AfterCare. If they have any activities, tutoring, etc. after school in another area, they must report to their AfterCare teacher first and then return to their teacher or other area where their after school activity is taking place. Students who are absent from school for any reason may not be present in that day's AfterCare program.

-Primary students who will be picked up before 4:00pm must go to regular carpool pick up in the Primary Cafeteria instead of going to AfterCare. Parents/guardians are responsible to notify the child's teacher by e-mail or leaving message with the Primary office that the student will not report to AfterCare on any particular day. Please note, you will not be permitted to pick up your child from AfterCare before 4:00pm, so this procedure must be followed. Students must memorize their carpool numbers. These will be used this school year in AfterCare, so please help your child with memorizing their number.

-Students will have some time to work on homework and/or read in AfterCare. AfterCare teachers can assist when available but they will not be responsible for checking homework or signing reading logs.

Parents/guardians will be responsible to keep up with students' work.

-Students must receive permission from their AfterCare teacher to leave a designated area for their AfterCare group for any reason.

-Video games, iPods, cell phones and other electronic devices are not permitted in Primary AfterCare.

-Students will be given one snack and one drink each day they are present in AfterCare. Students are permitted to bring their own snack as a substitute. Children with severe food allergies or restrictions should bring their own snack.

ACTIONS OF MISCONDUCT – LEVEL I

In addition to the policies outlined in the AfterCare Information packet, students are prohibited from:

- Throwing objects
- Failing to comply with lawful directives issued by AfterCare teachers, director or other Uplift personnel
- Failing to comply with consequences given by AfterCare teachers, director or other Uplift personnel
- Profanity or vulgar language
- Violating any safety rules

POSSIBLE CONSEQUENCES FOR LEVEL I MISCONDUCT

- Verbal warning/correction
- Time out or temporary loss of privileges from activities
- Parent/guardian notification verbally, via e-mail or note home
- Suspension (1 day)

ACTIONS OF MISCONDUCT – LEVEL II

In addition to the policies outlined in the AfterCare Information packet and Level I Misconduct list, students are prohibited from:

- Repeat offenses of Level I Misconduct
- Bullying
- Name-calling, derogatory statements, religious, ethnic or racial slurs, hate language, obscene or inappropriate gestures, writings or drawings
- Defacing, damaging or otherwise vandalizing any property, including furniture and other equipment.
- Making threats of any kind whether verbal or written regarding other students or staff

- Participating in the harassment of students or staff
- Causing physical harm to others including but not limited to fighting or pushing
- Stealing

POSSIBLE CONSEQUENCES FOR LEVEL I MISCONDUCT

- Any consequence from Level I or Level II alone or combination of consequences at the discretion of the AfterCare Coordinator or Operations Director
- Extended loss of privileges from activities
- Parent/guardian conference with AfterCare Coordinator and/or AfterCare teacher
- Suspension (up to 5 school days) or removal from program for remainder of semester or school year

ACTIONS OF MISCONDUCT – LEVEL III

In addition to the policies outlined in the AfterCare Information packet and Level I & Level II Misconduct lists, students are prohibited from:

- Repeat offenses of Level I or Level II Misconduct
- Making bomb threats or other threats relating to the safety of students, staff and property
- Pulling fire alarm in absence of a fire
- Discharging a fire extinguisher
- Possession of a weapon or dangerous object
- Use or threat of an object as a weapon
- Causing physical harm to others including but not limited to fighting, biting, scratching or pushing

POSSIBLE CONSEQUENCES FOR LEVEL III MISCONDUCT

- Any consequence from Level I or Level II alone or combination of consequences at the discretion of the AfterCare Coordinator or Operations Director
- Permanent removal from the AfterCare program for the remainder of the students' enrollment Uplift North Hills Preparatory

SIGNATURE PAGES/FORMS

Please note the remaining pages (8-10) are forms that need to be signed and turned in to the AfterCare Coordinator. If you would like a physical copy of the signed version, the campus will not provide that for you. You must copy that ahead of time before turning your documents in. A blank copy will be provided to you via e-mail or will be available on the school's website at any time.



**UNHP PRIMARY AFTERCARE PROGRAM
HEALTH & MEDICAL CONSENT FORM
2016-2017**

I, the undersigned, do hereby authorize employees of Uplift North Hills Preparatory Primary AfterCare Program to contact directly the persons and health care providers named on this form, and do authorize the named physicians, clinics and/or hospitals to render such treatment as may be deemed necessary for the transportation and healthcare of said child. In the event the physicians, other persons named on the this form, or parents cannot be contacted, the NHP AfterCare employees are hereby authorized to take whatever action is deemed necessary in their judgment, for the health of the aforesaid child. (Section 35.01, Texas Family Code). I will not hold the school district or the employees of Uplift Education financially responsible for the emergency care and/or transportation for said child.

I request that the physicians, dentists, and staff of the medical facility perform any diagnostic procedures, treatment procedures, operative procedures, X-ray treatments, and anesthetics as may be necessary in the diagnosis and treatment of my child. I authorize the medical facility to dispose of any specimen or tissue taken from named person.

I certify I am a parent with legal control of the child, the child's legal guardian, or have other court ordered control of the child. I understand that I must notify Uplift North Hills Preparatory in writing to change any information on this form or to revoke any consent given herein. I understand it is a penal code offense to falsify information for enrollment. I testify all information on this document to be true and correct.

Printed Legal Name of Student: _____

Physician's Name: _____ Physician's Phone Number: _____

Preferred Hospital: _____ Hospital Phone Number: _____

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

UNHP AFTERCARE INFORMATION & POLICIES

LIMITED ENROLLMENT

I have read and understand that enrollment in the AfterCare program for my student(s) is not guaranteed. I acknowledge that until I receive an e-mail confirming their enrollment, my student(s) do not have a spot in the program.

Parent/Guardian initials: _____

PARENT/GUARDIAN POLICIES

I have read, understand and agree with the parent & guardian policies regarding limited enrollment space, fees/rates, hours, payment due dates, late payments, returned checks, pick-up procedure, late pick-up, sibling pick-up, medications, sick children, daily rotation and snack as outlined in the AfterCare Information & Policies packet. I understand that my lack of compliance with any of these policies can result in the removal of my child/children from the AfterCare program at any time.

Parent/Guardian initials: _____

STUDENT CODE OF CONDUCT & POLICIES

I have read, understand and agree with the student policies regarding rules, prohibited items and consequences of misconduct as outlined in the AfterCare Information & Policies packet. I understand that my student's lack of compliance with any of these policies can result in their removal from the AfterCare program at any time.

Parent/Guardian initials: _____

MEDICAL AND ALLERGY INFORMATION

I have provided the AfterCare program with the necessary medical and allergy information for my child/children. I understand that the AfterCare program does NOT have access to the school nurse's records, medications, inhalers, etc. All medical needs must be taken care of separately from the school.

Parent/guardian initials: _____

Printed Legal Name of Student: _____

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____



AFTERCARE SIBLING PICK-UP POLICIES 2016-17

Uplift North Hills Students in grade 12 and under will not be permitted to pick up Primary students enrolled in AfterCare unless ALL of the following requirements have been met well in advance (at least 3 school days).

- 1. A completed Sibling Pick-Up Permission form must be submitted at least three days prior to the first day of pick up.
- 2. The Sibling Driver on the form must have a valid Texas driver’s license, current insurance and registration and have a paid UNHP Student Parking Permit if they are enrolled at North Hills.
- 3. The Sibling Driver must leave the UNHP campus at the time of pick-up. An older sibling may not pick up a Primary student and continue to hang out on campus or take a Primary student inside Secondary buildings without that student’s parent being present. This is for the safety of all students.
- 4. The Sibling Driver and Primary student must obey all carpool, crosswalk and parking lot procedures as well as any directives given by a teacher, staff member or carpool volunteer while on campus after school. If the safety of the Primary or Secondary students are at risk, your Driving Sibling may lose privileges to pick up their Primary sibling. No refunds of monthly fees will be made if you are no longer able to use AfterCare services due to a revoking of said privileges.

AFTER CARE SIBLING PICK-UP PERMISSION FORM 2016-17

I, _____(PARENT/GUARDIAN NAME), GIVE PERMISSION FOR MY UPPER SCHOOL STUDENT TO PICK UP MY PRIMARY STUDENT FROM THE AFTERCARE PROGRAM. I UNDERSTAND THE POLICIES ABOVE AND HAVE REVIEWED THEM WITH MY CHILDREN. I UNDERSTAND THAT THE CARPOOL CARD NEEDS TO BE USED AT TIME OF PICK UP AND A VALID DRIVER’S LICENSE WILL BE CHECKED AT ANY GIVEN TIME.

Printed Legal Name of Primary Student: _____

Printed Legal Name of Upper School student: _____

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____

OPERATIONS VERIFICATION:

Parking Permit # _____ has been issued to the above listed student after license, registration and insurance verified.

Operations Director Signature _____ Date: _____