



United Educational Corp Programs

Creative City Public Charter School 2015-2016 After School Program

Registration

Registration

Online registration must be completed annually through the website, www.uecprograms.com. The registration fee is \$11 per child. Only registered students will be admitted into aftercare. The registration process also includes the completion of:

- Health Inventory Form
- Emergency Form

These forms can be found on the website by selecting *Aftercare Forms*. Please note that your child(ren) will only be enrolled once all portions of the registration process are complete.

All students must be registered in order to attend aftercare. For liability reasons, we are not able to accept any unregistered children, even in emergency situations. Unregistered children will not be admitted into aftercare.

Attendance Type:

We offer 4 different attendance types to best suit your needs.

- **Monthly:** for those who will attend all or almost every day of the month
- **Weekly:** for those who will attend the entire week, but not every week of the month; or for those who'd rather pay on a weekly basis
- **Daily:** for those who will attend one or just a few days of the week, typically the same day(s) every week
- **Drop-In:** for those who do not have a set schedule or in emergency situations. All registered drop-ins must be scheduled through the website by selecting *Attendance/Child Pick Up Schedule Change*.

Procedures and Routines

- Hours of Operation** UEC is open Monday-Friday from 7:00-8:00am and 2:45-6:30pm on all days that school is open. On early dismissal days UEC will open at 12:45. Based on need, UEC will open on Professional Development days from 8am-6:30pm.
- Program Arrival/Check-In** Students will meet in the cafetorium at 2:45 pm. They will immediately check-in and settle for snack.
- Storage and Belongings** Students will store their belonging in the designated area in the cafetorium.
- Snack Time** All students will receive a snack after check-in and storing their belongings.
- Activity Sessions** Daily activities will include projects in the arts and sports. New activities may be added as interest dictates.
- Child Pick Up** Parents/guardians should enter through the designated door. Please sign your child(ren) out daily. **Late pick-ups will incur a \$1.00 per minute late fee, due immediately upon arrival.**
- Attendance/Pick-Up Schedule Changes** Please log on to the *attendance/child pick up schedule change* form to add an unscheduled attendance or schedule an absence. Also use this form to add anyone who is picking your child up who is not already listed as an emergency contact on his/her registration form. You should also follow that up with a text, call or email.
- Inclement Weather** On days that BCPS closes for the day, UEC will also be closed. If school closes early, UEC will remain open unless it has been declared a “state or emergency” or if UEC determines conditions require us to close. Please check local television and radio stations for closing as well as email alerts from UEC.

Daily Activity Schedule

Regular Dismissal Days

Check-In	2:45-2:55pm
Snack/Water/Restroom Break	2:55-3:10pm
Gathering Time	3:10-3:30pm
Activity Group 1	3:30-4:15pm
Activity Group 2	4:15-5:00pm
Dinner	5:00-5:30pm
Clean Up/Free Play	5:30-6:30pm

Early Dismissal Days

Check-In	12:45-12:55pm
Snack/Water/Restroom Break	12:55-1:10pm (to be brought in from home)
Gathering Time	1:10-1:20 pm
Activity Group 1	1:20-2:20pm
Play Works Activity	2:20-2:55pm
Snack/Water/Restroom Break	2:55-3:10pm (aftercare will provide)
Activity Group 2	3:10-4:05pm
Activity Group 3	4:05-5:00pm
Dinner	5:00-5:30pm
Clean Up/Free Play	5:30-6:00pm

New activities may be added as interest dictates

*****PLEASE REMEMBER THAT CELL PHONES AND ELECTRONIC DEVICES ARE NOT PERMITTED. We will not be held responsible for lost or damaged devices*****

Communicating with Parents & Staff

In an effort to reduce waste, printed notices will be kept to a minimum. Therefore, most correspondences will be sent by email.

Please expect monthly newsletters that will highlight any events, school closings and/or reminders. You may contact the UEC by email, phone or text message.

Payment Procedures and Information

Financial Assistance

In partnership with Creative City Public Charter School Foundation and 21st Century, full and partial scholarships will be offered based on household income. Please complete attached form.

Payments

Monthly payments are due by 6:30pm on the first school day of the month. Weekly payments are due by 6:30pm on Monday. Daily, Drop in and Professional Development Payments are due by 6:30pm on the day of service. Payments that are not received by 6:30pm on the specified day are subject to a \$10 late fee.

Invoices

Invoices will be sent electronically three (3) days before the due date. You can make a payment through the invoice by selecting the PayPal link. It will redirect you to a PayPal page that reflects the payment due. There is a PayPal fee of 2.9% +.30 if you use this option. The fee will be included in all invoices, however, if paying by check or money order, you should deduct the fee from the balance due.

August and June Payments

Please be advised that during the month of August and June, we will only be accepting weekly and daily payment options due them being short attendance months. The monthly payment option will begin on September 1st and end on May 1st.

Payment Options

Payments can be made by **check or money order** on site and by **credit card** online at www.uecprograms.com or invoice. Please make checks or money orders payable to "UEC". Invoice and online payments will incur a fee of 2.9% + .30.

Fees

Students who are picked up 6:30 will incur a \$1/minute late fee. Late payments are subject to a \$10/day late fee and returned checks will incur a \$30 returned check fee. Past due balances will result in your child's aftercare services being frozen, and must be settled before they can return to aftercare. Invoice and online payments will incur a fee of 2.9% + .30.

Tuition and Payment Schedule

Before Care			
7:00-8:00am			
	1 Child	2 Children	Due Date
Monthly	\$85	\$161.50	1 st of each month
Weekly	\$25	\$47.50	Monday of each week
Daily	\$5	\$9.50	Day of service

After Care			
2:45-6:30pm			
12:45-6:30pm on Wednesdays			
	1 Child	2 Children	Due Date
Monthly	\$225	\$427.50	1 st of each month
Weekly	\$60	\$114	Monday of each week
Daily	\$12	\$22.80	Day of service
Early Release	\$20	\$38	Day of Service

Unscheduled Early Release Days			
(does not apply to weekly early dismissal)			
	1 Child	2 Children	Due Date
Monthly	Additional \$10	Additional \$18	Day of Service
Weekly	Additional \$12	Additional \$22.80	
Daily	\$20	\$38	

Professional Development Days			
8:00am-6:30pm			
We will only open based on need			
	1 Child	2 Children	Due Date
Monthly	Additional \$25	Additional \$47.50	Day of Service
Weekly	Addition \$28	Additional \$53.20	
Daily	\$30	\$57	

Tuition quoted for 2nd child reflects a 10% discount