

THOMAS HART ACADEMY After School Program

Overview:

The After School Program (ASP) at Thomas Hart Academy is designed to provide organized, supervised care and activities for kindergarten through grade 8. ASP is directed and supervised by qualified and caring individuals who actively promote each child's development and growth. The program is open daily, Monday-Friday, from 2:45-6:00 pm. The ASP operates for the 36 weeks that school is in session. If the school is closed for a national holiday, the ASP will be closed also. ASP will be open, however, on teacher workdays if the minimum number of students attending is met. In order to participate in the ASP, students must be enrolled full time at THA and current with payment of all tuition and fees. Thomas Hart Academy's After School Program has been granted a "child care license" by the Department of Social Services indicating that the program has met all requirements and standards set forth by the State of South Carolina. The license was issued on June 19, 2018 and expires on June 19, 2020. All childcare teacher/assistants are fully qualified as they meet all DSS requirements.

Program and Fees:

Parents will be billed monthly for any ASP charges incurred. The program will start after the regular school day has ended. Students will have a snack, do homework and then follow a regular schedule of outdoor play, arts and crafts, music, games, computer time, an occasional movie, and other supervised activities.

The flat daily fee is \$7 for the first hour or less (2:45-4:00). Beginning at 4:01 the flat daily rate increases to \$16. This rate is until 6pm. **All children must be picked up no later than 6:00pm.** **At 6:01 a tardy fee of \$2 per minute per child will be accessed.** We understand that circumstances happen however, out of consideration of our ASP employees we need to be conscious of our time.

Homework hour is available after school for 6th through 8th grades. The cost for this is \$7 per day.

Registration:

Registration and authorization forms must be completed and in possession of the Director prior to any student participating in the After School Program.

Supplies for Students:

The ASP will provide a snack for each child. Snacks are a choice of salty or sweet and a cup of juice. If your child has special dietary needs, please contact the Director. Children may bring their own individual snack or a snack to share.

A complete change of clothing in a Ziploc bag is required for K3 through grade 1 students. Please label all items with the child's name.

A "wish list" will be included in the ASP registration packet. This is simply a list of items the staff would like to have to share with all the children. The wish list is voluntary and is provided so parents know what to give to the program if they wish to do so.

Required Forms:

There are a number of forms which must be completed and on file with the Director prior to a child participating in the program. This is a DSS regulation.

Questions and Additional Information:

Additional information may be obtained and questions answered by calling the school office (843-332-4991).

Discipline Advisory Committee:

A standing advisory committee comprised of four faculty members that will meet at the discretion of the Co-Principals to review and advise on matters of misbehavior and other school concerns. This group is considered to be a third party.

DISCIPLINE CODE

STANDARD OF CONDUCT

The administration, faculty and staff assume that students at Thomas Hart Academy are mature and responsible for their own proper behavior at school and that all matters of discipline can be handled in a calm and reasonable manner. They are expected to conduct themselves with courtesy, honesty and respect for themselves and others at all times. In order to maintain an atmosphere conducive to learning, certain standards of behavior are necessary. Each student is under the direct control of all classroom teachers and their substitutes. Standard procedures for disciplinary infractions will be enforced fairly, promptly and equitably to every student. In order for you to know what standards of behavior are expected, students should be familiar with all rules and regulations in the THA Student Handbook. The rules enumerated below outline the general expectations of the school, but violations of the spirit as well as the letter of the policies will be taken into account when an apparent violation of the rules has taken place. The following are guidelines of the discipline policy and are not all inclusive.

Academic Dishonesty:

Thomas Hart students are expected to act with integrity relative to schoolwork.

Expectations

- Students are expected to be honest with respect to academic work and should never, in any context, present someone else's work as their own, or utilize any form of help on a graded exercise intended as individual work which is not expressly approved by the teacher. Students must understand and avoid plagiarism in all forms, including use of information from the Internet, and using it as their own work.

Consequences

- Dishonesty or cheating of any kind on exams, test, quizzes, written assignments, or any graded assignment assigned by the teacher as individual work will result in a student being subject to disciplinary actions. At minimum, the student will receive a zero for the work and may be referred to the Co-Principals for further disciplinary actions.

General Disciplinary Response: Each classroom teacher is responsible for establishing and maintaining his/her own system of discipline and classroom management. The procedures will be clearly communicated to students and parents at the beginning of the school year. All students will be treated with the dignity and respect that children deserve. Thomas Hart Academy does not believe in corporal punishment, nor will children be given extra homework as a consequence of misbehavior. Inappropriate behavior often presents an opportunity for learning to occur. In all situations, the teacher will discuss the inappropriate behavior with the student. Depending upon the nature of the offense, different responses may occur. All responses to inappropriate behavior will be handled by the classroom teacher and/or Co-Principals.

Preschool:

Appropriate consequences to minor infractions may include removal from the group for a period of time, loss of free time, loss of privileges, walking laps or wall time at recess.

Responses to inappropriate behavior in grades 1-3:

Depending upon the nature, frequency, and intensity of the offense consequences to minor infractions may include removal from the group for a period of time, loss of free time, loss of privileges, walking laps or wall time at recess. For a major infraction a discipline referral sheet will be completed by the classroom teacher. Appropriate consequences for a major infraction may also include lunch detention or recess detention.

Responses to inappropriate behavior in grades 4-8:

Depending upon the nature, frequency, and intensity of the offense consequences to minor infractions may include removal from the group for a period of time, loss of free time, loss of privileges, walking laps or wall time at recess. For a major infraction a discipline referral sheet will be completed by the classroom teacher. Appropriate consequences for a major infraction may also include lunch detention or recess detention, after school detention, Saturday detention, in school suspension, overnight suspension, out of school suspension, and possible expulsion.

Discipline Referrals

A student will receive a discipline referral for any disrespectful, rebellious, or disruptive behavior **that is deemed beyond classroom management control**. Discipline referrals serve as a record of the student's conduct and as a communication tool to parents that their help is needed to correct their child's behavior. Discipline referrals may also be assigned at the discretion of the administration in certain irregular cases. Students who receive 9 or more discipline referrals during a single academic year will be placed on behavioral probation the following year and will not be allowed to accumulate more than 6 detentions in that school year prior to expulsion.

Explanation of Terms

Behavior Policy- Believing that the primary aim of THA education will be compromised without the appropriate behavioral patterns being present in the classroom and on the campus, the following behavioral policy will be applied.

In School Suspension-The student will complete all assignments away from the classroom setting. The student may not participate in any extra-curricular activities during the suspension. Parents will be notified when a student is assigned In School Suspension, and may be offered an alternative campus beautification project.

Out of School Suspension-The student will not be allowed on school grounds during school hours. A grade of zero will be given on all work missed. The student may not attend any school activities.

Overnight Suspension-The student will be suspended out-of-school effective at the end of the day on which the violation occurred and will continue until a parent accompanies the student back to school. Reinstatement will consist of a conference with an administrator. If the conference is held before any class or extra-curricular activities the next day, the student will not suffer any loss of credit/participation. **NOTE:** Phone calls or letters will not be accepted.

Campus Beautification Project-The student will be assigned to work on a predetermined project on school grounds for a predetermined amount of time.

After School Detention-The student will be assigned to After School Detention for certain violations: Detention will last for 30 minutes after school in a designated room. Teacher assigning the detention may submit work to be completed in that time frame. **Failure to report when assigned detention will result in an additional detention.**

Saturday Detention- A student will be assigned to a 1 hour Saturday detention for certain violations. It will be served on the THA campus. A Saturday detention also results in a \$40 supervisory fee to compensate 2 faculty members to supervise. This will be billed to the family's account when the detention is assigned.

Hearing-The student will be suspended out-of-school pending an administrative hearing presided over by the Discipline Advisory Committee. The student and parent(s) will be allowed to address the committee concerning the violation that caused the suspension. The course of disciplinary action will be determined by the administration.

Probation-Strict behavioral guidelines that will be issued to the student and any deviation from this may lead to expulsion from school.

Parent Conference-Parents will be notified on a discipline referral slip to call the appropriate administration. It is the parent's responsibility to call by the end of the following school day.

Expulsion Policy-Expulsion means the complete denial of school services. A student who is dismissed from school is no longer allowed to attend classes, receive academic credit, or participate in any activities sponsored by Thomas Hart Academy. If procedures for expulsion are initiated, the parent of the student shall be notified in writing of the time and the place of an administrative hearing. A decision shall be rendered within five school days of the hearing. The student may be suspended from school and from all activities during the time of the expulsion procedures. The right to appeal the decision of the hearing committee to the Board of Directors is reserved to either party in accordance with the provisions of this policy. A dismissed student's transcript will reflect grades earned in his/her last completed semester. In addition, to facilitate matriculation to another institution or program, THA will provide current averages in classes taken during the semester in which expulsion occurred. A student who is dismissed within 20 days of the end of the semester may at the Co-Principal's discretion, take final exams separately from the rest of the students. Tuition will be expected pursuant to the contract.

Important Notes:

The discipline code is not exhaustive. The administration has the right to take other action when deemed appropriate.

-Occurrences more than the listed number may result in a hearing.

- An accumulation of any of the categories of offenses will result in an in-school suspension, out of school suspension, or an administrative hearing.
- All teachers and staff members have authority over students.
- Any student participating in any extra-curricular activity may lose eligibility in that activity upon the first administrative hearing except for accumulation of Category 4 offenses.
- Penalties and punishments include any on campus, in transit to and from any school event and off campus school events.

Guidelines for number of Discipline Referrals:

NOTE: Actions listed under categories of discipline offenses may supersede this list.

- 1-6: After school detention for 30 minutes
- 7: 60 minute Saturday detention and Parent conference
- 8: 60 minute Saturday detention
- 9: In school suspension and Parent conference
- 10: 1 day of out-of-school suspension
- 11: 2 days of out-school suspension and Parent conference
- 12: Discipline Advisory Committee review and possible expulsion

DISCIPLINE OFFENSES:

Category 1

- 1. Invasion of privacy of the opposite sex.
 - 2. Possession/use of dangerous weapons.
 - 3. Setting/calling in a false fire/bomb alarm.
 - 4. Obscene language/gesture(s)-student to staff (physical, verbal or written abuse)
- Action:** Out-of-school suspension pending an administrative hearing.

Category 2

- 1. Disrespect includes disrespect to a staff member.
 - 2. Failure to attend class and leaving school grounds without administrative approval
 - 3. Lying/falsifying information
 - 4. Invasion of privacy
 - 5. Possession/use of fireworks
 - 6. Obscene language/gesture(s)-student to student including bullying behavior, humiliation, persecution, threats, and confrontations
 - 7. Physical abuse (fighting)
 - 8. Gambling
 - 9. Possession of vulgar material or items.
 - 10. Incompatibility-defined as flagrant or consistent defiance of the basic routine of the school.
- Action:** 1st time: 1 hour of campus beautification and 1 day lunch detention
 2nd time: 2 days In-of-school suspension
 3rd time: 2 days Out-of-school suspension/pending an administrative hearing.

Bullying: Any behaviors directly targeting an individual with threatening words, gestures, or actions such as humiliation, persecution, isolation, and cyber bullying in any form of technology will not be tolerated at Thomas Hart Academy. Any act that is reasonably perceived to have the effect of harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of harm or property damage, or demeans a student or group of students, including acts which cause substantial disruption in or interference with the orderly operation of the school. Acts of bullying as above defined will be dealt with accordingly by the school. A contact with an in school counselor, or outside counseling service, at the discretion of the administration, may be recommended.

Category 3

Violations of category three rules will normally result in suspension, although particularly flagrant violations and repeated violations may result in expulsion. Other provisions of penalty may include monetary restitutions to the school, campus beautification project, letters of apology, loss of leadership positions, forfeit of membership on a school team, probation, etc.

➤**Cheating:** - (test) or the intent to cheat (example: providing answers to another

student; using notes handwritten or typed; notes written on hand, arm, leg or any body part; or notes for use at a later time.) Using any information or providing information to another student, regardless of how it is obtained, for fraudulent purposes, plagiarism, or falsifying data and presenting it as one's own work or research.

Action for cheating on a test:

1st time: Zero on the test and 1 hour campus beautification.

2nd time: Zero on the test; Out-of-school suspension, 2-3 days, dismissal from Honor Society/Beta Club and any Officer positions for that school year, exclusion from academic honors and awards for the length of that school year.

3rd time: Zero on the test; Administrative hearing.

> Failure to follow a direct request

Action:

1st time: 30 minute detention

2nd time: Overnight suspension

3rd time: Administrative hearing

> Vandalism (major)

Action:

1st time: Restitution/administrative hearing

> Vandalism (minor)

Action:

1st time: Restitution/2 hours campus beautification

2nd time: Restitution/Overnight suspension

3rd time: Restitution/administrative hearing

> Irresponsible use of technology-This includes using school computers or computer devices to visit inappropriate Internet sites, download materials, send e-mail, delete or alter software and settings or sabotage school computers and networks or to defame the school's reputation or that of any member (faculty, student, parent, etc) of the school community.

Action:

1st time: Restitution/administrative hearing

> Stealing (major)

Action:

1st time: Restitution/administrative hearing

> Stealing (minor)

Action:

1st time: Restitution/30 minute detention

2nd time: Restitution/overnight suspension

3rd time: Restitution/out-of-school suspension/ administrative hearing

> Possession or use of tobacco products and or tobacco paraphernalia on school grounds or at a school function.

Action:

1st time: 30 minute detention

2nd time: Out of school suspension

3rd time: Administrative hearing

> Drinking or under the influence, possession, purchase, distribution or transport of an alcoholic beverage on school grounds or at any school function.

Action:

1st time: Out of School suspension and Administrative hearing

> Under the influence or having possession of, purchase, distribution or transport illegal drugs or drug paraphernalia, or illegally obtained prescription drugs on school grounds or at any school function.

Action:

1st time: Administrative hearing/Expulsion (notify law enforcement)

> Convicted of being under the influence or having possession of illegal drugs or drug paraphernalia.

Action:

1st time: Expulsion

RIGHT TO SEARCH: School officials have the authority to search and seize inappropriate items from lockers, book-bags, etc, or from the person on campus or attending a school sponsored event at any time there is reason to believe that the student may be concealing illegal or potentially dangerous objects, instruments, stolen goods, chemicals, drugs or other substances. This right is reserved to protect the student body at large and will be employed with discretion.

Category 4

- In an unauthorized area
 - Disrupting class
 - Failure to follow directions
 - Verbal abuse of students and/or school personnel
 - Inappropriate behavior
 - Possession or sale of unauthorized material
 - Dress code violation.
- *Hats are not to be worn in the building.
*Students may be required to remain in office until clothing is corrected.

Action:

- 1st time: Warning
- 2nd time: 1 day lunch detention
- 3rd time: 2 days lunch detention and 1 hour of campus beautification
- 4th time: 3 days lunch detention and 2 hours campus beautification
- 5th time: 1 day out-of-school suspension

Category 5-Academic Discipline

In order to ensure that each student at Thomas Hart Academy is conforming to the Academy’s philosophy of preparing its students for productive lives and the opportunity to succeed in high school following graduation, the following school academic policy will be applied:

“Not Ready to Learn”-Any student that comes to school without materials or without homework assignments shall be considered **Not Ready to Learn** and will be subject to the following:

- 1st time-Warning -Parents will be called and informed of student **Not Ready to Learn**.
- 2nd time-1 day lunch detention
- 3rd time-Overnight Suspension
- 4th time-Out-of-school suspension
- 5th time-The student will report each morning to the Co-Principals with materials and homework as well as in the afternoons with assignments written down and initialed. (Any student that does not comply with this may be recommended for expulsion.)

Potty Training Policy

All 3 and 4 year-old children enrolling in the school’s preschool program should be potty-trained when he or she enters Thomas Hart Academy. This means a child can clean him/herself as well. Learning to wipe is part of potty-training, as well as being able to pull clothes up and down when using the restroom. Beginning pre-school is a major transition for children, and we want all children to feel successful in all endeavors, including potty-training.

The teachers understand that accidents occasionally happen, and they will be handled on an individual basis. Each child will keep a spare set of clothes in the classroom in case of an accident. If accidents occur, teachers will assist the child in the changing of clothes. Soiled clothes will be sent home. Teachers will notify parents of on-going problems through e-mails and/or phone calls. If a child has repeated accidents while at school that hinder the progress of the classroom a conference between teachers, parents and administrators will occur. It may be necessary to keep a child home or make other arrangements until he/she demonstrates independence in this area.

I _____ have read and understand the discipline policy stated above.

Signature _____ Date _____

Thomas Hart Academy: After School Program
Parent Agreement Form (20__-20__)

Please ***initial*** each of the following to indicate that you have read and agree with each of the statements listed below.

I fully understand and agree that ...

- _____ 1. The ASP will be billed on your monthly statement.
- _____ 2. The ASP will be open from 2:45 until 6:00 pm for children enrolled in grades K3 -8 at Thomas Hart Academy.
- _____ 3. Each child must be toilet trained before attending the ASP.
- _____ 4. The ASP will be closed on the following observed holidays: Labor Day, Thanksgiving Vacation, Christmas Vacation, Martin Luther King Holiday, and Spring Vacation
- _____ 5. A **late fee** of \$2 per minute will be charged for pick up after 6:00. This fee applies to **each** child that is picked up late.
- _____ 6. Each child in K3-grade 1 is required to have a change of clothing that is left with the ASP Director to be used for emergencies. Clothing must be labeled and placed in a zip lock bag. The ASP is not responsible for lost clothing.
- _____ 7. A parent will be called to pick-up his child should he become ill. It is understood that the child will not return to the ASP until the illness has passed.
- _____ 8. Children with homework will be encouraged to work on it during ASP. Students with homework will be supervised and offered help when necessary.
- _____ 9. Disciplinary measures used for inappropriate behavior are outlined in the Student Handbook. Parents are referred to the Handbook for an explanation of disciplinary procedures.
- _____ 10. The ASP staff is not responsible for changing a child's clothing for any reason other than the clothes have become soiled or torn or that a health concern is being caused by a particular article of clothing.

- _____ 11. In the event of an emergency, the ASP has my permission to administer first aid or obtain medical assistance. I agree to pay all expenses incurred due to an emergency involving my child.
- _____ 12. The ASP has my permission to administer prescription medication as directed by the parent or family physician. A written note must be given to the Director before medication will be given.
- _____ 13. My child may bring G-rated movies/DVDs to the ASP.
- _____ 14. No violent video games are allowed. This includes games on personal handheld systems.
- _____ 15. The ASP Program and staff are not responsible for lost, stolen or damaged gaming systems, tablets or any personal electronic device.
- _____ 16. The ASP Program and staff are not responsible for any lost, stolen or damaged personal property. You bring at your own risk. Mark all items accordingly.

Signature

Date

South Carolina Department of Social Services
Child Care Regulatory Services

GENERAL RECORD AND STATEMENT OF CHILD'S HEALTH FOR ADMISSION TO CHILD CARE FACILITY

This form is to be completed for each child at the time of enrollment in the child care facility, updated as needed when changes occur, and maintained on file at the facility.

GENERAL INFORMATION: (to be completed by Parent or Guardian)

Name of Facility: _____ County: _____ **Select County ...**

Address: _____
Street Address - no Post Office Boxes City, State, Zip

Child's Name: _____
Last First Middle Initial Nick Name

Date of Birth: _____ Enrollment Date: _____

Child's Current Home Address: _____
Street Address City, State, Zip

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

You must have two individuals who have the authority to obtain emergency medical treatment for the child.

1. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship
Address: _____
Street Address City, State, Zip
Telephone Number(s): _____ Family Code Word(s): _____

2. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship
Address: _____
Street Address City, State, Zip
Telephone Number(s): _____ Family Code Word(s): _____

Is Child currently enrolled in school? (5K up to 6 years old) Yes No

My Child will regularly attend this facility FROM _____ am/pm TO _____ am/pm

If Child is a drop-in, indicate hours of care: FROM _____ am/pm TO _____ am/pm

Check all days Child will regularly attend this facility: Mon Tue Wed Thurs Fri Sat Sun

Check all meals Child will receive daily: Meals are not offered Breakfast Morning Snack Lunch

Afternoon Snack Dinner Evening Snack

HEALTH INFORMATION: (to be completed by Parent or Guardian)

Family Physician or Health Resource: _____
Name

Street Address City, State, Zip Telephone

Emergency Care Provider: _____
Emergency Facility Name

Street Address City, State, Zip Telephone

Dental Care Provider: _____
Name

Street Address _____ City, State, Zip _____ Telephone _____

Health Insurance Provider: _____

Certificate of Immunization: Yes No N/A Please explain: _____

My child has the following health conditions such as allergies, asthma, diabetes, epilepsy, etc., and/or takes the following medications on a regular basis:

Additional Comments: _____

I certify that to the best of my knowledge _____
Child's Name

is in good mental and physical health and able to participate in the child care program at

Name of Child Care Facility

Signature: _____ Date: _____
Parent or Guardian

Signature: _____ Date: _____
Director/Operator/Staff Designee

PARENT'S AUTHORIZATION FORM

THOMAS HART ACADEMY

Child's Name _____ Grade _____

A. DISCIPLINE

Do you understand the disciplinary policy of the school? _____ YES _____ NO

Does this day care use corporal punishment as discipline? _____ YES _____ NO

If so, do you give your permission for the staff to spank your child?

_____ YES _____ NO _____ N/A

****It is not the policy of Thomas Hart Academy to use corporal punishment***

Signature

Date

B. MEDICINE

I give permission for prescription and non-prescription medicine to be given to my child.

Signature

Date

C. EMERGENCY MEDICAL TREATMENT

I give permission to Thomas Hart Academy to obtain emergency medical treatment which may include transportation.

Signature

Date

D. PERSONS AUTHORIZED TO TAKE MY CHILD FROM THOMAS HART ACADEMY

1. _____ 2. _____

3. _____ 4. _____

Signature

Date

E. TRANSPORTATION

I give permission for my child to be transported to and from the school field trips.

Signature

Date