

## **LRES Before School Program Policies – Hybrid Edition**

Students Served: K-3<sup>rd</sup> Grade

Hours: 7:00-8:30 am \*Closed if there is a delayed opening

Fee Structure: \$75/month

**Payment:** Payment for each month is due by the end of the previous month. Each new session will begin at the start of each quarter. Students will not be allowed to attend the program until payment has been received unless arrangements are made with the Site Coordinator and permission is granted.

**Discipline:** The before school program is an extension of the school day. All rules set forth in the student handbook are to be followed during after school hours. A violation of these rules will result in an office referral and consequences will be faced both during the school day and before school program.

**Drop-Off Procedures:** Students can be dropped off starting at 7:00 at the cafeteria doors. Please ring the bell to the left of the doors to gain entry and check your student in.

**Suspensions:** Suspensions may be issued in accordance to the guidelines set forth in the student handbook. In the event a member is suspended, they may not attend any form of activities or clubs provided by this specific program. In rare cases, problems may persist to the point that it is no longer feasible for a member to remain in the program. In this situation, please understand that it is an absolute last resort for us and have tried everything to amend these issues before falling back on this option.

**Lost & Found:** We cannot be responsible for lost or stolen property. Most items left at the before school program will be put in the school's lost & found bin. Any items of value (video games, ipods, etc.) will be left in the Site Coordinator's possession until they can personally be returned to their rightful owner. It is the student's responsibility to ensure that they leave with everything they brought with them.

**Emergency Form:** The registration form you fill out at the beginning of the program will also serve as your child's emergency information form. It is absolutely imperative that this form is filled out thoroughly in the event you need to be reached in a hurry.

**Refunds:** Because registration is the key component to planning and supplying a program like this, we are unable to offer refunds on monthly fees. Our payment structure is a flat rate regardless if a member attends every day for the entire month or just one day a week.

By signing this you state that you understand and agree to the policies set forth in this document. Thank you for your cooperation and we look forward to providing you with the best after school programming we possibly can.

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*Parent Signature*

*Date*