

## **Comet Kingdom**

Silver City Elementary - Before & Afterschool Program - ***Updated January 8, 2024***

**Co-Directors:** Michele Bice-Samples and Janet Shrauger -

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Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home/Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home/Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

In case of emergency, contact:

1st Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

2nd Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

☐ Allergies? \_\_\_\_\_ ☐ Employee of FCS? \_\_\_\_\_

*The following people (other than parents) may pick up my child(ren) from the afterschool program:*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

### ***Enrollment and Payment information***

**Registration Fee:** \$40.00 for the 1st child and \$30.00 for each additional child.

**ALL FEES MUST BE PAID IN ADVANCE OF THE FIRST DAY OF ATTENDANCE**

***TUITION IS PAID MONTHLY AND IS DUE THE 1ST SCHOOL DAY OF THE MONTH OR THE FIRST DAY THE CHILD ATTENDS.*** Full-time registration includes mornings and afternoons.

The **PREFERRED** Payment method for full-time tuition is "School Pay".

<b>My child will attend:</b>  _____ <b>MORNINGS ONLY</b>  _____ <b>FULL TIME</b>  _____ <b>PART TIME</b>	<b>**</b> When you are registering your child, you are registering for a full-time or part-time "spot" in the program. Full-time/Part-time does not change week-to-week based on school calendar or absences. <b><i>If, after you register for a full-time spot or a part-time spot, you decide you need to change your designation during the year, please have a conversation with the Comet Kingdom director to determine if that is feasible based on our enrollment numbers.</i></b>
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# Comet Kingdom

## Parent Information and Rules

**Co-Directors:** Michele Bice-Samples and Janet Shrauger -  
[sce\\_cometkingdom@forsythk12org.onmicrosoft.com](mailto:sce_cometkingdom@forsythk12org.onmicrosoft.com)

**Enrollment:** A registration form must be completed and a registration fee must be collected per child (\$40 for the first child and \$30 for each additional child) prior to participation in the program.

**Fees (all fees are per child):**

**Part-Time** is \$175/month (this includes 2 or less days (PM) per week).

**Full-Time** is \$325/month (this includes mornings and afternoons 3 or more days per week); each additional child is \$200/month

**Mornings Only** is \$100/month (includes all mornings starting at 7:00am)

**Drop-Ins** are \$25 per day. On the 3rd drop-in, a registration fee will be required for the child.

**Payment:**

Full-time payment of monthly tuition will be through *School Pay*. Please go to [www.schoolpay.com](http://www.schoolpay.com) to set up a new account. This will be how you pay for all things at school, except lunch account (that will still be MyPaymentsPlus). You will select Silver City Elementary Comet Kingdom Full Time Monthly Tuition to pay the \$325 monthly rate. You can also select Silver City Elementary Comet Kingdom Additional Children Full Time Tuition to pay the \$200 for each additional child.

**Please note that the Comet Kingdom Enrollment Packet must be completed in its entirety, signed and returned to our Director before you are considered fully enrolled in the program.** Tax statements will not be provided by Silver City for any payments made in *School Pay* for the afterschool program. You may obtain that information in your transaction history under your account in *School Pay* for tax purposes.

**NO EXCEPTIONS!!!!** When enrolling, you are reserving a “spot” in our program. **Tuition must be paid monthly and is due the first school day of the month for the upcoming month or the first day your child attends Comet Kingdom.** Two weeks of an outstanding balance will result in dismissal from the program until paid in full. Tuition fees will NOT fluctuate based on a child’s attendance.

**HOURS:** Comet Kingdom will not be opened during school holidays or inclement weather days. The hours are from 7:00-7:45am and 3:00-6:30 pm. **If you are late for pick-up, the cost will be \$3 per minute per child (FEE MUST BE PAID UPON PICK-UP).** Three late pick-ups or more may result in dismissal from the afterschool program.

**Pick-up:** Release of students will be to the parent or authorized persons only. Director is to be notified in writing of any changes in procedure. **Parents must come into the building to sign-in/out their child(ren) and have a valid picture identification with them.** Picture ID will be checked until staff are familiar with authorized persons.

**Before School Drop-off:** All children must be walked into Comet Kingdom and signed in by an adult at the door beside the cafe. Children are not allowed to enter the school building for Comet

Kingdom alone. Due to safety, the doors will be locked, so children will not be able to get in without an adult present.

**Early Release:** On early release days, the program will run from 12:30-6:30pm. In the event of early release due to inclement weather/other emergencies, Comet Kingdom will NOT be open.

**Electronics:** Please note that we DO allow devices, but Comet Kingdom and Silver City are not responsible for them. Each child is responsible for their own belongings and keeping them safe. If you are worried about a device getting damaged, please do NOT allow your child to bring them to afterschool.

**Homework/Reading:** A structured homework/reading time is allotted daily for all students. We will work with students to document their required 30 minutes of “home reading” as long as they bring a book and their log. In addition, it is the child’s responsibility to know if they have homework to complete.

**Clothing:** Please dress your child in weather-appropriate clothing each day. For kindergarten and first grade students, PLEASE keep a complete change of clothes in their backpacks.

## **UPDATED Safety Guidelines:**

The safety of our staff and students is of the utmost importance to us. We have many check-in and check-out procedures that, although they may add a few additional minutes to the process, will further ensure the safety of our students. Comet Kingdom staff will have a cell phone for emergencies and we will share this with families once they register their child(ren) for the program. Parents will **always** drop-off and/or pick-up their children from the double doors entering the cafeteria, where a staff member will be present to 1) verify the identity of the adult and 2) let them enter to check-in/check-out their child. Staff will ask for valid picture identification of all adults until they become familiar with authorized adults. ***Moving forward, the door to the cafeteria will always remain locked*** and a staff member will visually verify the identification of the parent/adult before allowing them to enter the building.

If children are at the playground, parents still must come to the cafeteria to check-out their child(ren). ***Please, for safety reasons, DO NOT walk straight to the playground to check-out your child(ren).***

## **Behavior Guidelines:**

We strive to provide an atmosphere that is conducive to the safety of all children. Rules and expectations in Comet Kingdom are the same as in the classroom. However, after several rule violations, the student may be released from our program. Verbal abuse or inappropriate language towards a Comet Kingdom staff member by a parent or guardian may also be grounds for your child’s removal from the program. In addition, poor parent behavior towards another parent or student may be grounds for your child’s dismissal.

**First offense:** Warning and time-out/laps

**Second offense:** Time-out/laps AND discipline report filed with administration

**Third offense:** 1 week suspension from the program

**Fourth offense:** Dismissal from the program

Inappropriate language, cursing, aggression, fighting, talking back, and disrespect to instructors are all examples of unacceptable behavior and worthy of a discipline write-up as an offense.

**Please be aware that patterns of physical aggression towards adults or students or instances of elopement are more severe safety concerns and could result in immediate suspension or dismissal from the program.**

*Please sign and acknowledge that you have read and understand the Safety and Behavior guidelines above.*

Parent signature: \_\_\_\_\_

Parent name: \_\_\_\_\_

Child's name: \_\_\_\_\_

Today's date: \_\_\_\_\_

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## **Silver City Elementary Technology Protocol**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Silver City Elementary does allow students to participate in Bring Your Own Technology (BYOT), as long as the devices are used appropriately for the school setting and are only in use by teacher permission.

For purposes of BYOT, "technology" means privately owned wireless and portable electronic hand-held devices that can be used for word processing, wireless Internet access, image capturing/recording, sound recording and information transmitting/receiving/storing, etc. Your child's teacher(s) will provide a well-structured classroom aligned with the grade level standards and derived from highly researched websites that will support and enhance student learning. Our network is equipped with a safety filter that limits Internet access. Additionally, teachers will monitor student use of technology closely. Students who are unable to bring their own technology devices will have ample access to our school's devices. Our purpose is to enable children to use technology to enrich their learning, while teaching appropriate use and etiquette. As stated in the Forsyth County School's Learner Profile, our goal is for our students to be able to master transformational technologies. Teachers are facilitators of instruction in their classrooms. They will educate and provide guidance on how to use a device and troubleshoot simple issues, but they will not provide technical support. This responsibility will reside at home with parents and guardians. Parents will need to assist their children with downloads of educational applications. No applications can be downloaded in school.

### **Security and Damages**

*Silver City Elementary is not liable for any device that is stolen or damaged.* Responsibility to keep the device secure rests with the individual owner. If a device is stolen or damaged, it will be handled with an administrator, similar to other personal artifacts that are impacted in similar manner. We recommend that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

**Please review and sign the technology agreement below between teachers, parents, and students. No student will be permitted to use personal technology devices unless the agreement is signed and returned.**

## Technology Agreement

- Students and parents must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Responsible Use Policy and Internet Safety.
- Students take full responsibility for their devices. The school is *not* responsible for the security of personal technology. Personal devices cannot be left on campus before or after school hours.
- Devices cannot be used, unless directed by a teacher. Students must comply with teachers' requests to shut down devices or close the screen. Students understand that devices are for educational purposes only. They should only be used under the direct supervision of a teacher as part of a content specific lesson. **Social media sites are completely restricted at all times.**
- Students and families are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.
- Personal devices must be charged prior to bringing them to school and run off their own batteries while at school.
- To ensure appropriate network filters, *students will only use the BYOT wireless connection* in school and will not attempt to bypass the network restrictions by using outside networks.
- Students understand that bringing devices on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions. *The school district has the right to collect and examine any device that is suspected of causing problems or is the source of an attack of a virus infection.*
- Students realize that processing or accessing information on school property related to "hacking," altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions. *Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.*
- Students realize that printing from their personal devices will not be permitted at school
- Students should not use their devices for texting during the school day. Students understand that the messaging aspects of Canvas must be used for educational purposes only. It is not to be used for social discussions outside of the classroom.

**I understand and will abide by the above policy and guidelines. I further understand that any violation may result in the loss of my technology privileges as well as other disciplinary action.**

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Signature of Student

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Date

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Signature of Parent/Guardian

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Date

### Additional Information:

Will your child be bringing a personal device to afterschool?

☐ Yes ☐ No ☐ Unsure

Type(s) of devices my child plans to bring to afterschool:

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