

Comet Kingdom

Silver City Elementary - Before & Afterschool Program 2021/2022

Director: Priscilla Hoch - phoch@forsyth.k12.ga.us

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 WEEKLY AND IS DUE EACH MONDAY OR THE FIRST DAY OF THE WEEK THE CHILD ATTENDS. Full-time registration includes mornings and afternoons.

The **PREFERRED** Payment method for full-time tuition is "My Payments Plus".

My child will attend: _____ MORNING ONLY _____ FULL TIME _____ PART TIME	** 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. <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>
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Comet Kingdom Parent Information and Rules

Director: Priscilla Hoch (phoch@forsyth.k12.ga.us); 678-965-5020, ext. 350249

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:

Part-Time is \$40.00 per week (this includes 2 or less days (PM) per week for each child).

Full-Time is \$75.00 per week (this includes mornings and afternoons 3 or more days per week);
each additional child is \$55.00 per week - *we had to increase full-time rate by \$5/week*

Mornings Only is \$25.00 per week (includes all mornings starting at 7:00am)

Drop-Ins are \$25 per day for each child

Payment:

You may now pay your Comet Kingdom Full Time Weekly Tuition in My Payments Plus. Please go to www.mypaymentsplus.com to set up a new account or log into your existing account to pay. You will select Silver City Elementary Comet Kingdom Full Time Weekly Tuition to pay the \$75 weekly rate. You can also select Silver City Elementary Comet Kingdom Additional Children Full Time Tuition to pay the \$55 for each additional child you are enrolling.

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 My Payments Plus for the after school program. You may obtain that information in your transaction history under your account in My Payments Plus for tax purposes.

NO EXCEPTIONS!!!! You are reserving a “spot” in our program. **Tuition must be paid weekly and is due on Monday or the first day of the week your child attends regardless of attendance.** Please place tuition in the box located in the cafe, or place in your child’s folder (in an envelope labeled with the child’s name and Comet Kingdom) and their teacher will send it in. Checks should be made payable to SCES. Please write your child’s name on the check. Returned checks will incur appropriate fees. **Two weeks outstanding balance will result in dismissal from the program until paid in full. Tuition is the same every week and will not fluctuate because your child was absent.**

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

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. Picture ID will be checked until staff is familiar with authorized persons. **Parents must come into the building to sign-in/out their child(ren).**

Before School Drop-off: All children must be walked in to 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. Three or more times of not walking your child in could result in your child being suspended from Comet Kingdom. PLEASE DO NOT ENTER THE BUILDING BEFORE 7:00AM.

Early Release: On early release days, the program will run from 12:30-6:30pm, **with an additional \$10 charge for each child picked up after 3:30pm** (this fee covers additional childcare costs on these days). 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/Silver City is not responsible for them. Each child is responsible for their own belongings.

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 according to school regulations. For Kindergarten and first grade students, PLEASE keep a complete change of clothes in their backpacks.

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: Suspended from the program for 1 week

Fourth offense: Dismissed 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 above guidelines.

Parent signature: _____

Parent name: _____

Child’s name: _____

Today’s date: _____

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. To encourage this growth, Silver City Elementary wants you to bring your own technology (B.Y.O.T).

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 high 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. However, teachers are required to lock their doors when leaving the room (for lunch, specials, recess, etc.) If a device is stolen or damaged, it will be handled through administrative office similar to other personal artifacts that are impacted in similar situations. 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 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 3G or 4G 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 itsLearning 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.

Signature of Student

Date

Signature of Parent/Guardian

Date

Additional Information:

Will your child be bringing a personal device to after-school?

Yes No Unsure

Type(s) of devices my child will bring to after-school:
