



## **PROGRAM INFORMATION**

The Kokoro no Sato After School Program will create a safe, healthy, and stimulating environment for school-age children and their development while providing homework help, sports, lifetime movement, computer activities, Japanese language lessons, cultural activities, snacks, and much more. Though the program will be culturally relevant to the Japanese American culture, we welcome children of all backgrounds.

**Fees:** Fees are due in advance, one week prior to actual services. The registration fee for the first year is \$25 for members and \$75 for non-members. There will be no registration fee for any subsequent year. Payments must be received by noon on Friday to be reflected on the following week's statement. Upon enrollment the first week's tuition fee will be due and payable the week previous to your start date. Each week you will receive an invoice detailing your weekly tuition, as well as any additional charges that have been added to your account.

**Late Payment Fee:** For accounts more than one week outstanding, a Late Payment Fee of 10% of the weekly tuition amount will be charged. If an account balance reaches the point of 30 days past due, we will be forced to discontinue enrollment and may seek legal action as necessary for collection.

**Late Pickup Fee:** A graduated fee per child based on the number of minutes late (accumulated until the actual time of authorized pick up) will be charged to your account for children who are picked up after the legal closing time of 6:00PM.

<b>Late Charges</b>	1-5 minutes - \$5
	6-10 minutes - \$10
	11-15 minutes - \$15
	16-20 minutes - \$20
	21-60 minutes - \$60

**Returned Check Fee:** A Returned Check Fee of \$30.00 will be charged for any check returned from the bank as "Insufficient Funds." After two such returned checks, payment will only be accepted in cash.

**Rate changes:** Families will be given a minimum of 30 days written notice of any basic rate changes.

**Snacks:** Light snacks will be provided along with access to water which will be available to children at any time of the day. Certain days may call for an activity that



involves food preparation or sampling of cultural foods. Parents should notify staff of any food allergies.

**Homework:** Time and assistance for homework will be dedicated to the child(ren) every day except Friday. It is however, the responsibility of the parent/guardian to review the accuracy and overall completion of their child's assignment.

**Attendance:** Attendance and fees are based according to the Child Care Agreement. Any request for additional hours or days, beyond your contracted agreement is subject to ESGVJCC KNSASP approval (based on available space) and will require additional tuition fees. Sign-In sheets must be completed daily with full signatures and the times on the days of attendance.

**Illness or Injury:** Should a child become ill or injured during their stay, the parents/guardian will be notified. The best course of action will be determined for appropriate care which may include child being picked up. Parents/guardians are responsible for updating emergency contact information when needed. Parents must use good judgment and keep child home whenever they are ill. (For example, if a child has a fever, bad cough/cold, discoloration of mucus-eyes, nose, throat, presence of lice, or contagious rash). If special medical attention is needed for your child, an individual plan may be discussed and arranged.

**Withdrawal:** A two week's notice is required for withdrawal from the program. Without such notice, you will be charged for the final two-week period of tuition.

#### **2018-2019 Fee Schedule:**

<b>Members</b>	<b>Student Fee</b>	<b>Sibling Fee</b>
Registration	\$25	\$10
M - F Transportation INCLUDED	\$150	\$135
M - F w/o Transportation	\$120	\$108
3 days or less Transportation INCLUDED	\$100	\$90
3 days w/o Transportation	\$88	\$80

<b>Non-Members</b>	<b>Student Fee</b>	<b>Sibling Fee</b>
Registration	\$75	\$30
M - F Transportation INCLUDED	\$175	\$157.50
M - F w/o Transportation	\$145	\$130.50
3 days or less Transportation INCLUDED	\$125	\$112.50
3 days w/o Transportation	\$110	\$100



## Code of Conduct

**Conduct:** The staff of Kokoro no Sato After School Program is committed to providing a safe and enjoyable experience for your child. However, students are also responsible to assist these efforts to (1) foster a safe, just diverse, and supportive community, and (2) support the development of personal values for individual students at KNSASP. Parents are responsible to make sure their child understands the guidelines below. You must review this Code of Conduct.

### Behavior

1. Students must respect each other.
2. Students will not tease each other for any reason.
3. Students must respect others and their property. Students will refrain from touching others in any harmful or inappropriate way.
4. Students will not use foul language.
5. Students will follow directions the first time they are given. (Most of our directions are for the safety of the students.)
6. Students must listen to their instructor.
7. Students must respect and protect the property of KNSASP.

### Safety

8. Students must wear closed-toe/closed-heel shoes at all times.
9. Students must pay attention to their surroundings and use care in all activities.
10. Students will adhere to all safety rules and regulations given for each activity they participate in while in the program.
11. Students are expected to wear appropriate clothing.

### General

12. Students must inform staff if they are experiencing a problem with another student or other issue. If we are not informed about a problem we cannot stop the problem or assist the student.
13. We expect all students to have FUN in the after school program but not at the expense of others.
14. Violation of the Code of Conduct can result in automatic dismissal. Refunds are not given when a student is dismissed for a violation of the code of conduct.