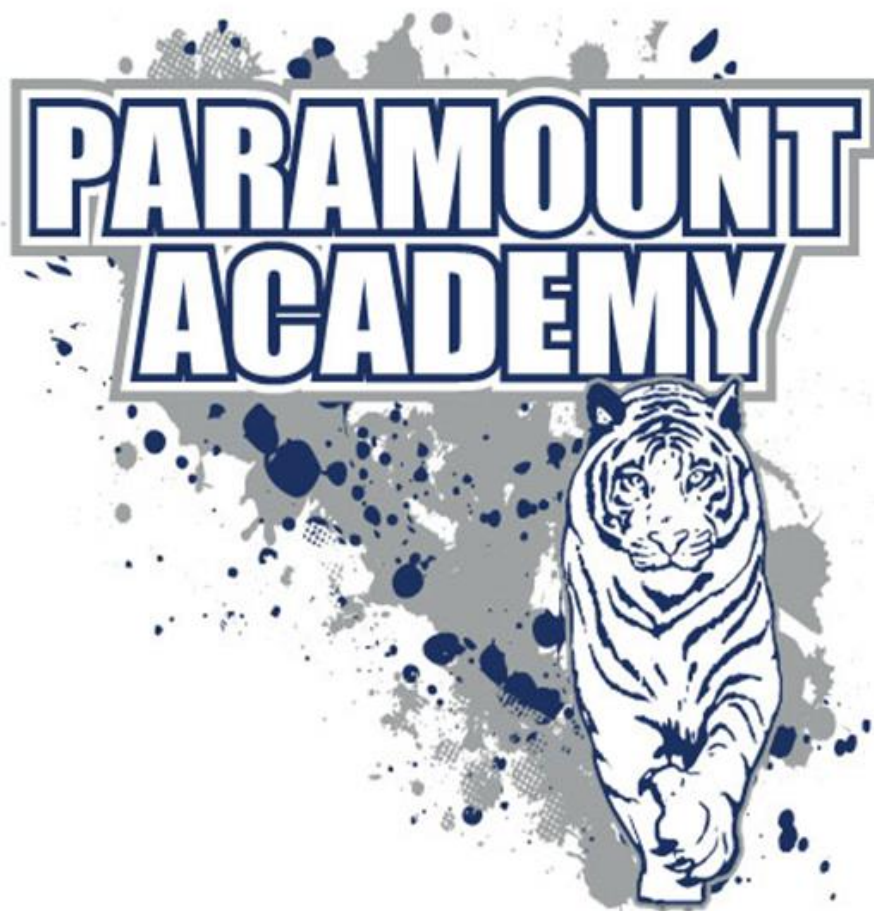


2019-2020

Paramount Academy Extended Education Program



Policy & Procedures

Last Updated
07/10/2019

Paramount Academy Extended Education Program

Policy and Procedures

Program Content

Appropriate activities shall be concrete, real and relevant. Creative art activities and crafts, extended learning in music, drama, organized games, mentoring and study hall and/or tutoring will be applied. A small snack is also provided.

Admissions

All students currently enrolled at Paramount Academy during the calendar year are eligible to register for the Extended Education program. The 2019-2020 Extended Education Program is a prepaid program. Students who enroll into the Extended Education Program must maintain a credit balance in order to attend. Registration fees and the first month's tuition fees are due before attending the program. School policies continue to apply during Extended Education hours. This program is a privilege and may be revoked at anytime for any reason. Availability is limited to space and staff.

Days/Hours of Operation

The Extended Education program calendar year coincides with that of the schools calendar days. School class hours are 8:00 a.m. to 2:40 p.m. (grades K – 2) and 8:00 a.m. ~~and~~ to 3:00 p.m. (grades 3rd – 8th). Early release days end at 1:00 p.m. for all grades. The school office hours are 7:30 a.m. to 3:30 p.m.

Extended Education hours of operations:

Before School: 7:00 a.m. to 7:30 a.m.

After School: 15 minutes after school ends until 6:00 p.m.

Extended Education will not be open during holidays or ~~breaks, and breaks and~~ will closed the day of graduations and the last day of school. Additional days of closure may be necessary i.e. days of performances or inclement weather. We will give prior notice for these days and reduce scheduled bills accordingly. Please make prior arrangements for early pickup on these days.

Delivery and Pickup of Student(s)

First and foremost the safety of every student attending Paramount Academy is **Top Priority**. Therefore no student should be left or brought to school before 7:00 a.m. or left beyond 6:00 p.m. Students are not allowed to wait in the school attendance office for parents/guardians. **All students must be collected at the designated pickup area ONLY.** This means, any student left unattended by an adult before 7:30 a.m. will be signed into the Extended Education program and a fee will apply. As well, if any student is left unattended by an adult after 2:55 p.m. grades K-2nd and after 3:15 p.m. for grades 3rd – 8th (regular days) or 1:15 on early release days – that student will be signed into Extended Education and a fee will apply for services, **without exception.** This is for the student's protection as well as that of the parent/legal guardian.

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Tax Credit Eligible

The State of Arizona tax law allows a dollar for dollar tax credit for donations made to schools for extracurricular activities. Paramount Academy's Extended Education program is a qualified extracurricular activity and is therefore eligible for the allowed tax credit. The first \$400.00 of fees paid if married filing a joint return, (all other filers \$200.00) will qualify for the tax credit. Any taxpayers may qualify for the tax credit as well, if they pay fees on your student's behalf or would like to just donate to the program.

This is a great opportunity for Grandparents and other relatives to help out your student and get a tax benefit from the State of Arizona. Tax credit forms are available upon request to give to your tax preparer.

Safety

Students must never be left without direct transfer to an adult; therefore, the student(s) must always be brought directly to the designated pickup/drop off area. Parents/legal guardians must pickup and sign out students from the front office. At no time are siblings under 16 years of age allowed to pickup or sign out their siblings. Anyone under the age of 18 must have a written permission slip on file in order to pickup siblings. Once a child has been picked up by a parent or other authorized person, the child may not be signed back in.

Homework

Quiet time is generally after roll call and is when children can do homework or a quiet activity (i.e. puzzle, book, or coloring) at the table. We do not have kindergarteners work on their homework because of the likelihood of paperwork being misplaced. If you have any requests in regards to homework, we will try to accommodate it. Please note that tutoring is a separate program and not part of Extended Education.

Snack

A small snack is provided at approximately 4:30 each day. Please notify the office of any allergy concerns. It is acceptable to send additional snacks as you would like for your child. They are welcome to eat it at anytime, but may not share due to allergies and state requirements. Please remember kindergarteners eat at 11:00 am so they might be in need of an additional snack from home. Please notify the office of any allergy concerns.

Dress Code

The current school dress code will be enforced during Extended Education attendance.

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Cell Phones

The Paramount Academy cell phone policy is enforced in Extended Education. All cell phones must remain at the front office until the student is picked up. Under no circumstances are cell phones allowed to be carried on the student's person, in their possessions, or kept in their classroom. If a student needs to contact a parent, he/she can get permission from the Extended Education staff.

Movies and Media

Because Extended Education can have children from Kindergarten to Eighth grade, movies and entertainment are carefully selected to be appropriate for anyone who may be in attendance that day. G rated movies are acceptable. Any other rating must be approved by the principal and may even require a permission slip.

Toys, Puzzles, Games

Paramount has a variety of activities to do in Extended Education. We welcome any donations to our inventory. Please donate in the front office if you would like to do so. It is against school policy to bring personal toys to school. We are not responsible for broken, stolen or lost items. Refer to the schools policy and procedures for additional information. No electronics with cellular or Wi-Fi are allowed.

Extra Curricular Activities

If your student(s) participate in other extracurricular activities such as sports, the student must be picked up at the designated time or he/she will be checked into the Extended Education learning program and daily fees will apply as listed in the fee schedule. Beginning in the 2019-2020 school year, sibling waivers are only available to those students enrolled in tutoring. If you have a child with siblings in tutoring and would like a sibling waiver, please see the front office before the waiver is needed. It is your responsibility to fill out a waiver to receive this benefit.

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Extended Education Fees

Annual Registration Fee per Student	\$25.00
Maximum Annual Registration Fee per Family	\$100.00

The registration packet and fee payment must be submitted prior to any Extended Education participation whether scheduled, unscheduled, or granted a sibling waiver. Registration through Kinderlime is required. Students with a previous balance will not be eligible to register. Students who do not have the required payment will be sent to the office to contact the parent. Paramount Academy reserves the right to contact the proper authorities if parents are more than 30 minutes late picking up their child without first contacting the school.

MORNING CARE

Amounts are billed per attendance on a daily basis.

Daily Morning Care Rate	\$3 per Student
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SCHEDULED AFTERNOON

Scheduled days are billed monthly regardless of whether the child attends or not. Payment is due prior to attending. Students who enroll into the Extended Education Program must maintain a credit balance in order to attend. Account information is available through Kinderlime online.

Scheduled Rates

Monday - Friday & Early Release	\$110 per month
Monday, Wednesday & Friday	\$67 per month
Tuesday & Thursday	\$45 per month
Early Release (Including PTC)	\$19 per month

UNSCHEDULED AFTERNOON

Amounts are billed per attendance on a daily basis. Registration and a credit balance of at least 2 days is required prior to attendance

Unscheduled Daily Rate	\$15 per Student
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Statements regarding the balance of your account will be sent to you via email, programs@paramountacademy.com.

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If you do not receive a statement for your child's attendance through your email, it is your responsibility to contact us and request a different method of statement delivery. Statements may also be sent home through the backpack. Be sure to check your child's paperwork regularly. To discuss your account, please email programs@paramountacademy.com. Please note disputes beyond thirty days are subject to a \$35 research fee. Payments can be made online through k12paymentcenter.com. To use this program, you must first register on the website. Your child's ID number is available at the front office and needed for registration. Online payments for Extended Education/Kindergarten must be made under School Fees. Payments by check must be mailed to the following address or dropped off at the front office during normal office hours. See front office for additional options.

Please make your checks payable to Paramount Academy.

Mailing address: Paramount Academy
11039 W. Olive Avenue
Peoria, AZ 85345

Additional fees apply as follows:

1. Late pickup fee - \$1.00 per minute the student is at the school after operation hours (6 p.m.).
2. Account past due fee at a rate of \$20.00 per week beyond 2 business days of the billing cycle.
3. Return check fee: \$35.00 and payment must be made in cash or money order for the remainder of the school year.
4. Schedule change fee of \$15.00 will be charged for any changes made beyond once (1) per semester. If student attends on an unscheduled day you will be billed as unscheduled regardless if the student is scheduled for any other day of the week.

Acknowledgement of Default on Payments

By using this program, you as the parent/legal guardian of the attending student(s) agree to these Policies and Procedures and acknowledge Paramount Academy **does not extend credit**. The site Director, Business Office Manager or Finance Department must approve payment resolutions in writing. If your account is not pre-paid, you are in default to the school for all charges. You further agree that no open balances over \$100.00 will be claimed as un-payable through protest, excuses or bankruptcy. Be further advised that if your account is past due by 90 days or more, formal collection action will be taken. This may include collection action through an agency and/or legal recourse including liens against the debtor. Due to an increase in account non-payments, new policies are in order, therefore the following will also apply.

Any account not paid in a timely manner will result in loss of Extended Education privileges and can only be reinstated by the Director of Paramount Academy. The parent/legal guardian on file will be called to pickup the student instead of him/her being brought to Extended Education. If you do not pickup your student, the proper authorities will be called.

In the event that your account is turned over to a collection agency, you understand the collection fee will be your responsibility and added to your account.

We are asking that each parent/legal guardian be responsible for their own student(s). Keep in mind, the Extended Education program is a service Paramount Academy has chosen to provide, but not to be abused by non-payment. We strive to provide a safe, educational environment at a very reasonable rate to the parent/legal guardian of student(s) attending Paramount Academy.