



AFTER SCHOOL PROGRAM Registration Information

Hello Queen City STEM School Parents, the 2017-2018 school year is here! Nspire-Us Foundation sincerely hopes your summer was great and we look forward to inspiring your scholars. At Nspire-Us After School Program (NASP) your scholar will have the opportunity to complete their homework and enjoy fun sports and art activities while making new friends. Beyond supporting your scholar's academic initiatives, we also believe in developing their social skills. We will have group discussions on subject matters such as choices, goals, and other subjects that will encourage them. If you have any questions, please contact Demario Baker at demariob@nspireusfoundation.org or call 704-258-7098. Below are just a few things we want to make you aware of.

- Nspire-Us After School Program (NASP) is for 6th – 8th grade students ONLY
- No Part-Time or Drop-In attendees
- Sibling Rates are available
- ALL payments will be made online at www.nspireusfoundation.org (\$5 Late Payment Fee will apply)
- After School Registrations Fee: \$25 must be paid upon registering online
- After School Fee: \$60 a week
- Late Pickups will be \$1 per minute
- After School Hours: 2:30pm – 6pm

Registration Procedures: After School registration is on a space available, first come, first served basis. On-line registration is available at nspireusfoundation.org, the Nspire-Us website. Registrations are accepted at Queen City STEM School from August 28 and throughout the school year. The \$25 registration fee is payable on-line at the time of on-line registration. A re-enrollment fee of \$25 is charged anytime there is a break in service. A break in service constitutes a week where the student has been absent 5 consecutive program days without receiving payment, the student is absent 5 consecutive program days without prior notification from a parent/guardian as well as non-payment of weekly fees on payment due dates constitutes a break in service and is subject to re-registration fee. Registration fees are non-refundable. Families with delinquent ASEP accounts may register, but cannot participate in the program until their account is paid in full. Visits to the nspireusfoundation.org for enrollment.

Days of Operation: The Nspire-Us After School Program (NASP) begin operation on the first day of school each year, and operate on every regular school day. ASEP programs are open for full days of programming on the workdays which fall during weeks of school. Full weekly fees are charged for school weeks with holidays.

NASP will not be open during these Holidays:

Labor Day, September 4, 2017
Veterans Day, November 10, 2017
Thanksgiving Holidays, November 22 - 24, 2017
Winter Holidays, December 25, 26, 2017
New Year's Holidays, January 1, 2018
Martin Luther King, Jr. Holiday, January 15, 2018
Spring Holiday, March 30, 2018
Memorial Day Holiday, May 28, 2018

NASP does not operate when school is closed due to weather conditions. If school closes early due to severe weather, NASP will not be open and parents should arrange to pick up their child at the school. Parents can get information about school closings from local television and radio stations, social media and from the nspireusfoundation.org website. During early release days, the NASP will operate earlier than usual and end them at their normal times.

Insurance Requirement: Children enrolled in NASP must have medical insurance coverage personal insurance coverage.

Authorized Persons to Pick Up Child: NASP must have written authorization from parents for other persons to pick up their child from NASP. Authorized persons must be sixteen years of age or older. No child will be allowed to sign her/himself out of NASP. If a parent is not to be allowed to pick up a child, NASP must have a copy of the appropriate court order on file. Adults picking up a child from an NASP program must come into the building to sign the child in or out. Picture identification is required when picking a child up from NASP.

Payment Method; On-line Only: Payments may be made on-line only with debit/credit card, prepaid credit card. NASP does not accept payments methods such as cash, checks, money orders, cashier's checks are no longer accepted on-site. Full weekly fees are charged for school weeks which include holidays.

Fee Payment Policy: Fees are due on or before Monday of the week of care. Fees may be paid in advance for any period of time. The full weekly fee is due on Monday regardless of the number of days a student attends. If a holiday, long day, or snow day occurs on a usual fee collection day, an extra day of fee collection will be added without penalty.

Late Payment Penalties: Weekly fees are due by Monday at 12:00 PM for the week of care (unless your child is absent from school). If fees for the week have not been paid on Monday, a \$5 late fee is assessed. Payments can be made on-line any day however the \$5 late fee will still be assessed for payments received after 12:00 PM on Monday. If payment has not been made by 6:00 PM the following Monday the child will not be allowed to attend ASEP effective Tuesday. The child cannot be re-enrolled in any ASEP program until full payment of the balance due has been made. A \$25 registration fee is due at re-enrollment.

Absence: Full fees are charged when a child is absent from school. If a child is absent from school on a fee payment day, the parent may pay that week's fee on-line with no penalty. Fee payment days are Mondays and Fridays.

Extended Absence: If a child needs to be away from the program for two weeks or more, the parent may arrange ahead of time to hold the space by paying one-half the usual weekly fee. Parents also have the option of withdrawing their child from ASEP and repaying the registration fee upon their child's return to the program if space is available.

Late Pick-Up Penalties: For every minute a parent/guardian is late picking up a child after the stated closing time 6:00 p.m. or any early release closing time due to holidays or severe weather, a late pick-up fee of \$1 is charged per minute. After the third late pick-up as well as habitual and excessive late pick-ups, a child may be excluded from NASP.

Behavior Guidelines: Each NASP site has clear, written behavioral expectations of the staff and students at QCSS, and a plan outlined to maintain a positive environment. You will be asked to read and sign these guidelines with your child on the first day of participation. Students suspended from NASP are not allowed to attend NASP until the suspension is complete. The full weekly fee is still due, credits for a student's absence due to suspension will not be given. Parents/Guardians dropping off and picking up students are also expected to exhibit proper behavior to maintain a positive environment. Parents/Guardians exhibiting hostile behavior including the use of profanity or communicating threats, etc. toward staff or other families are subject to being released from the program.

Sick Children and Epidemic Control Policy: For the protection of all students enrolled in the program, NASP will not allow a child to participate in a group if s/he shows any of the following symptoms: a fever of 101 degrees or higher, diarrhea, vomiting, a rash, nasal discharge or discharging eyes or ears, or conjunctivitis (pink eye). Should a child develop these symptoms while in day school and be sent to NASP when school is over, or develop symptoms during NASP time, the child will be removed from the group and the Site Coordinator or designated NASP staff member will contact the parent or guardian to pick up the child from the program. The child may return to the program when s/he has been symptom-free for 24 hours. Parents will be informed if there is an outbreak of a communicable disease in their child's NASP group.

Personal Technology Devices/Cell Phone Policy: Students enrolled in the NASP are permitted to bring or possess only objects that have an educational purpose and will not distract from teaching and learning during the program day. A personal technology device is a portable Internet accessing device that is not the property of the district that can be used to transmit communication by voice, written characteristics, words or images, share information, record sounds, process words, and/or capture images, such as a laptop computer, tablet, smart phone, cell phone personal digital assistant or E-Reader. The district is not responsible (monetary value or replacement) for theft, loss or damage to PTDs or other electronic devices brought onto QCSS/NASP property.

Snack Nutrition: ASEP provides a daily snack for each child attending the program. ASEP will provide alternate snacks to accommodate children with food allergies if a Dietary Request form signed by a physician is provided (form available from the Site Coordinator).

Child Abuse and Neglect Reporting: North Carolina law requires that any school system employee who suspects a case of child abuse or neglect must report those concerns to the proper agency.

Parent/Guardian Questions and Concerns: We want to address your questions and concerns in a timely and professional manner. The Site Coordinator is available at the site during program hours or by phone at the school number. If the matter is not resolved with the Site Coordinator, you can reach the NASP Program Director Demario Baker who is available at 704-258-7098 to assist with the problem.