



After School Program

Thank you for your interest in our 2016-2017 Royal Legacy Academy After School Program. Below you will find a detailed outline of our program. If you have any questions please let us know.

Our program is **M, T, Th, F from 2:00 – 6:00 PM** and **Wednesdays 1:30 - 6:00 PM**.

Monday – Thursday Schedule:

2:00-3:00pm School pickups
3:00-4:00pm Free play and snack
4:00-4:50pm Classes or organized game play
5:00-6:00pm Homework and quiet play upstairs until parent pickup

Friday Schedule:

Fridays will be our fun days with free gym time and the use of our Zipline.

Rates (2016-17):

\$35 Annual Membership

Daily: **\$30**
Part-time: **\$200/month*** (2-3days/wk)
Full-time: **\$300/month***(4-5days/wk)

*Monthly payments (September – May) are due by the 1st of each month and are late on the 10th. There will be a **\$100** registration fee and an additional **\$25/per** month charge for those who join after October 1, 2016. Receive a **10% discount** if you choose to pay the full year by September 30, 2016.

We will be offering No School day camps at an additional charge throughout the year.

We are still offering a sibling discount of 10% if no other discounts have been applied. With the large number of students this year they will be divided into groups for a 50 min class of their choice from 4-4:50pm in which they will proceed upstairs for homework. If your child does not have homework they will be asked to read or play quiet games at this time. If you feel that your student needs more homework time, please contact us.

Any child participating in the Royal Legacy Academy will receive a 50% discount on all recreational classes offered and birthday parties.

We are looking forward to spending a fantastic year with our After School Program kids.

Sincerely,

Michelle Giard, *Owner*
Jamie Moore, *ASP Director*
Elle Miller, *Operations Director*



After School Program

Name(s) _____

After School Program Enrollment Contract

Providing a safe environment is important for the staff here at **Royal Legacy Academy (RLA)**. To provide the best possible circumstances for your child(ren), RLA has policies in place. Please read the Royal Legacy Academy enrollment policy as it pertains to RLA also. Please sign it and return it with your registration documents.

Schedules

In order to better assist with the transportation of your child(ren), monthly schedules will be due by the 20th of every month indicating the days requested for the following month that your child(ren) will be attending. In the event a schedule is not received on or before the 20th of the month, a \$15 late fee will be charged to your account. Schedules must be emailed or text to Michelle at the email or cell provided below; a verbal confirmation of your schedule is fine as long as it is followed up by an email or text by the 20th of the month.

Minimum Requirements for Transportation Needs

Royal Legacy Academy will provide transportation pick-up service to any family who chooses to utilize RLA at least two (2) days per week. If you require less than two (2) days per week, and we already have your school on our schedule we will pick-up that day otherwise please make arrangements for the drop off of your child. This will need to be part of the information provided by the 20th of each month.

The students participating in the After School Program are let out at different times of the afternoon. **Royal Legacy Academy** has the right to combine pick-ups with neighboring schools assuming the travel time does not exceed 60 minutes from the first pick-up. Parents will be notified if your child(ren) is affected.

Changes/Cancellations

Busy schedules are a part of life. We understand doctor and dentist appointments get scheduled when they best fit the doctor office's schedule, not so much yours. If there are changes to your schedule, we would appreciate one week's notice. If you are changing days, we cannot guarantee a place for your child(ren). For cancellations, please give us a 24-hours' notice when possible. If your child(ren) goes home sick from school, please either call, email or text Michelle Giard, as early as possible. You will not be reimbursed for days missed, but make-up days will be available. If a **Royal Legacy Academy** driver arrives at your child(ren)'s school, and your child(ren) are unknowingly not there, you will be charged without the possibility of a make-up day.

Make-Up Days

Daily or part time child(ren) who misses a day due to injury or illness, will be able to schedule a make-up day as soon as that child(ren) is able to return. Please notify Michelle with the date you are adding to your schedule in writing at least one week prior to the date of pick-up. We do not guarantee a place for your child without one weeks' notice.

Parent Pick-up

If your child(ren) will ever be picked up from **Royal Legacy Academy** by someone other than the guardians listed on the child(ren)'s release form, an After School Program Pick-up Release Form must be filled out.

Classes

Any child participating in the **Royal Legacy Academy** After School Program will be offered a 50% discount on all recreational classes offered along with 50% off birthday parties. Fridays will be our "Friday Fun day" with free play, sweet treats and the use of our Zipline.

I have read and understand the After School Program Enrollment Contract. I also understand that I must fill out the Enrollment Policy and Information and Release Form to complete my enrollment with **Royal Legacy Academy**. It is my responsibility to update my contact information with **Royal Legacy Academy** in the event a change occurs.

Signature of Parent/Legal Guardian:

_____ Date: _____

Contact Information:

Phone: (503) 640-8373

Email: ASP_Camps@RoyalLegacyAcademy.com