



Peace Academy
Heritage After-School Program Policies

Rules and Regulations:

Please initial all points.

ASP in charge is Ms. Nancy Doss. **Email:** dossnancy2@aol.com Phone: 909-228-1336

1. Communication will be mainly via e-mail except in case of emergencies or last minute/unexpected changes or events. Please make sure that you provide the center with the e-mail and the cell phone # that is more convenient for you and you can be reached at. _____
2. Parents are supposed to provide school calendar that includes the minimum days and special events. _____
3. Students are expected to follow ASP and van travel rules, which will be communicated to them by the teachers and program in charge. 3-strike policy will be strictly observed leading to suspension, in case of persistent violations by the student. _____
4. IPADs, IPODs, personal games, tablets etc. are not allowed and devices will be confiscated if used without teachers' permission. _____
5. **Tuition is due 1st of every month.** Late fee (\$10 per child) will be applied after 5th of the month along with termination of van pick up service. Students who are dropped by parents will not be allowed in classrooms till tuition is paid in full. _____.
6. Agree to pay \$25.00 on all returned checks in addition to the late fee. _____
7. ASP hours are 2:00 – 6:00pm. Please make sure that you pick your child by 6:00 pm. There will be a **late pick up fee of \$25 after 6:00pm.** _____

Snacks and Parties

1. Children will receive snack as soon as they arrive to the center and before the classes start. If your child needs special snacks accommodations, please communicate with the program coordinator. _____
2. **Cost for snacks is \$60/child paid once in August and again in December.**

3. Birthday parties are welcomed. Please inform the program coordinator and arrange for the party with her. Parents will be expected to help with clean up after the party.

Transportation and Van Rules:

1. Encourage your child/children to head towards the school entrance as soon as the bell rings, we are picking up from multiple schools and we do not want to be late to the other students. _____

2. Please inform ASP if your child/children are not attending school (family vacation, appointments, sick or picked up early by one of the parents). It is recommended that you inform both the program coordinator and the teacher driver who usually picks up the student. _____

3. Please coordinate van pick up on special events days such as field trips well ahead of time. **Same day special arrangements CANNOT be accommodated.**

4. **Food and drinks are NOT allowed** in the van. _____

5. Students will sit on pre assigned seats – no change will be allowed. _____

6. Students are not allowed to take their shoes off in the van. _____

I agree that the child/children may be terminated from school if it is deemed to be in the best interest of the child and/or other children and if center policies and procedures are violated. I/We have read and understood each of the above terms of enrollment and agree to abide by them.

Name Parent 1: _____ Signature: _____ Date: _____

Name Parent 2: _____ Signature: _____ Date: _____