

---

# SHERBEAR BEFORE & AFTER SCHOOL PROGRAM

---

# SherBear

## Before & After School Program



## ***Parent Handbook 2023-2024***

### **Research Triangle Charter Academy**

2418 Ellis Road Durham, North Carolina 27703  
**Sherri Montgomery**  
410-499-6807  
sherbearllc@gmail.com

### **Mission**

The mission of SherBear Before & After School Program is to provide a safe, motivating, and educationally enriching environment for children and youth in grades K-8. It is our mission to create a program where students are actively engaged in helping to develop educational skills, self-esteem and creativity during non-school hours. This can be accomplished through direct experiences and peer interactions, provided with adult supervision.

## **Philosophy**

SherBear Before & After School Program will provide a caring and warm environment for students within the Raleigh/Durham school communities, during non-school hours. Working with school administrators, students/parents, and other community stakeholders will allow students in our program the opportunity to be guided further into being positive and successful learners. Our parents will be offered the opportunity to leave their children without worry, in an environment that offers dependable childcare services.

## **Goals**

The goal of the SherBear Before & After School Program is to provide a safe environment with quality supervised activities for students. These activities are designed to meet the needs of students on, below, and above grade level standards, thus taking into account short and long term outcomes. These goals are accomplished by:

- Offering activities that will stimulate new interests and increase knowledge of humanities.
- Arranging activities that will encourage creativity and build self-confidence among students.
- Helping students recognize and respect figures of authority, school rules and routines, and safety protocols
- Assisting students in developing personal and social skills.
- Instructing students into understanding and believing in the important value of a complete education.
- Giving students assistance in academic and social development.

## **Objectives**

The objective of SherBear Before & After School Program Program is to:

- Provide activities and events that are always supervised.
- Provide activities that will enhance students' school and social experiences as much as possible.
- Provide activities that will increase parental and student involvement.
- Provide program activities that will strengthen the relationship between school and community stakeholders.

In order to successfully meet our program's Mission, Philosophy, and Goals.

## **Homework Philosophy**

As a service to our students and families, SherBear Before & After School Program will assist students in completing daily home assignments. Students must accept responsibility for completing homework assignments, as our program is not an exclusive academic tutorial program.

## **Discipline Rules and Regulations**

***SherBear Before & After School Program requires*** students to maintain knowledge of what is acceptable and unacceptable on school grounds. Our program will extend supervised opportunities to use conflict resolution strategies when students are facing unacceptable behaviors. Thus allowing students to take an active role in the discipline process. Students will be able to identify the problem, alternatives that could have been used, consequences of actions, and workable solutions.

- The first 30 days are a trial period for all students. If a student has a discipline problem within the first 30 days, he/she may be dropped from the program.

Behavior policy is strongly enforced, and we work very hard to help every child in our program feel safe when they are with us.

- SherBear Before & After School Program does not allow any child to bully, tease, or hit any child or teacher (this includes being disrespectful in a semi or aggressive manner).
- We do not allow any stealing, hiding or breaking of another person's belongings.
- We do not allow yelling, screaming or cursing at another child or adult.
- We do not allow students to leave school property and return to after school, leave the afterschool program (games, practice, tutoring, etc.) without a parent's written permission or text, nor can they invite friends to hang out with them in the afterschool program.
- We will not be responsible for the loss, or damage of cell phones, tablets and any other electronics.
- We do need permission for your child to use their cell phones during after school time.
- Bullying and/or use of profanity, will result in one warning. The 2nd occurrence will result in a 3-day suspension.
- Fighting, disruptive and/or disrespectful behavior, theft, and/or inappropriate physical contact with staff or students are disciplinary problems that will result in an automatic 3-day suspension.
- If negative behavior continues, SherBear LLC reserves the right to dismiss a child from the program. They will not be allowed to continue with the program.

All discipline rules applied at day school apply during **SherBear Before & After School Program**. Discipline problems will be referred to the Director of the day school for

review. Upon receiving the second disciplinary problem, the students are subject to dismissal from the program.

Discipline policy is strongly enforced as it is our highest responsibility to provide a safe environment for students and teachers.

## **Important Notice**

If your child leaves a personal item at the school, SherBear Before & After School Program is not responsible for it and we will not be able to secure it. Often the office is closed and we will not go inside a teacher's desk. If we see anything left when we are cleaning we will place it on the teacher's desk and hopefully it will be there the next day.

## **Dress Code**

Our program adheres to the same dress code that applies at the day school.

## **Enrollment**

It is the policy of SherBear Before & After School Program, to enroll children without bias of sex, religion, race or physical disability. Every reasonable effort is made to accommodate the special needs of our students. Our program provides supervisory care, but does exclude medical and/or nursing care. Should your child require special care, please contact *Sherri Montgomery* to arrange a consultation with a team including parents, teachers and/school social workers.

***\*\*\*If you choose to unenroll your child/children from before/after school care, you must give 30 days written notice to Mrs. Montgomery. If you neglect to give 30 days notice, a fee will be applied accordingly.***

## **Registration**

**Early registration** for the 2023-2024 school year is now available. A confirmed slot in the *SherBear Before & After School Program Before and/or After Care Program* is guaranteed to all parents who take advantage of the early registration.

- ***All outstanding bills from any previous school year MUST be paid before a slot is granted.***

All other registration application forms are available by contacting Sherri Montgomery at (410) 499-6807.

## Prices & Payments

Tuition is due on the 1st of every month and late on the 5th. If payment is late, a \$25 late fee will be added to your monthly tuition. Please see the chart at the end of this handbook for the payment schedule. ALL FEES ARE NON-REFUNDABLE.

Program	Price	Time Frame
Before Care	\$90 per month per child	7:00 AM - 8:00 AM Daily
After Care	\$200 per month per child	3:00 PM - 6:00 PM Daily
Part Time After Care	\$100 per month per child	2 days a week <b>ONLY</b>
Before & After Care	\$250 per month per child	7:00 AM - 8:00 AM Daily 3:00 PM - 6:00 PM Daily
<b>No Part-time Before Care!</b>		

**\*Our program does NOT accept checks or CashApp.\***

However, we **do** accept Cash, Apple Pay, Zelle, or money order (no post office money orders will be accepted).

## Before School Drop Off and After School Pick Up Locations

Children **must be dropped off for Before School** at the first set of doors that you see when you enter the parking lot. That is the 6th-8th grade wing doors. Students will be let in by a Before School staff member and brought into an end classroom to wait until they are escorted to breakfast/their classes.

If your child/children are not outside on the blacktop or due to inclement weather, children **must be picked up from After School** at the first set of doors near the blacktop/playground where the beginning of driveline starts. Please make sure to pull your vehicle all the way up closest to that entrance so that we may bring your child/children out to you in a timely manner.

## After School Student Pick-Up

Children will only be released to adults listed as “authorized to pick up” on the after school registration form. Authorized persons will pick up the child/children at the first set of doors near the blacktop/playground. Please wait for an after school staff member to acknowledge you, confirm your identity and your child/childrens name(s) before your child/children is/are released to you. We appreciate your patience while waiting for your child/children. If other arrangements for pick up are necessary, we require written notification. For safety reasons, messages left on the voicemail will not be acceptable

as notification regarding alternative arrangements. **Please keep your registration form updated at all times.**

## **Late Pick Up**

Please call the aftercare office if you will be late picking up your child/children. A late fee will be charged to those parents whose child/children are not picked up by 6:01 p.m. If you are late picking up your child from after school, there is a \$1 per minute per child late fee that you will need to pay to the teacher who stays late with your child. This payment must be made upon pick up or within 24 hours, or your child cannot return to before/after school until the fee is paid. This includes half days and early release days.

**Late pick up starts at: 6:01 PM    \$1 fee per minute per child**

## **Sign In and Sign Out Procedures**

All Students enrolled in SherBear Before & After School Program are signed in by SherBear Before & After School Program staff directly after the school day ends.

## **Authorized Pick Up Persons and Sign Out Requirements**

Parents/Guardian or other adults authorized by parents to pick up a student are **required** to sign the student out by presenting a **PHOTO IDENTIFICATION and sign name, time, and a note from parent** before allowed to leave with the student. A signed and dated note by legal parent/guardian is required for anyone being added or deleted from the authorized list, and must be brought to the Program Director to authorize changes. Another Child MAY NOT sign out students. There are no exceptions to signing out requirements. This is for safety purposes, attendance documentation.

**By signing this document you are confirming that you have read, understand, and agree to all terms and conditions contained within this handbook.**

Please Print Clearly:

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

Child #1 Name \_\_\_\_\_

Child #2 Name \_\_\_\_\_

Child #3 Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Program Director \_\_\_\_\_ Date \_\_\_\_\_

# SherBear Before and After School Parent Handbook Contract

I, \_\_\_\_\_, have read and acknowledge the contents of the SherBear Before and After School Program Parent Handbook. I agree to comply with the policies and procedures noted in the handbook.

\_\_\_\_\_ Initial

I have read and understood my payment contract; I also understand that my payments will be the same amount EACH month except for the months of August and June.

\_\_\_\_\_ Initial

I understand that the Before and Afterschool Program operates on the days that my child's school is open and does not operate on teacher workdays, teacher conference days, holidays, or inclement weather days.

\_\_\_\_\_ Initial

If I have any questions or concerns, I understand I may speak with Mrs. Montgomery (**Phone #:** 410-499-6807, **Email:** [sherbearllc@gmail.com](mailto:sherbearllc@gmail.com))

Signed: \_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_  
(mm/dd/yy)

# SherBear

Before & After School Program



# SherBear

Before & After School Program



## Dues for SherBear Before and After School Program

\*Price for August does not include registration fee

### AUGUST\*

- Before School Only: **\$45**
- After School Only: **\$100**
- Part time After School: **\$50**
- Before and After School: **\$125**

### SEPTEMBER

- Before School Only: **\$90**
- After School Only: **\$200**
- Part time After School: **\$100**
- Before and After School: **\$250**

### OCTOBER

- Before School Only: **\$90**
- After School Only: **\$200**
- Part time After School: **\$100**
- Before and After School: **\$250**

### NOVEMBER

- Before School Only: **\$90**
- After School Only: **\$200**
- Part time After School: **\$100**
- Before and After School: **\$250**

### DECEMBER

- Before School Only: **\$90**
- After School Only: **\$200**
- Part time After School: **\$100**
- Before and After School: **\$250**

### JANUARY

- Before School Only: **\$90**
- After School Only: **\$200**
- Part time After School: **\$100**
- Before and After School: **\$250**

### FEBRUARY

- Before School Only: **\$90**
- After School Only: **\$200**
- Part time After School: **\$100**
- Before and After School: **\$250**

### MARCH

- Before School Only: **\$90**
- After School Only: **\$200**
- Part time After School: **\$100**
- Before and After School: **\$250**

### APRIL

- Before School Only: **\$90**
- After School Only: **\$200**
- Part time After School: **\$100**
- Before and After School: **\$250**

### MAY

- Before School Only: **\$90**
- After School Only: **\$200**
- Part time After School: **\$100**
- Before and After School: **\$250**

### JUNE

- Before School Only: **\$45**
- After School Only: **\$100**
- Part time After School: **\$50**
- Before and After School: **\$125**

**\*If you choose to unenroll your child/children from before/after school care, you must give 30 days written notice to Mrs. Montgomery. If you neglect to give 30 days notice, a fee will be applied accordingly.**



