

Early Birds & Night Owls

Before & After School Care

The *Early Birds & Night Owls* program provides care for the students of Silverdale Baptist Academy before or after school hours.

Mission Statement: To minister to Silverdale Baptist Academy students and parents who need extended care before and after regular school hours by providing a safe environment that follows the Charlotte Mason idea of free afternoons to pursue crafts, leisure activities, or areas of personal interest, as well as a daily opportunity for students to work on homework.

Policies: Early Birds & Night Owls adheres to the policies of Silverdale Baptist Academy. Please refer to the Parent/Student Handbooks, which include the policies on discipline. The following policies and procedures are specific to our program.

Calendar: We follow the SBA calendar. Only on half days with scheduled Parent/Teacher Conferences will Night Owls be provided at an additional cost. Night Owls will not be provided on any other half days.

Inclement Weather: No care is provided when school is closed, delayed, or dismissed early for inclement weather.

Enrollment: Prior to your child's attendance, all enrollment steps must be completed and finalized and the non-refundable Enrollment Fee paid. Visit the Early Birds & Night Owls page on the SBA website under Campus Life to begin the process.

Daily Arrival & Departure: Children should be clocked in to Early Birds and out of Night Owls on the kiosk by a parent or authorized adult. Only those authorized (18+ years) on the child's enrollment will be permitted to dismiss the child. The parent should contact the Director if anyone not authorized will be picking up the child. Any person who does not have proper authorization will be asked to show a picture ID.

Fees for late pick up will be assessed according to the clock on the kiosk. Please set your watch according to this time and notify the Director if you will be picking up after 6 pm. Excessive late pick up may result in the child being dismissed from the program at the discretion of Administration.

Evacuation: In the unlikely event of a fire or other disaster at the Academy, we would relocate the children to the Sports Complex. If we must move a distance away, we would relocate to Woodland Park Baptist Church at 6735 Standifer Gap Road. Children would be transported by any and all means necessary.

Clothing: Elementary and Preschool students will go outside every day, weather permitting. Please make sure that your child is dressed appropriately. School age children are allowed to bring a change of clothes on chapel days and picture days ONLY. The change must be in accordance with school dress code (i.e. dress down day). Younger children must have a full change of clothes, including underwear and shoes, in case of accidents. Please **label all** belongings. We **cannot be responsible** for any lost items.

Snack: A light snack and juice or water will be provided daily. Please include information about food allergies on the enrollment form. Water will be provided throughout the day, as needed.

iPad Usage Policy: Middle School students will be allowed to use their iPads for homework purposes only. Please discuss guidelines and care of iPads, as we **cannot be responsible** for lost or damaged items. iPads are NOT to be brought by Elementary or Preschool students. They will have access to those belonging to the Preschool from time to time. The above guidelines apply to e-readers, iPods, and other similar devices, as well.

Financial and Hours of Operation:

*Enrollment Fee: (NON-Refundable) Returning Students (\$60) New Students (\$70)

| <u>Preschool (3-5 years only)</u> | | |
|--|-------------------------------|----------|
| Early Birds | M-F 7:00 am - 9:00 am | \$7/day |
| Night Owls | M, T, Th, F 2:00 pm - 6:00 pm | \$15/day |
| Night Owls | W 12:00 am - 6:00 pm | \$20/day |
| Extended Night Owls for half days | | \$20/day |

| <u>School Age</u> | | |
|-----------------------------------|-----------------------|----------|
| Early Birds | M-F 7:00 am - 7:30 am | \$5/day |
| Night Owls | M-F 2:45 pm - 6:00 pm | \$10/day |
| Extended Night Owls for half days | | \$20/day |

There will be a charge of \$20 for any emergency one time use.

If a child is picked up after 6:00 pm, a late fee will be assessed at a rate of \$1 per minute per child. Excessive late pick up may result in the child being dismissed from the program at the discretion of Administration.

Late payment fee of \$20 will be charged monthly to any account that is Past Due.

A \$35 charge will be added for any check returned for insufficient funds.

Please contact *Jill Dawson* at jdawson@silverdaleba.org for all financial matters.

For any other questions contact the Early Birds & Night Owls Director at EBNO@silverdaleba.org.

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