

# **Great Hearts Monte Vista North**

## **After-School Policies, Procedures, and Programs**

**2017-2018**

Great Hearts Monte Vista North is committed to the safety and security of every person who visits our campus. Our after-school policies, procedures, and programs comprise a vital component of ensuring the security of our students, parents, and patrons. The following policies and procedures detail the after-school programs for the 2017-2018 school year, and we ask parents to read the document with care.

### **No-Loitering Policy**

To ensure the safety of all our students and to preserve the condition of Trinity Baptist property and of our leased space, Great Hearts Monte Vista North has adopted a no-loitering policy after school. Students will not be allowed to be on school property unsupervised after 3:55 PM on regular school days or after 1:05 PM on early-release days. Students whose parents have not picked them up by 3:55 PM on a regular school day or by 1:05 PM on an early-release day will be escorted into Homework Club by Great Hearts faculty and/or staff, and parents will be charged a single-day rate of \$20 for Homework Club. Parents can avoid the \$20 rate by purchasing a Homework Club Flexcard or pass in advance (see below).

### **Homework Club**

Homework Club is open on official school days beginning Friday, August 11, 2017 and ending on Thursday, May 31, 2018. Please note that there will be no Homework Club on the last day of the school year, Friday, June 1, 2018. Homework Club runs from 3:55 to 5:30 PM on regular school days. On early release days, Homework Club runs from 1:05 to 5:30 PM.

### *Payment Options and Fees*

The pricing structure for Homework Club is designed to provide parents with flexibility and choice. Parents may select from a series of Flex package options or passes that are valid throughout the 2017-2018 academic year. Unused passes from prior years will not be honored in

the 2017–2018 school year. The 2017–2018 payment options are described in the sections below. Families who qualify for federal assistance in the National School Lunch Program are encouraged to contact the Office Manager, Maria Gerfers, at 210-888-9485 to discuss an alternate rate structure.

## FLEXCARDS

Flexcards provide students with access to Homework Club for a fixed number of days to be used at any time throughout the school year. Five options are available: 1-Day, 5-Day, 10-Day, 15-Day, and 20-Day. Students bring their Flexcard to Homework Club, where the Homework Club monitor will stamp the card one time for each day the student attends Homework Club. Once a student has used all applicable days on his or her Flexcard, parents simply purchase another Flexcard to allow continued access to Homework Club. No refunds are issued on Flexcards, and all unused Flexcard days expire on the last operating day of Homework Club for the current school year. Flexcard prices are shown in Table 1 below, along with their corresponding average price per day.

	Scope	Purchase Price	Cost per Day
<b>1-Day Flexcard</b>	Provides access to Homework Club for any 1 school day	\$20	= \$20/day
<b>5-Day Flexcard</b>	Provides access to Homework Club for any 5 school days	\$80	= \$16/day
<b>10-Day Flexcard</b>	Provides access to Homework Club for any 10 school days	\$120	= \$12/day
<b>15-Day Flexcard</b>	Provides access to Homework Club for any 15 school days	\$150	= \$10/day
<b>20-Day Flexcard</b>	Provides access to Homework Club for any 20 school days	\$175	= \$8.75/day

\*No refunds are issued on Flexcards. Flexcards should be treated like cash, and lost or stolen cards will not be replaced.

**Table 1.** Flexcard Options

## SEMESTER AND ANNUAL PASSES

Semester Passes provide students with access to Homework Club for an entire semester, while an Annual Pass provides access for the entire school year. Semester and Annual Pass prices are shown in Table w below, along with their corresponding average price per day. Passes may be purchased using various payment options detailed below. When parents purchase a Semester Pass or an Annual Pass, their student will be placed on the official Homework Club roster. Parents may purchase a pass in a single installment (for the lowest price) or over multiple installments (for a slightly higher rate). Parents may request a refund of any unused portion of a Semester or Annual Pass. All refund requests will be determined on a prorated basis, and a processing fee of \$100 will be assessed.

	Scope	Purchase Price	Cost per Day
<b>Semester 1 Pass</b>	Provides access to Homework Club from <b>August 11 – January 12</b>	\$750 (5 installments of \$150) OR \$700 (1-time payment)	= \$8.62/day OR = \$8.05/day
<b>Semester 2 Pass</b>	Provides access to Homework Club from <b>January 19 – May 31</b>	\$750 (5 installments of \$150) OR \$700 (1-time payment)	= \$8.62/day OR = \$8.05/day
<b>Annual Pass</b>	Provides access to Homework Club for an entire year, from <b>August 11 – May 31</b>	\$1400 (10 installments of \$140) OR \$1350 (5 installments of \$270) OR \$1300 (1-time payment)	= \$8.05/day OR = \$7.76/day OR = \$7.47/day

\*Passes may not be transferred to other students. A fee of \$100 will apply to all refunds on Semester and Annual Passes.

**Table 2.** Semester and Annual Passes

### *Purchasing Process*

To purchase a Flexcard or Pass, parents must register online at [greatheartsmontevista.configio.com](http://greatheartsmontevista.configio.com). Once registered, click on the “Choose a Category” box to the left of the screen, then select “After-school Programs.” Select “Homework Club (Grades 6–12)” and choose your relevant product. Parents must agree to the terms in the online Disclaimer before finalizing their purchase. To pick up a Flexcard, please **print** your online receipt and take it to the Office Manager, Maria Gerfers, who will provide you with the Flexcard. When parents purchase a Semester Pass or an Annual Pass, their student will be placed on the official Homework Club roster, and there is no need to visit the Office Manager.

### LATE FEES

Parents who arrive late and pick up their student from Homework Club after 5:30 PM will be charged a fee of \$1/minute late for each student. Parents will need to make payment by credit card or check, as described in the Day-Use and Overage Form for Homework Club attached at the end of this document. Parents who do not sign the Day-Use and Overage Form will have the fee assessed on their school account.

### *Procedures for Picking Up Students from Homework Club*

Students may only be signed out of Homework Club by a parent or adult guardian registered with Homework Club. Students will not be released from Homework Club under the authority of a sibling. Parents are pre-registered to pick up their children. If a parent would like to register another individual as a qualified adult guardian, please contact the Homework Club Director, Dr. William Rutherford at 210-888-9485 ext. 302603. Any additional questions about pick-up procedures should also be directed to Dr. William Rutherford.

### ■ **Athletics and Homework Club**

All students formally enrolled in athletics will not be required to pay a HW Club fee when their sport is in season and provided they follow the following protocols:

### *Between School and Athletic Practice*

1. Onsite practices starting at 4:00 PM. Homework Club starts at 3:55 PM. Students who begin athletic practice at 4:00 do not need to attend Homework Club between school and practice. At 3:55 PM, they will be escorted by a coach to the appropriate practice.
2. Offsite practices starting at 4:00 PM. Students who begin athletic practice offsite at 4:00 PM will need to be picked up by a parent prior to 3:55 PM, when students are escorted into Homework Club. Athletes whose parents have not picked them up by 3:55 PM must pay for the use of Homework Club for that day.
3. Late practices starting at 5:00 PM. Students who have a late athletic practice that begins at 5:00 PM have two options. They may leave campus with a parent by 3:55 PM and return for practice at 5:00 PM, or they may attend Homework Club for free between 3:55 – 4:55 PM, at which point they will be escorted by a coach to the appropriate practice.

### *Pickup After Athletic Practice*

1. Athletic practices ending before 5:30 PM. When an athletic practice ends before 5:30 PM, a coach will escort student athletes to the parking lot to be picked up by parents. Any students whose parents are not present at that time will go into Homework Club for free. All students must be picked up by the end of Homework Club at 5:30 PM, or they will be charged a \$1/minute late charge.
2. Athletic practices ending at or after 5:30 PM. When an athletic practice ends at or after 5:30 PM, a coach will escort student athletes to the parking lot to be picked up by parents. Parents are expected to be waiting for their student in the parking lot at the end of practice.

### *Athletic Seasons*

All students formally enrolled in athletics will not be required to pay a HW Club fee when their sport is in season. The following schedule shows when each GHMVN sport is in season:

## FALL SPORTS

MS Football: August 8-October 29

HS Football: August 1-November 3

MS Volleyball: August 15-October 29

HS Volleyball: August 1-October 20

MS Cross Country: August 1-October 20

HS Cross Country: August 1-November 12

Swimming: September 6-January 30

## WINTER SPORTS

MS Basketball: October 30-January 27

HS Basketball: October 30-February 3

MS Soccer: October 30-February 3

## SPRING SPORTS

MS Track: February 6-April 20

HS Track: February 6-May 13

MS Baseball: February 6-April 28

MS Softball: February 6-April 28

## *Student Attendance at Home Games*

Students wishing to watch a home game have two options for after school. They may leave campus at 3:55 PM and return for the game no earlier than thirty minutes prior to the game, when the school reopens to the public, or they may pay to attend Homework Club (using a Flexcard or Pass) until the school reopens to the public. In order for a student to be released from Homework Club to attend a home game, parents must sign the attached Home Game Day Release Waiver and submit it to the Homework Club monitor, who will place it in the Homework Club binder. Without a Home Game Day Release Waiver on file, Homework Club monitors will not release a student from Homework Club to go to the game, and a parent or guardian will need to sign them out of Homework Club in person.



## Great Hearts Monte Vista North Home Game Day Release Waiver



Dear Parent or Guardian,

Throughout the various athletic seasons, Great Hearts Monte Vista North has occasion to host home games. On home game days, the school closes at 3:55 PM and officially reopens to the public thirty minutes before the game begins. Between the hours of 3:55 PM and the official reopening of the school for the home game, campus remains closed to the public and the school's no-loitering policy remains in effect. Students wishing to watch a home game have two options for after school. They may leave campus at 3:55 PM and return for the game no earlier than thirty minutes prior to the game, when the school reopens to the public. Alternatively, students may pay to attend Homework Club (using a Flexcard or Pass) until the school reopens to the public. **In order for a student to be released from Homework Club to attend a home game, parents must sign this Game-Day Release Waiver and submit it to the Homework Club monitor**, who will place it in the Homework Club binder. Without a Game-Day Release Waiver on file, Homework Club monitors will not release a student from Homework Club to go to the game, and a parent or guardian will need to sign them out of Homework Club in person.

Sincerely,

Dr. William Rutherford

My child, \_\_\_\_\_, has my permission to be released from Homework Club on days when Great Hearts Monte Vista North hosts home games, in order to attend the game. To be released officially from Homework Club, my student will sign himself or herself out of Homework Club no earlier than thirty minutes prior to the start of the game, when the school reopens to the public. Once released, I/We agree to hold Great Hearts Monte Vista North Homework Club harmless in the event of any injury to my child while he or she is walking to the gym or while watching the game. I also acknowledge that if my student has not purchased a Flexcard or Pass, I consent for the school to charge me the day use fee of \$20 for my student to attend Homework Club on home game days.

Parent Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Day-Use and Overage Form for Homework Club

Student Name: \_\_\_\_\_

☐ Student utilized Homework Club without a Flexcard, Semester Pass, or Annual Pass and will be charged the single-day rate of **\$20.00**.

☐ Student was picked up late at \_\_\_\_\_ P.M. and will be charged a late fee of **\$1.00 per minute** after 5:30 P.M.

Total Amount Owed: \_\_\_\_\_

Your credit card on file will be charged the amount owed, unless you select below to pay by check. Checks should be delivered to the Office Manager no later than 1 week from the day the fee is incurred. Failure to deliver the check authorizes Great Hearts to charge the credit card on file.

☐ I elect to pay by check.

\_\_\_\_\_  
Printed Name of Parent/Authorized Pick-up Person

\_\_\_\_\_  
Signature of Parent/Authorized Pick-up Person

\_\_\_\_\_  
Signature of Homework Club Monitor

\_\_\_\_\_  
Date