



*"the Youth and Community Services Company"*

**2007 - 2008 SCHOOL YEAR  
AFTER-SCHOOL PLUS (A+) PROGRAM  
GENERAL INFORMATION**

**REGISTRATION FORMS**

All registration forms must be completed before student begins program. (1) A+ Program Registration Form, (2) A+ Program Registration Agreement, (3) Emergency Card, (4) YCS - Sponsor Form with Sponsor Agreement, (5) Optional - Reduced Fee Application and Supporting Documentation.

**MONTHLY TUITION (SUBJECT TO CHANGE BY DOE)**

The tuition is determined by the State and is a flat monthly fee paid over 9 months. The rates at the time of printing are: \$55 for one student, \$50 each for two students, and \$45 each for three or more students enrolled in the same program. The monthly tuition must be postmarked on or before the first school day of each month to be considered on time. Payments received after the fifth (5th) program day, regardless of postmark date, will be assessed a \$15 reinstatement fee. Accounts that are thirty (30) or more days past due will be assessed an additional fee of \$20 and sent to collection by an outside agency.

**DEPOSIT REQUIREMENT**

A refundable deposit of \$20.00 per family will be collected at registration. This deposit will be refunded one-month after the close of the school year subject to account finalization.

**TUITION WAIVERS**

Families who are certified from the Department of Human Services (DHS) automatically qualify for a partial tuition waiver. For those who do not, a Reduced Fee Application may be submitted prior to the child starting the program. If the Reduced Fee Application is not submitted prior to the start date of the child, the family is expected to pay the full monthly tuition for that month. If a Reduced Fee Application is submitted thereafter, and the family qualifies, the reduced fee will be applicable to the following tuition payment, and shall not be retroactive. The reduced tuition is determined by the State and is a flat monthly fee paid over 9 months.

**ATTENDANCE**

Students who fail to report to the A+ Program within ten (10) minutes of dismissal will be counted as absent. Parents are asked to call the A+ Program on any day the student will not be attending regardless of whether the student was absent from school. The Supervisor will call parents of absent students if the absence cannot be confirmed by the school absentee list. Students who remain in the classroom after school will be considered absent because they are not under the direct supervision of the A+ Program.

**STAYING IN/RETURNING TO THE CLASSROOM**

Once a student checks-in to the A+ Program, s/he will not be allowed to return to the classroom except to retrieve a medical necessity (ex. prescription eyewear). In such cases, an A+ Program staff member will escort the student to and from the classroom. If a teacher wishes to keep a student in the classroom, the teacher will be solely responsible for that student until he is returned safely to the A+ Program and is under the direct supervision of A+ Program staff.

**SIGN-OUT PROCEDURES**

Students may not leave the program without being signed out. A parent, guardian, or other authorized person must indicate the time and their initials on the roster when signing out the student. Once a student leaves the program, s/he will not be allowed to return to the program for the remainder of the day. Students who need to leave the program site unaccompanied must consult with the Supervisor and complete an Unaccompanied Release Form.

**PROGRAM HOURS**

The A+ Program operates from dismissal until 5:30pm, school days. No program will be held on school holidays or half-days.

## YCS CORPORATION - CODE OF CONDUCT

In the interest of providing a safe, secure, and enjoyable environment for all students, YCS Corporation adopts this Code of Conduct for all students.

**1. Respect**

*Students will respect themselves, others, and all property.*

*Students will address adults by “Mr.,” “Ms.,” or “Mrs.” and the last name.*

**2. Honesty**

*Students will tell the truth.*

*Students will not withhold relevant information.*

**3. Compliance**

*Students will comply immediately with instructions given by Staff Members.*

*Students will not argue with or walk away from Staff Members.*

**4. Compassion**

*Students will consider the position of others when making decisions.*

*Students will appreciate the diversity and uniqueness of all individuals.*

**5. Participation**

*Students will participate in all activities.*

*Students will make a concerted effort for success in all activities.*

**6. Positive Attitude**

*Students will maintain a positive attitude at all times.*

*Students will refrain from negative comments and put-downs.*

Failure to abide by the Code of Conduct will result in disciplinary action up to and including suspension or dismissal, even on the first offense. Intermediate disciplinary action may include counseling, observation, Discipline Report, or parent conference. In all cases, the parent will be informed of misconduct. The Code of Conduct is not comprehensive, and is subject to change at any time. Please review this information with your children to ensure their success in our program.

(If your child is suspended or terminated from the program because of misconduct, you will not receive a proration or refund of the tuition or any fees paid. Therefore, you must carefully determine if your child is able to operate under these conditions when registering him/her for our programs.)