

AFTERCARE, MUSIC, TUTORING AND ENRICHMENT POLICIES

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Aftercare Policy

1. **COSTS:** I understand the Aftercare charge is **\$20 per day, per child**. If a student qualifies for “free” lunches the charge is \$10 per day, per child. If a student qualifies for “reduced” lunches, the charge is \$14 per day, per child. If the balance is not paid, my child's Aftercare slot may be suspended until the balance is paid in full.
2. **CLOTHES:** I understand my child will be playing outside during Aftercare, unless there is inclement weather. I will ensure my child has weather appropriate clothing.
3. **CHARGES:** I understand that I will be charged an Aftercare fee regardless if my child leaves school early, is attending an after school event or sport activity (this will be a reduced fee) or if they are absent.
4. **BEING IN ARREARS:** I understand if I haven't paid my child's Aftercare fee that they cannot participate in Aftercare until the balance is paid in full.
5. **STUDENT PICK UP POLICY:** The Aftercare hours are from 3:30-6:00 p.m. I understand **there is a late fee of \$1 per minute, per child, if picked up after**



6:00 p.m. Please provide your Student Dismissal card or current picture ID (State issued Driver's License) when picking your child/children up.

6. **SCHOOL POLICIES:** I have read the Parent and Student Handbook section about Aftercare and have agreed to follow the rules outlined in the Handbook.

Behavior Policy

I understand that my child will be expected to abide by the Yinghua Academy expectations for appropriate student conduct at all times as stated in the school's Behavior Management and Discipline Policies (Student and Family Handbook).

Yinghua Academy Guidelines

Also, in order to ensure the health and safety of my child in attendance at the Yinghua Aftercare Program, I understand that certain rules must apply to all children in the Yinghua Aftercare Program. These rules are as follows, but not limited to:

1. Be Heart Safe; Be Body Safe
2. Always try.
3. Do your best.
4. Cooperate and help others.
5. Respect people and property.
6. Manage yourself.
7. Follow directions and be respectful of the person(s) in charge.
8. Use appropriate language.

If a violation of the rules stated above occurs, Yinghua Aftercare staff will work with the parent, child, and school administrators to develop a plan that addresses the behavior. Serious or repeated violations could result in **suspension or expulsion from the Yinghua Aftercare Program.**

Conservatory of Music Policies

Lesson Fees

\$40 for every 30-minute music lesson plus \$14 discounted Aftercare fee gives you \$54 total for one 30-minute music lesson and Aftercare. Full payment is due at registration. For Term II and Term III, without payment by the due date your student will lose their lesson spot.

- Students who are registered for tutoring, music lessons or enrichment classes and qualify for "**free lunch**" will not be charged for the Aftercare portion of the billing. After the activity sessions have ended for the term the Aftercare fee will increase to a reduced amount of \$10 per day charge. Students who qualify for "**reduced lunches**" will be charged a \$7 Aftercare fee along with the class fee. After the activity sessions have ended for the term, Aftercare fees will increase back to the \$14 per day charge.
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1. **KINDERGARTEN:** Kindergarten students are able to register for music lessons in Term II and III. Term I is restricted from Kindergarteners while they adjust to their classes and new routines.
 2. **REGISTRATION:** Term I Student **registration opens online** in August, and registration is for a full school year of music lessons. Typically, (but this does vary) classes fall into three eight-week terms per school year with payment due at the start of each session. A \$50 **cancellation fee** applies if your student drops music lessons during a term and/or after registration has closed.
 3. **AFTERCARE:** When you are registered for Music Lessons your student will also be in Aftercare for the day of their music lessons; this ensures they are supervised before and after their lesson until they are picked up by 6 p.m.

Their Aftercare enrollment is automatic and at a reduced fee of \$14 per day is only for the day and duration of their specific music lesson.

4. **SILENT DISMISSAL:** On lesson days, set **Silent Dismissal** to "Aftercare + classes/music lessons": by setting your student's Silent Dismissal correctly you will avoid extra Aftercare fees.
5. **DISCONTINUING MUSIC LESSONS:** To **discontinue lessons**, email the [Extended Learning Office](#) **before** the beginning of a new term.
6. **HOMEWORK FIRST:** If it is important to you that your student(s) completes their homework in Aftercare , **please avoid registering them for music lessons that go from 4:15-5:15pm**, because this is the same time as Homework First. There are no staff available to sit and assist children with homework after 5:15pm, but there is almost always the option available for Aftercare + music lessons/classes students to sit in the cafeteria, after their music lesson, and do homework on their own until the end of Aftercare at 6 p.m.
7. **ROLLOVER POLICY:** Your student's Conservatory of Music registration **AUTOMATICALLY** rolls over from one term to the next during a given school year. If you are continuing, do not re-register your student for the next term. Music lesson registrations **do not** rollover from one school year into the next. Each new school year you will need to register your student for music lessons.
8. **CANCELLATION POLICY:** A \$50 cancellation fee applies if your student drops a music lesson after registration has closed, but before the lessons begin. If your student drops the lesson during the term, you will forfeit a refund of any kind and you will lose your spot for the next term.
9. **MAKE-UP POLICY:** If needed, your student is allotted **one make-up lesson** per term. Advance notice of 24 hours is necessary to get a makeup lesson. Extenuating circumstances shall be assessed on a case by case basis. No shows forfeit the lesson.
10. **SNOW DAY/UNEXPECTED SCHOOL CLOSURE POLICY:** Lessons missed due to **unexpected school closure** may be reimbursed. Music teachers will try to provide makeup days for weather-related missed lessons. Yinghua will issue a refund if the missed lesson cannot be rescheduled.

Enrichment Policies

About Enrichment

Yinghua offers three terms per year of age-appropriate, after-school enrichment classes. The Extended Learning office releases a catalog about a week before registration and designates one week for online registration each term. Most classes are one hour in length, but exceptions are noted in the catalog.

1. **FEES:** Each enrichment class comes with a fee, and as part of this fee, there is a reduced childcare (Aftercare) fee of \$14/day. This Aftercare service includes providing a snack to each student and supervised transitions between classes and downtime in Aftercare. During Aftercare, students can engage in crafts, board games, or play outside (weather permitting). Students who are registered for tutoring, music lessons or enrichment classes and qualify for "**free lunch**" will not be charged for the Aftercare portion of the billing. After the activity sessions have ended for the term the Aftercare fee will increase to a reduced amount of \$10 per day charge. Students who qualify for "**reduced lunches**" will be charged a \$7 Aftercare fee along with the class fee. After the activity sessions have ended for the term, Aftercare fees will increase back to the \$14 per day charge.
2. **KINDERGARTEN:** For Kindergarten students, registration for enrichment classes and music lessons is available in Term II and III: Kindergarteners thrive when they can focus primarily on adjusting to the school-day during their first term at Yinghua.
3. **REFUNDS:** All classes are non-refundable once registration has closed. This means that if you decide to back out of the class after the registration period closes, you will forfeit the session-long class fee.
4. **WEATHER RELATED OR OTHER UNEXPECTED SCHOOL-CLOSED POLICY:** Any enrichment classes missed due to weather-related or other unexpected school closures may be reimbursed or made up during make up week.

5. **MAKE-UP POLICY:** If an enrichment teacher has to cancel a class due to illness, the teacher has an opportunity to make up one class during a session. There is one week reserved for this purpose at the end of any given session. If a teacher misses more than one day, families will be refunded for the class.
6. **HOMEWORK FIRST:** There is time to complete homework in Aftercare, but the designated time for the "Homework First" program is 4:15-5:15. If you want your child to finish their homework in Aftercare, **avoid signing up for Enrichment classes that conflict with homework time.** Unfortunately, some outside vendors only offer classes from 4:00-5:00 pm.
7. **SILENT DISMISSAL:** On lesson days, set **Silent Dismissal** to "Aftercare + classes/music lessons" by setting your student's Silent Dismissal correctly you will avoid extra Aftercare fees.
8. **PICKUP:** Show your current year dismissal card (the number not the QR code side) or picture ID (State Driver's License) and sign out your child/children at Door 2. We will call your student(s) when you have signed them out.
9. **BEHAVIOR:** Please remind your students that behavior expectations for Aftercare and Enrichment are the same as they are in the classroom. Unlike school, if your student is repeatedly disruptive in the Enrichment class they will be pulled from the class **without a refund.**

Tutoring Policies

Individual Tutoring AT YINGHUA is in-person only

Yinghua arranges everything and you pay the tutor through Yinghua. Your student will have one on one tutoring for this option. No online tutoring is available at this time through Yinghua.

- We currently offer tutoring in ELA, CLA, and Math. After signing up for tutoring, the Academic Director will find the best tutor for your student.

After matching with a tutor, we will send the tutor's information to you for your records.

- **AVAILABILITY:** Individual tutoring is available on Mondays-Fridays from 4:15-6:00PM. Please note that there are Middle School staff team meetings that take place on Mondays and **mandatory All Staff meetings on Wednesdays**, so finding an available tutor may be difficult on those days.
- **FEES:** Individual tutoring fee:
 - a. \$54 for 30 minutes
 - b. \$69 for 45 minutes
 - c. \$79 for 60 minutes
 - d. Please note that the fees listed include the discounted \$14 Aftercare daily fee. This fee ensures your child will be supervised before and after their tutoring session in the Aftercare program at Yinghua on the date of their tutoring session.
- Students who are registered for tutoring, music lessons or enrichment classes and qualify for "**free lunch**" will not be charged for the Aftercare portion of the billing. After the activity sessions have ended for the term the Aftercare fee will increase to a reduced amount of \$10 per day charge. Students who qualify for "**reduced lunches**" will be charged a \$7 Aftercare fee along with the class fee. After the activity sessions have ended for the term, Aftercare fees will increase back to the \$14 per day charge.
- **AFTERCARE:** When you are registered for Tutoring your student will also be in Aftercare for the day of their session(s); this ensures they are supervised before and after their session until they are picked up by 6 p.m.
- **REGISTRATION & PAYMENT:** Term I student registration opens online in Infinite Campus in early September, and registration slots are for a full school year of tutoring. Tutoring fees **need to be paid in full BEFORE the first tutoring session**.
- Once your student's tutoring details are finalized, the Aftercare Leader will send you and the tutor an email with more personalized information related to your student's specific tutoring session.

Contact Eric Foster (eric.foster@yinghuaacademy.org) with payment questions and the [Aftercare](#) Leader with other tutoring questions.

- **AFTERCARE POLICY:** ALL students receiving private tutoring at Yinghua will be automatically enrolled in Aftercare. A non-negotiable reduced-rate fee (\$14 per day) for Aftercare will be bundled with the tutoring fees and reflected in the invoice. Students in Aftercare must be picked up no later than 6:00 PM. A late pick-up fee of \$1 per minute per student will apply and be charged through Silent Dismissal.
 - a. **Aftercare Note:** You **do not** need to request or register for Aftercare for the days your student has tutoring, they will automatically have Aftercare on all days they have tutoring. This includes any days they may have a make-up tutoring session.
- **ROLLOVER POLICY:** Your student's Tutoring registration **AUTOMATICALLY** rolls over from one term to the next during a given school year. If you are continuing, do not re-register your student for the next term. Tutoring registrations **do not** rollover from one school year into the next. Each new school year you will need to register your student for Tutoring.
- **DISCONTINUING TUTORING:** To **discontinue Tutoring**, email the [Extended Learning Office](#) **before** the beginning of a new term.
- **MAKE-UP POLICY:** Tutors **must** make-up all sessions they miss. Students are allowed one make-up session for the entire tutoring term. If a student misses more than one session, the family forfeits the fee. **The tutor is only obligated to make-up one student missed session.** If either the student or the tutor needs to cancel a session, they must contact the other to let them know and CC aftercare@yinghuaacademy.org in the email. The tutor will need to note on their electronic attendance sheet when the make-up session will be including day and time agreed upon between the tutor and student's family. Advance notice of 24 hours is necessary to get a makeup. Extenuating circumstances shall be assessed on a case by case basis. No-shows forfeit the lesson. Makeup sessions are done the week after the last session.

- **TARDY POLICY:** If a student is tardy to any tutoring session the student loses that time; it does not accumulate to a make-up session. The tutor must end the session at the scheduled end time. The student may have an enrichment class or music lesson directly after the tutoring session and the student needs to be on time. If a tutor is tardy to any tutoring session the tutor will need to make up the lost time, possibly on another day.
- **EXCEPTION:** If the student/tutor is tardy due to an unavoidable medical reason, the tutor and the family can make arrangements to make up the time.
- **CREDITS POLICY:** Family will be credited:
 - a. For any tutor missed sessions, and no make-ups were completed.
 - b. If their student had one student missed a session in the whole tutoring term, and no make-up was completed.
 - c. If the tutor misses a make-up session.
 - d. The family may be credited for weather related or other unexpected school closures. Policy below.
- **FORFEIT FEES POLICY:** Tutor will be paid/family will forfeit the fee:
 - a. If there are **two or more** student missed sessions, and no make-ups were completed. (Again, tutors are only obligated to make-up one student's missed session.)
 - b. If the student misses a make-up session.
- **WEATHER RELATED OR OTHER UNEXPECTED SCHOOL-CLOSED POLICY:** Any tutoring sessions missed due to weather related or other unexpected school closures may be reimbursed. Tutors will try to provide as many make-ups as possible for weather-related or other unexpected school closed missed tutoring sessions. In the event that a tutor or family cannot reschedule a session, Yinghua will issue a refund for the missed session.
- **SILENT DISMISSAL:** On lesson days, set **Silent Dismissal** to "Aftercare + classes/music lessons": by setting your student's Silent Dismissal correctly you will avoid extra Aftercare fees.
- **CANCELLATION POLICY:** If the student/family decides to drop tutoring before the end of a term, there is a **\$50 drop fee** that will be paid to the

tutor. The remaining tutoring sessions for the term will not be paid to the tutor and the family will be credited.

- **UNSATISFACTORY TUTORING SERVICES:** During the tutoring term if the family believes the tutoring match is not a good fit for their student, but would like their student to continue tutoring and be matched with a different tutor, there will be a \$50 cancellation fee for the current tutor. The remainder of the tutoring fees that the family paid will go towards the new tutoring match. Dependent upon the number of tutoring sessions with the new tutor, the possibility of an additional fee may apply. If a match cannot be made, the family will be reimbursed the remainder of the tutoring fees.

Homework First Policies

About Homework First

Homework First (HWF) is homework help for Aftercare students by Yinghua staff. Although we cannot guarantee every student completes their homework in HWF, staff support a quiet environment and are there to answer questions.

Applicable to registered Aftercare students through the Extended Care office only after students have been registered for Aftercare. All students on the HWF list are sent to the library before they can participate in any other Aftercare activities.

- **KINDERGARTEN:** Kindergarteners only receive homework on Fridays. As such, they will only be sent to the HWF room on Fridays if you register them for HWF.
- **HOMEWORK:** Aftercare staff will ask HWF students if they have homework each day. They will send the students to HWF with the homework they have brought to Aftercare.
- **IPAD USE:** iPads can be used by students, but **only for homework** during the HWF time. The iPad **cannot be used** for playing games, watching

YouTube videos (unless educational or related to the student's homework), or other non-homework related activities.

- **HONOR POLICY:** Aftercare staff will try their best to ask all HWF students if they have completed all of their work. If your student tells us "Yes," we will believe them until we are notified otherwise by you.
- **EXPECTATIONS FOR PROGRAM:** Completing homework in one hour **is not always possible for every student** or with every day's assignments. Homework First is a place where students have the option to complete their homework in a quiet and supportive environment but HWF staff cannot guarantee that every child leaves HWF with their homework completed.
- **REMOVAL POLICY:** If a student is disruptive to other students in HWF and this disruptive behavior continues after a warning from HWF staff, the student will be sent back to Aftercare for the day.
- **WHEN:** Students who are registered for HWF will be sent to the library everyday (Monday-Friday), unless you note otherwise in the comments/concerns section. HWF is open everyday from 4:15 to 5:15 PM (upon staff availability.)
- **WHERE:** Library, Room 150