NAVIGATION STATION AGREEMENT

LLCS Extended School Day Program
Ms. Celeste Tanner, Director
NaviGationStation@LowcountryLeadership.org

STUDENT REGISTRATION INFORMATION

STUDENT NAME: (first) (last)

GRADE LEVEL: HOMEROOM TEACHER:

PARENT / GUARDIAN NAME(S):

HOME ADDRESS:

PRIMARY CONTACT NUMBER:

PRIMARY CONTACT EMAIL:

STUDENT ALLEGERIES / MEDICAL INFORMATION:

EMERGENCY CONTACT / PERSONS AUTHORIZED TO PICK-UP

Please list any and all person, other than the parent(s) / guardian(s) named above, who are authorized to pick-up the student from Navigation Station. State ID must be presented to pick-up student.

Navigation Station Policies and Procedures are detailed on page 2. After reading all policies and procedures contained in this Agreement, complete the following:

☐ I have read, understand, and agree to all policies and procedures contained in this Agreement.

Parent / Guardian Signature Date

Lowcountry Leadership Charter School
5139-A Gibson Road, Meggett, SC 29449
P.O. Box 189, Hollywood, SC 29449
O/F: (843) 889-5527/5529
www.lowcountryleadership.org
info@lowcountryleadership.org

NAVIGATION STATION: LEARNING EXTENTION POLICY

Monday through Thursday, from approximately 3:30 until 4:15, Navigation Station will host learning extension time. Students will have the opportunity to work on learning extensions assigned by their teachers. We do not hold learning extension time on Fridays.

When a student does not understand an assignment, and has been assisted with several methods to master the assignment, we will allow the student to put away their learning extensions to be completed at home. Please continue to check your students learning extensions for completion and to ensure assignments are ready for school the next day.

Students who do not have assignments to complete, or have finished early, will quietly read, draw, etc. until learning extension time is over.

NAVIGATION STATION: BEHAVIORAL AND DISCIPLINE POLICY

Students rely on adults to establish parameters on their behavior. Such limits are necessary to establish safety and protect individual rights. Positive reinforcement is our preferred approach, providing many opportunities for appropriate behavior to be rewarded. The Lowcountry Leadership Charter School PRIDE matrix will be discussed at the beginning of each week, encouraging positive behavior. Discipline will be directed reasonably and fairly. A disciplinary infraction will be used to curb any inappropriate behavior.

NaviGation Station Progressive Discipline Steps

1. Verbal warning
2. Time-Out. Removal of student from the group setting for a set time (5minutes/10minutes).
3. Free time taken away and director will meet with parent/guardian.
4. If student continues to display inappropriate behavior, a conference will be arranged with Navigation director, school administrator, and parent/guardian to determine consequence.

NAVIGATION STATION: FEE POLICY

PAYMENT

Payment is due on Friday of the week your child attended Navigation Station. A 10% Sibling Discounts is applied to the fees for each registered sibling. A late fee of $15.00/ week will be applied until the account is brought up to date.

STUDENTS ATTENDING NAVIGATION STATION DUE TO LATE PICK UP AT DISMISSAL

A $5.00 charge applies per student referred to Navigation Station due to late pick from regular afternoon dismissal. Students remaining at Navigation Station after 4:00 will be charged regular fees. ***Chronic (2 or more) stays*** at Navigation Station of this nature requires completed registration paperwork and registration fee.

STUDENTS ATTENDING NAVIGATION STATION BEFORE / AT DISMISSAL OF AFTER SCHOOL ACTIVITY

Students attending Navigation Station before/at dismissal of after school activity (ex: dance, sports, tutoring, etc.) will be charged most reasonable rate from fees listed below. Students must have completed registration paperwork and registration fee.

FAMILIES WITH MULTIPLE STUDENTS ATTENDING NAVIGATION STATION

Families with multiple children registered for Navigation Station must select one student in the family to be the primary student. All other students in the same family registered for Navigation Station are considered siblings. 100% of fees are due for each primary student registered for Navigation Station. A 10% sibling discount applies to before and after school care fees for each sibling registered for Navigation Station.

REGISTRATION FEE

Registration Fees are non-refundable, payable per student, due per school year, and applicable as outlined above.

Each Student . . . . . $30.00/school year

BEFORE SCHOOL CARE FEE

Before School Care is from 6:30am – 7:30am. Students may be dropped off at the Café Doors in the mornings.

Each Student $5.00/day

AFTER SCHOOL CARE FEE

After School Care is from 3:30pm – 4:30pm (part-time) and 3:30pm – 6:00pm (full time). A snack is included and provided during After School Care.

Each Part-time Student $10.00/day

Each Full-time Student. $17.00/day