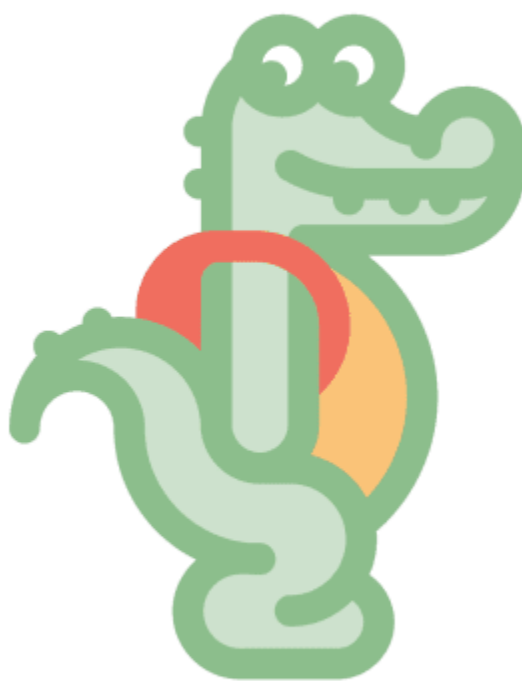


CHAMPS Afterschool Academy Handbook



2025-2026

CHAMPS Mission

Our mission is to inspire our children. We will love and grow our students to help them reach their full potential. Students are encouraged through our afterschool activities and homework assistance.

2025-26 Policies and Procedures

Please read the following policies and procedures carefully. We must have documentation that each child's parent/guardian understands and accepts our policies and procedures. **Registration is not complete until the registration of \$40.00 and first-week payment of \$75.00 has been turned in along with a completed online application.**

Champs Academy accepts rising **5K through 5th grade** H.E. Corley students. Pending staff availability, 4K students may be offered limited spots. This will be communicated if availability and space are available.

Daily Operation

Our afterschool daily program includes an afternoon snack, supervised homework time, and socially distanced recreation and organized physical activity. The children are grouped by grade level. Activities include arts & crafts, reading, organized games, sports and outdoors. CHAMPS Academy is not open on early release days or teachers workdays.

Registration and Fees:

To register your child/children for Champs Academy Program, you will need to fill out a registration form along with a \$40.00 non-refundable registration. There will be a \$50.00 flat rate Registration fee for two or more children. **We will NOT offer a part time or prorated option during this school year.**

Hours of operation: Monday – Friday, 2:40 pm to 6:00 pm. (late pick-up fees apply) Late pick-up policy – There will be a \$1.00 per minute charge for every minute late. Example: 15 minutes late= \$15.00 late fee

Weekly Fees:

Weekly Tuition is \$75.00 per Child. Families with two children or more have a weekly tuition rate of \$70 a week per child. Payment is due on the Monday of the

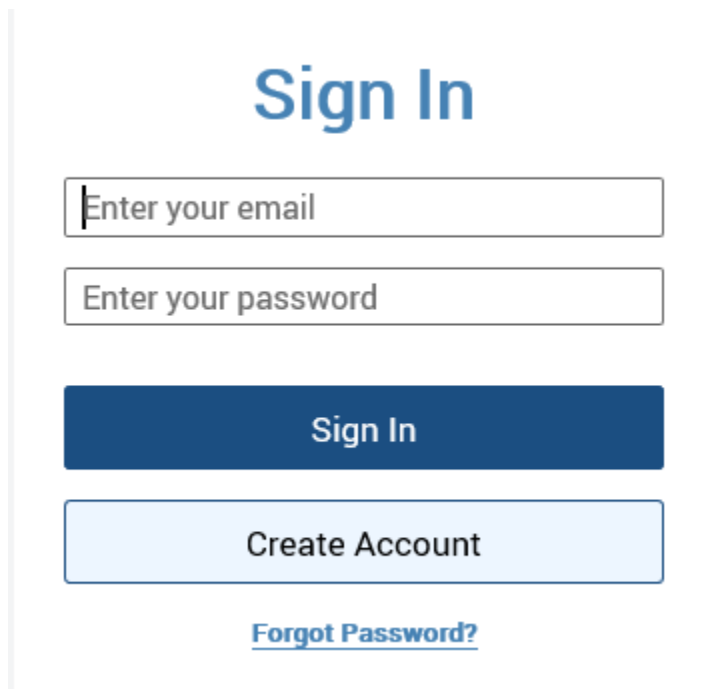
week service is provided. **If your payment is not made for that week your child will not be able to attend Champs until the payment is made in full.** We use the [Student Quickpay System](#) to accept payments. Please set up the account using your students district ID number and password. Weekly fees are not prorated due to emergency closures, announced closures/early dismissals by the district, sick students, etc.

CREATING A STUDENT QUICK PAY ACCOUNT IN RYCOR

Please click the below link to create a RYCOR online payment account and then follow the directions below:

<https://www.studentquickpay.com/lexrich5>

1. Click on “Create Account”



The image shows a 'Sign In' page with the following elements:

- Header: **Sign In**
- Input field: Enter your email
- Input field: Enter your password
- Buttons: **Sign In** (dark blue) and **Create Account** (light blue)
- Link: [Forgot Password?](#)

The 'Create Account' button is highlighted with a light blue background, indicating it is the next step in the process.

2. Enter “First Name”, “Last Name”, “Email” & “Password” (twice) and click “Next”

Create Account

First Name

Last Name

E-Mail

Password

By using this site, you agree to the [Privacy Policy](#) and [Terms of Service](#).

3. Click “Add Students”

Linked Account

Add Students >

Lexington and Richland Counties Guest >

Done

Back

4. Complete the “Add Students” section and then click “Add Student”

The Student ID # can be found on your Rycor statement or class schedule. If you need help with this, please contact the school Secretary/Bookkeeper for assistance.

Linked Account

Add Students

For each student you would like to add to your account, complete the information below and click Add Student.

Student ID

Last Name

Add Student

Lexington and Richland Counties Guest 

Done

Back

5. Click "Done"

Pick-up/Dismissal:

Pick-up will be at the cafeteria side of the building until 5:00pm. After 5:00, Parents will need to park in the front of the school and walk around to the cafeteria to pick up children.

Your child/children must be signed out daily by the authorized person picking them up.

Only the individuals listed on the registration form will be allowed to pick up your child/children.

If anyone, other than the names listed on the registration form, will be picking your child up, you must call ahead or email to inform the Director. Please inform the individual that they will need to provide a picture ID to pick up the child/children. If anyone comes to pick up your child that is not on the registration form and we have not been notified prior to the pick-up, your child will not be able to leave until we have contact with you and have proper authorization to let your child leave with this person.

Discipline:

Appropriate behavior is expected at all times.

Our rules are as follows:

- Follow Directions
- Keep your hands and feet to yourself
- Be polite to peers and staff
- Hallway Behavior- No running, quiet voices, walking in a line
- No running in Café or Hallways
- Keep hands off of other student's Chromebooks during technology time

Champs Academy does not condone and will not permit: corporal punishment, ridiculing, threatening, use of inappropriate loud voices, leaving children unsupervised or the use of profanity.

Discipline Policy:

If a child is unable to comply with the behavior expectations, a conference between the director and the child will be held. Time out or redirecting the child will be used. The parent/guardian will be notified at pick-up.

If the child is still unable to comply with the behavior expectations after the above meeting, the director will set up a conference with the parent/guardian.

If the child's behavior continues to be disruptive and/or unsafe, the child will be subject to suspension or dismissal from Champs.

Behaviors that may result in immediate dismissal include, but are not limited to:

- Any action that could threaten or pose a threat to the physical/emotional safety of the child, other children, or staff:
- Fighting
- Possession of a weapon
- Vandalism or destruction of school property, after-school property, or property of others
- Stealing
- Leaving the school grounds

A behavior notification form will be sent home to parents if the child disrupts the program. Excessive incidents could result in suspension or dismissal from the program.

Health Issues

If your child has any medical conditions (allergies to peanuts, etc... or medical issues, asthma, etc...) please fill out the medical section on the registration form indicating the circumstance. Please also discuss the condition with the director or program director.

If your child becomes sick during the after-school program, the parent/guardian or emergency contact person will be called to pick up the child.

In the unlikely event of an accident, our staff will administer basic first aid to your child. A parent/guardian will be notified of the incident by phone call or less serious injury, through conversation at pick up. An accident report will be sent home if the injury is more severe than a small cut.

In the improbable event of an EMERGENCY, a parent/guardian or emergency contact will be called. If those two options are unavailable, 911 will be called. All expenses incurred will be the responsibility of the parent/guardian.

We will have staff trained in CPR/First Aid.

Bathroom Accidents: If your child has a bathroom accident while attending the after-school program, we will call you immediately to come and care for the child. If you are not reachable, we will continue to call the contact numbers you have provided. Champs Academy employees are not allowed to change or clean a child after a bathroom accident.

Special Circumstances

Parents/Guardians are required to inform CHAMPS Academy in writing prior to a child's acceptance in the program of any special circumstance which may affect the child's ability to participate fully and within the guidelines of acceptable behavior. This includes but is not limited to any serious behavioral problems or circumstances regarding psychological, medical or physical conditions.

Confidentiality

By completing the registration, you agree to allow the after-school program staff to exchange information about your child with the school staff. This includes addresses and phone numbers, grades, attendance, standardized test scores, free or reduced lunch status, medical information, and information about behavior.

In keeping with standard School District policy and Federal privacy laws, no information will be released to anyone outside of the after-school program without written permission from you. All records will be kept in locked filing cabinets or on computers with passwords.

Lost Items: The after-school program is not responsible for any personal items lost or stolen during our program. Please label all items that belong to your child. Any lost items will be placed in the school's Lost and Found location.

Any questions, contact Kristie Turner-Jones, Director @ KTurner-Jones@lexrich5.org

After School Phone (2:30pm-6:00pm) 803-201-3724

I undersigned, I am the legal guardian /parent for _____ and I hereby give my consent for my child to participate in CHAMPS Academy. I have read the policies and procedures, and I understand and agree to abide by them.

I understand that all payments are due on Monday and failure to pay by Wednesday will result in late fees. All fees should be paid by Friday of that week, or it will result in my child being dismissed until full balance has been paid. I understand I will be charged a \$5.00/day late fee for late payments.