

Please read the following information and fill out both sides of the attached Registration Form(s). Don't forget to sign the forms!
Registration forms need to be returned before your child attends Wolf Pack.
Thank you!

PHILOSOPHY

The philosophy underlying the Wolf Pack before- and after-school program is founded on the premise that all children should be in a safe, fun and nurturing environment in order to develop positive self images and foster appropriate social interactions. Buford City Schools recognizes the cultural and family changes that have occurred in the general society and have made a decision to provide programs to meet the needs of children whose parents recognize that before and after school care is needed.

FUNDING OF THE PROGRAM

The program is structured to pay the cost of the staff, student snacks and materials.

REGISTRATION

All students who attend the Wolf Pack program must be registered. Students should attend on a weekly basis or on set days during the week (ex. Mondays and Wednesdays only). **Accounts are charged the full weekly fee regardless of the number of hours or days in attendance.** Students may not attend on a drop-in basis. Wolf Pack students may not bring friends to Wolf Pack that are not registered Wolf Packers.

PROGRAM HOURS

The program will operate in the morning from 6:30 a.m. until 7:30 a.m. and in the afternoon from 3:30 p.m. until 6:00 p.m., Monday through Friday. Parents may pick up children at any time during these hours, but parents must pay full fees regardless of how many hours the child participates.

PROGRAM SCHEDULE

If and when school closes due to inclement weather or other unforeseen circumstances, the before and after school program closes. The program follows the school calendar. If school closes during the day for emergency reasons, then students need to be picked up as soon as possible. Wolf Pack is available for students on Early Release Days as noted on the Buford City Schools System Calendar. Wolf Pack is not available during Student Holidays/Teacher Professional Development Days.

DAILY PROGRAM SCHEDULE

First Grade Students will be given the opportunity to complete their homework each afternoon. Wolf Pack staff is happy to assist your child in completing assignments. Please understand that Wolf Pack is not a tutoring service. Students who do not complete homework during the allotted time will be asked to complete it at home. It is your child's responsibility to bring their homework to Wolf Pack. **Students are not allowed to return to their class once they arrive at Wolf Pack.**

PROGRAM FEES – * There will be NO prorated amounts for school weeks with holidays(e.g. Labor Day, Teacher Professional Development). *****

- MORNING FEES \$15.00 WEEKLY
- AFTERNOON FEES \$30.00 WEEKLY
- AFTERNOON LATE FEE* \$5.00 PER MINUTE

** (See **FEES FOR LATE PICK UP**)

Fees are subject to change since the program is solely funded with money generated by the program.

*Fees are due in advance, on or before Friday, to the Wolf Pack staff. All checks should be made out to BES Wolf Pack. Credits will be applied to future charges. For the first time, Buford City Schools is offering the opportunity to pay Wolf Pack fees online. For more information on this option, please contact the directors for instructions on enrolling in this online program. **Parents or guardians with outstanding fees will not have access to this program. Suspension can be made for accounts in arrears. No balance may exceed \$30.** If you have are more than one week late in paying your balance, then your child will not be able to attend Wolf Pack until the balance is paid.*

If your account is arrears, your child will not be able to purchase any of the “extras” (i.e. ice cream, Field Day Tickets or shirts, schools store items, popcorn and sprite, etc.) until the balance is paid in full.

As mentioned above Wolf Pack operates on funds generated by the program. Therefore, it is important that all accounts are kept up to date. Please contact Tracy Calhoun or Nicole McQuilken, Tracy.Calhoun@bufordcityschools.org or Nicole.Mcquilken@bufordcityschools.org) for further questions or clarification of this policy.

FEES FOR LATE PICK UP* (AFTERNOON ONLY)

We understand that sometimes emergencies arise and you may not be able to make it to pick up your child by the 6:00 pm closing time. We suggest that you list names on your Registration Form who will be able to help with pick up by 6:00 pm should you experience an emergency. Anyone picking up his or her child after 6:00 p.m. will be charged \$5.00 per minute. This overtime must be paid at the time the child is picked up or the next day unless arrangements are made with the Directors. Failure to pay will result in the parent being asked to make other child care arrangements until the fee is paid. We must pay our workers for their overtime, and these fees are designed to cover those unexpected costs. **If a parent is late picking up the child more than three times then they may no longer be allowed to attend the Wolf Pack program.** Please program the Wolf Pack phone number into your cellular phone, **(678) 646-1060**, so you can call us when emergencies arise.

EMERGENCY PROCEDURES FOR LATE PICKUPS

The Wolf Pack staff will attempt to get in touch with the parent(s) and all emergency contacts. **When filling out information on who may pick up your child, please be certain to list at least one person who lives nearby who could come in the event of an emergency.** It is also imperative that you update your contact information throughout the school year if you have any

changes in address or phone numbers. If the staff is unsuccessful in reaching anyone authorized to pick up the student(s), and no one comes by 6:30 p.m., the school administrators as well as local law enforcement personnel will be contacted.

RETURNED CHECKS & Unpaid ACCOUNTS

If a check is returned for insufficient funds, the directors or school's bookkeeper will contact the parents immediately and ask for permission to redeposit the check. Upon the return of a second check, the parent will be asked to make all future payments via money order or cash. **Failure to make payments will result in your child being dismissed from the program. Children with parents that have accounts in arrears will not receive their report cards or be allowed to purchase "extras" (i.e. ice cream, Field Day Tickets or shirts, schools store items, popcorn and sprite, etc.) until their account is settled.** Thank you in advance, for your understanding and timely payments each week.

SNACKS

All children will be offered a snack and drink daily. Students may not bring their own snacks from home, unless under special health circumstances which should be approved by school nurse and directors. **Please see the allergy section on the registration form to note any dietary allergies.**

DISCIPLINE RULES

1. Always show respect to all adults and other Wolf Pack members.
2. No fighting or offensive language.
3. Always ask permission to enter/exit the building.
4. Use the playground and all equipment safely and properly.

If your child has difficulty following the rules, you will be notified in writing.

- 1st notification- warning
- 2nd notification- suspension from Wolf Pack for one day
- 3rd notification- suspension from Wolf Pack for one week
- 4th notification- expulsion from the Wolf Pack program

Please sign and return discipline forms to the Wolf Pack staff. A copy will be made for you to pick up the following day. Copies of discipline forms will be on file with Wolf Pack Directors.

WOLF PACK CELLULAR PHONE & CONTACTS:

Wolf Pack has a cellular phone, which is on during afternoon Wolf Pack hours, 3:30 p.m. to 6:00 p.m. The number is **(678) 646-1060**. Please use this for communicating with staff during after school hours. If you need to speak with someone between 7:30 a.m. and 3:30 p.m., please use the school's main phone line, (770) 945-3248. You may also e-mail Tracy Calhoun or Nicole McQuilken, (tracy.calhoun@bufordcityschools.org or Nicole.mcquilken@bufordcityschools.org). Please note that during school hours, we are teaching, therefore, we may not be able to answer your e-mail until after school hours. Your e-mail or phone calls will be answered as soon as possible. Thank you for your understanding.