

## Discipline

All students are expected to follow PPCS behavioral expectations. Progressive discipline will be used. Continued or serious misconduct may result in suspension or removal from the program. When a student chooses to behave outside the set boundaries, verbal warnings, separations and loss of privileges will occur. If a discipline problem persists beyond these measures, the parents will be notified and a conference with the director will be arranged. Continued acts of serious misbehavior will result in the student's suspension or expulsion from the Before/After School program.

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## Absences & Credits

- **School-sponsored activities:** Will receive an account credit.
  - **Personal absences:** No credit is given unless **two weeks' notice** is provided for planned absences.
  - **School closures:** Credits will be issued for unused time.
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## Closures & Special Days

Before/After School Care and Study Hall are **not available** on:

- No Before School Care on Delayed Start days
- Snow days
- Designated holidays
- Conference and professional development days (varies by grade level)

Families are not charged for closed days.

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## Exceptions

Requests for exceptions must be submitted to the Before/After School Care Director through the school office.

After 4 pm you need to message staff members through the Brightwheel App

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## Before/After School Care & Study Hall Program 2026-27



Please refer to the PPCS Parent/Student Handbook for full school-wide policies.

Before/After School Care is available to PPCS students **preschool–4th grade**. Preschool students must be **age 3 and fully potty trained**. **After School Study Hall** is available for **5th grade–middle school** students.

Annual enrollment forms, updated medical information, and current contact information must be on file in **Praxi (Parent Portal)** and **Brightwheel** for all participating students. Due to demand, space is limited.

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## Program Hours

### Session I – Morning Care

- Preschool: 7:00–8:30am
- Elementary: 7:00–7:45am

### Session II – Preschool Only

- 11:30am–3:00pm

### Session III – After School Care

- Preschool–4th grade: 3:00–5:45pm
  - Study Hall (5th–Middle School): 3:30–5:00pm
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## Fees

- **Annual Enrollment Fee:** \$25 per family (non-refundable)
  - **Hourly Rates:**
    - Enrolled: \$6.25/hour per student
    - Drop-In: \$7.50/hour per student
  - **Early Drop-Off (before 7:00am):** \$15 per occurrence
  - **Late Pick-Up (after 5:45pm):**
    - \$20 for first 10 minutes
    - \$2 per minute thereafter, per student
  - **Schedule Changes:** After the 2nd change, \$15 per additional change
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## Drop-In Care

Drop-in care is offered **as space allows**. Families are responsible for all hours reserved unless canceled by **9:00am the same day** by contacting the office.

When After School Care reaches capacity, elementary students may temporarily attend Study Hall with supervision and will be moved to After School Care as space becomes available. Fees remain the same.

If you drop in your elementary student more than **two times a week** you will be required to register your child in the aftercare program and will be charged for that time weekly.

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## Billing & Payments

Families are billed for scheduled hours plus any additional time used. Charges are calculated in **30-minute increments** and posted weekly. Payment is due weekly.

Accounts must remain current. Delinquent accounts may result in suspension from the program. Unpaid balances may be sent to collections with a **30% collection fee**.

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## Schedule Changes

All schedule changes must be submitted through the office using a Schedule Change Form. Please keep changes to a minimum.

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## Drop-Off & Pick-Up Procedures

- Morning drop-off requires in-person sign-in via **Brightwheel**.
  - Only individuals listed in **Praxi or Brightwheel** may pick up students. A verbal/written notification from a parent or guardian and a photo ID is required for anyone not in the system to pick up a student.
  - Preschool mid-day pickups require an office-issued pickup badge.
  - All students must be signed out through **Brightwheel** or the Study Hall log.
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## Closing Policy

The program closes promptly at **5:45pm**. Late fees begin at **5:46pm**. Repeated late pickups may result in removal from the program. Staff will remain with students until pickup is completed.

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## Activities & Expectations

- **Morning Care:** Quiet activities (reading, games, art).
  - **Session II Preschool:** Lunch required; rest time is mandatory (cot, sheet, blanket).
  - **After School Care:** Snack, recess, homework support, and structured activities.
  - **Study Hall:** Quiet study environment; students must come prepared.
  - Electronic devices are **not permitted**.
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