

# Animus/Accendo - Before and After School Programs

## 2017-2018 Family Handbook

**School of Grammar - Animus:** The Latin word ‘animus’ means memory, intellect, and character which fits well with our students in the and the focus on learning and memorizing the facts of every subject.

**School of Logic/Rhetoric - Accendo:** The Latin word ‘accendo’ means to kindle or to illuminate, and is offered to our students in to signify the shedding of light and understanding into the knowledge they accumulated during the grammar stage.

**This is a fee-based program.** It includes a snack for each student after school.

**Before School Hours: 7:00-7:45am**

Drop-off before 7:00am are not permitted. Students must be walked into the building and must be signed in by an adult in person. Students may not be dropped off at the curb and they may not wait in the lobby unaccompanied by an adult. At 7:45, students will be dismissed to their classrooms.

Breakfast will be served if pre-ordered based on the all-school lunch/breakfast ordering schedule via Orgs Online.

**After School Hours: 3:30pm-6:00pm**

All students must be picked up by 6:00pm.

*Late pick-up fees will be charged and accounts must be in good standing for students to participate.*

**Registration/Billing Procedures:**

Registration for Animus/Accendo must be made by each family using Orgs Online. Paper forms of registration or phone registration *will not* be accepted. Families are welcome to come to the school to complete registration with help from a front office associate. This registration is required in addition to notifying the office and child’s teacher of transportation changes. Every child must have attendance days indicated using the Orgs Online scheduler, regardless of the payment option.

**Note:** Every family using the program will be subject to a \$25 registration fee the first time a child is checked in to the program. This will be paid with the charges incurred according to the payment schedule.

**Payment Options:**

	Before School	After School
<b>Yearly Pre-Pay</b> (Full-time Schedule Only)	\$1,033	\$2,031
<b>Semester Pre-Pay</b>	S1: \$560 / S2: \$586	S1: \$1,108 / S2: \$1,146
<b>Monthly Payment</b> (After charges are incurred) <i>See Payment Schedule</i>	\$7 per day	\$14 per day

### **Animus/Accendo After School Program:**

- **Program Hours: 3:30-6:00**

Note: Students will be checked in to the Animus/Accendo program at 3:30pm. Prima-4G students will be in an assigned grade-level classroom until 4pm, when a teacher will pick them up and move them to the Animus area. SOL students will meet in an assigned room and walk to the Accendo area together at 4pm.

- **Pick-up:** Students who are registered or checked in to Animus/Accendo must be signed out on the roster, no matter what time they are picked up. After 4:00pm, all students must be picked up the Door A Front Desk. Parents may not pick up students from the Animus/Accendo classrooms. Students registered for Animus/Accendo will not be available for pick-up until 4:00. Parents should call in a transportation change to the office by the deadline if students are registered for the program, but parents will be picking up after school instead.

### **Other Policies/Procedures:**

- **Access to Classrooms/Lockers After School**
  - SOL/SOR Students *may not* access lockers during the after school program. This may result in missing/late assignments. Please speak to your child about responsibility and do not ask to obtain access to this area upon picking up your child. Please support our program in teaching your child responsibility and consequences for irresponsibility. Also, please understand that allowing students to access lockers after school will only result in repeated incidents of forgetting items, but if students know that there is no possibility of accessing the lockers, then they will be more careful in the future to bring all needed items.
  - SOG students will only be able to access forgotten homework and other items based on availability of a staff member to supervise the retrieval of forgotten items. Staff members may refuse to do this in cases where there are repeated incidents or if there are not enough staff members to assist in the retrieval of items. If SOG students do not bring all homework and materials to Animus, please be aware that this may result in missing/late assignments.
- **Schedule:** All classrooms will have an assigned snack time and recess time each day after school. This may affect homework completion, but it is very important for all the students to have the opportunity to re-energize through nutrition and exercise.
- **Homework:** Parents are ultimately responsible for checking completion and accuracy of students' homework. The Animus/Accendo program does not guarantee that your child will finish homework during the program, and homework is not graded by the after school staff for accuracy. Animus/Accendo staff are willing and dedicated to manage homework to the greatest extent possible. Each child completes homework at a different pace and may have differing levels of responsibility, which can affect homework completion. Parents should plan on checking homework completion and accuracy each evening.

Students in the Animus/Accendo program will be expected to work on homework independently, and tutoring is not promised or offered. Staff will be available to ask questions and will strive to give students as much guidance and contact time as possible. There may be up to 30 students per staff member, so one-on-one attention is often not available.

- **Behavior:** Participation in the after school program is a privilege. All students are expected to respect teachers and other students during the after school program. Students who continually disrupt the learning of others will be asked to leave, and parents will be required to pick up disruptive students early. Students who repeatedly disrupt the learning of others or threaten the safety of others will not be permitted to continue participation in the program, and parents will be required to make other arrangements for after school care.

## FAQs

- **How do I register?** Registration is only accepted via Orgs Online. You must have an Orgs Online account in order to register for this program.
- **I tried to register my child for tomorrow, but the date is greyed out, why is that?**  
Registration closes a day ahead of time. If you need to make a late registration, then you will need to call in a transportation change to the office before the deadline. Then, your child will get a transportation change slip. Your child's name will not appear on the Animus/Accendo roster if registered late, and the person who verifies that all registered students are accounted for will not have prior notification that your child is expected. So, you will need to sure to also notify your child's teacher, especially if he/she normally rides the bus.
- **How do I pay?** Charges and payments will be posted in Infinite Campus on a monthly basis. Payment is accepted by check or cash to the office or online through Infinite Campus. Please refer to the payment schedule to avoid late payment fees and loss of services.
- **I qualify for State paid childcare and would like to use program:**  
The Animus/Accendo program no longer participates in this state paid child care program. If you would like help finding another state paid program for your child to participate in, please contact your social worker or Ms. Good for possible suggestions.
- **My company has an expense reimbursement process that doesn't work with your payment schedule.** Please work with Ms. Ambriz to make a special arrangement that will work with your company's expense reimbursement process. When this arrangement is made, you will not incur late fees or have loss of childcare services.
- **Can I get a fee discount by pre-registering my student?** No, the before/after care fees are the same, whether or not you register your child early. The only discounts offered this year is for the semester and yearly-prepay options for full-time attendance.
- **I see that I was charged \$1/minute for a late pick-up, but it was only a minute, wasn't my fault, or I was held up in traffic. Also, I called to say I would be late.**  
The fee of \$1 per minute, per child will be charged no matter what the reason is for the late pick-up, even if the school is notified in advance. Excessive late pick-ups may result in the loss of future services. Police may be notified if students are not picked up on time and no parent or emergency contact can be reached.
- **My child is a struggling student. I don't need after school child care, but should I consider signing him/her up for the after school program to get extra help?**  
No, the after school program does not provide tutoring and staffing does not allow students to get a significant amount of one-on-one time from the teachers. Teachers must circulate among all of the students, and if there is a day where many students have questions, then your child will not get a lot of extra help. This may be disappointing for you and frustrating for your child since students in Animus/Accendo are expected to work mostly independently. Local libraries offer free tutoring programs and there are also several fee-based tutoring programs in Maple Grove and surrounding areas that may fit your child's needs better if tutoring is needed.

- **My child has difficulty concentrating on homework at home and often avoids doing homework, would the after school program solve this problem?**

No, students who avoid work at home typically also avoid work during the after school program.

- **What will students do when finished with homework?** Students will read both independently and with a partner, practice math facts, play educational games such as chess, complete art projects, or participate on enrichment opportunities with Spanish/Latin teachers.
- **Why do you not offer care on Parent/Teacher conference nights and the last day of school?** Our program is staffed by Parnassus staff members. The teachers that would normally supervise your children will be participating in conferences. Also, the space that is normally used to accommodate the Animus/Accendo after school program will be used for conferences. So, it is not possible to offer care for the students during conferences.

## Orgs Online Registration and Payment Instructions:

1. Sign in to Orgs Online and click on “Extended Care.”
2. Click VIEW/EDIT MY STUDENTS and enter the names of students who will be attending the program.
3. Click PICKUP RECORDS and enter the names of those who are authorized to pickup and retrieve students for your family.
4. Click BILLING RATES and assign the appropriate billing rate for each student listed.
5. Indicate schedule  
Click the MY REGISTRATIONS tab on the left side of the screen to register for Extended Care attendance.  
When the Calendar Page displays click the CLICK HERE TO SUBMIT REGISTRATIONS at the top of the page. When the Registration Calendar displays indicate the dates your students will be attending Extended Care. Click SAVE SELECTED DAYS.
6. Charges and Payments will be posted in Infinite Campus monthly.

Please register only for days that you intend for your child to attend. If your child is registered and does not check-in, our staff will implement emergency procedures to find the missing child. If your child no-shows frequently without communication from you in the form of a transportation change, your child’s registration will be removed.