



Planet Cheer After School Program

2018-2019 School Year

1. HOURS OF OPERATION:

- a. Monday to Friday 3:30 p.m. to 6:30 p.m.
- b. Pick-up time No later than 6:30 p.m.
- c. We follow the Forney ISD School Calendar and are closed when school is not in session. This includes the new Fall Break, Thanksgiving break, Christmas Break and Spring Break.
- d. We follow the Forney ISD School Weather Closing Schedule and are closed when school is cancelled.
- e. Forney ISD 2018-2019 School Schedule is on page 6 for your convenience

2. WEEKLY FEES:

- a. Weekly fees are due on Monday of every week – auto drafted via your credit card. **If not paid in full by Tuesday a late fee of \$35 will be assessed to your account and your child will NOT be picked up from school on Wednesday.**
- b. Fees are based on booked days not attendance.
- c. Weekly payments are pro-rated across the entire school year to reduce your weekly rate. Meaning payment is due on the weeks Forney ISD is closed.
- d. Refunds and credits will not be given for days where your child does not attend.
- e. Late pickups (after 6:30 p.m.) has a penalty of **\$10 for every 10 minutes late.**
- f. If you are an All-Star student you will still need to pay your monthly tuition for team on the as well per your All Star Contract.
- g. Fees:
 - i. Full Time -Non Team Member: (5 days per week) - **\$75 per week**
 - ii. Planet Cheer All-Star Team member **\$60 per week**
 - iii. Part-time and/or Pickups for registered children only: (less than 5 days per week)
 1. **\$20.00 per day** per child due in advance. Call the office with a minimum of 24-hour notice.



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3. MEALS AND SNACKS

- a. Vending services will be provided if you want to send money.
- b. You may purchase a Snack Shack Card for more variety of snacks. The snack shack provides packaged items only.

4. PAYMENT POLICY

Parents agree that all **weekly** after school program fees (full time and part time attendance) will be paid on Monday in advance of picking up your child. Drop-in fees are payable in advance with 24 hour notice per occurrence. Unpaid fees are subject to immediate suspension – we will not pick up your child on Wednesday if the account is not current - or termination of care unless reasonable arrangements are made and accepted by both parties.

Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days, and additional vacation time).

- a. Weekly payments are pro-rated across the entire school year to reduce your weekly rate. Meaning payment is due on the weeks Forney ISD is closed.

If you are approved to write a check by the Owner, a fee of \$35.00 will be charged for all NSF checks. Upon a second occurrence of an NSF check all subsequent payments must be made in cash. In advance of services rendered.



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5. ILLNESS POLICY

Please advise the office prior to 2 pm if a child will not be attending due to illness. So we know not to pick your child up from school. **If not notified of your child's absence from school pick up a \$10 fee will be assessed for each occurrence.** Van space is limited and notification stops our drivers from making unnecessary trips.

Parents agree that a child who is ill (eg. fever, infection, diarrhea, communicable disease, or any other type of illness that may be passed on to others, will be kept at home to protect the well-being of the After School staff and the other children. The parents further agree should a child become ill/injured while at the gym, the staff will contact the parent immediately to arrange for pick up the child. Children will not be allowed to return until they have been symptom free/fever free for at least 24 hours. In some cases, a note from a doctor may be necessary for your child to return. Minor cuts and scrapes will be assessed and you will be notified on a need to know basis. An accident report will be given to you if an injury is minor at the time of pickup. Of note, we do not administer medicine.

6. LATE ARRIVAL/PICKUP POLICY

Please advise the office no later than 12 pm the day of if there is any change to your child's attendance, school pick up and departure schedule. **If not notified of your child's absence from school a fee of \$10 will be assessed for each occurrence in addition to your normal weekly rate.** Van space is limited and notification stops our drivers from making unnecessary trips.

Please advise immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 6:30 p.m. If you are not able to pick up your child by 6:30 p.m. alternate arrangements must be made such as extending staff hours etc. and as such late pickups (after 6:30 p.m.) has a penalty of \$1 for every minute late. In the event that a parent cannot be contacted, it is the policy of the Program to call an emergency contact should a child remain after 6:40 p.m. Of note, the late fee is due and payable upon pickup or prior to the next day of service.



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Please notify the office if an unauthorized person will be picking up your child in advance or we will not allow your child to leave with the individual. We will also ask for an ID to confirm the person is who they say they are. Verbal or written permission must be received by the office before we will release a child to anyone who is not authorized.

7. TERMINATION

Planet Cheer reserves the right to suspend or terminate any child's attendance without notice, should it be deemed necessary for the overall safety and well-being of our staff and/or other children.

8. DISCIPLINE

Each child will be monitored and when behavior has gone wrong discipline will be enforced. We will provide a separation time with guidance to make sure that you child will be directed into proper behavior. If discipline issues continue the parent will be notified to continue to direct your child to proper behaviors. In the event of discipline your child will be given a disciplinary note to bring home.

9. DAMAGES

Our facility is child-proofed to the best of our ability, however, accidents do happen. Any damage to facility or personal belongings of other children that is willfully caused by your child will be replaced or repaired at the cost of the parents.

Planet Cheer will repair or replace broken camp equipment due to normal wear and tear. However, should your child purposely damage or break equipment, then the item will be repaired or replaced at the cost of the parents.

10. YOUR CHILD'S TOYS

We ask that your child **NOT** bring toys, cell phones or electronic games with them to the gym. If they have these items from their school day, we ask that they remain in the



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school backpack/bag and not be removed while at the gym. This goes for school assigned laptops as well. **Planet Cheer is not responsible for loss, damage or theft to any items brought by your child.**

11. DEPOSIT

A \$50 registration deposit will be required before the after school program begins to hold your spot.

12. EXEMPTION

This program is not a licensed day care program. It holds an Exempt Status with the State of Texas as an activities based / skills based program. As such your child will be required to attend a Planet Cheer Class while at the gym.

13. PARENT PROCEDURES

You may come by and visit your child at any time. We have an open door policy. Registration is not complete, and the after school program will not commence until all the paper work is done. Prior to the start date of the program, the following must be received for each child:

- Registration Form/ Medical Release Form
- Planet Cheer Policy signed
- Registration Fee Paid

14. AFTER SCHOOL SCHEDULES

3:30 – 4:00	Change for Classes / Snack
4:00 – 6:00	Classes as scheduled or practice if on team
6:00 – 6:30	Parent Pick ups

subject to change



Planet Cheer After School Program

2018-2019 School Year

Professional Development and Student Holidays

August 6-10

- Flexible Professional Dev.
- ◇ Teacher Planning & Prep

August 2018						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Aug. 6-10: Professional Dev.
- Aug. 13-17: Teacher Planning
- Aug. 20: First Day of School
- Aug. 20: 1st Quarter Begins

Holidays

September 3.....Labor Day

Oct. 15-19.....District Staff/Student

Nov. 19-23.....District Staff/Student

Dec. 24-Jan. 4....District Staff/Student

January 21.....District Staff/Student

* February 18.....District Staff/Student

March 11-15.....District Staff/Student

April 19.....District Staff/Student

*April 22.....District Staff/Student

May 27.....Memorial Day

July 4.....Independence Day

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Sept. 3: Labor Day

ER - Early Release for Students

Oct. 12, 2018

Dec. 21, 2018

March 8, 2019

May 22, 2019

May 24, 2019

October 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	ER 13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Oct. 12: 1st Quarter Ends
- Oct. 15-19: Dist. Staff/Student
- Oct. 22: 2nd Quarter Begins

***Bad Weather Make-Up Days (Used in Order Indicated)**

February 18, 2019

April 22, 2019

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- Nov. 19-23: Dist. Staff/Student

Beginning/Ending Grading Period

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	ER	22
23	24	25	26	27	28	29
30	31					

- Dec. 21: 2nd Quarter Ends
- Dec. 24-31: Dist. Staff/Student

2018 - 2019 SCHOOL CALENDAR

First Semester
Aug. 20, 2018
Dec. 21, 2018

Second Semester
Jan. 7, 2019
May 24, 2019

Find us on the web
<http://www.forneyisd.net>

Find us on Facebook
www.facebook.com/forneyisd

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	*18	19	20	21	22	23
24	25	26	27	28		

- Feb. 18: Dist. Staff/Student
- *Bad Weather Make-Up Day

FORNEY FOCUS
FORNEY INDEPENDENT SCHOOL DISTRICT
FOUNDED 1953

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	ER	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- March 8: 3rd Quarter Ends
- March 11-15: Dist. Staff/Student
- March 18: 4th Quarter Begins

FORNEY INDEPENDENT SCHOOL DISTRICT

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	ER	23	ER	25
26	27	28	29	30	31	

- May 22: FHS/NFHS Graduation
- May 24: Last Day of School
- May 24: 4th Quarter Ends
- May 27: Memorial Day
- May 28-29: Teacher Planning

FORNEY INDEPENDENT SCHOOL DISTRICT

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

FORNEY INDEPENDENT SCHOOL DISTRICT

July 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- July 4: District Staff

FORNEY

INDEPENDENT SCHOOL DISTRICT



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I, _____ have read and agree with the above after school policy and understand and accept all it entails.

Parent/guardian Signature

Date

Child/Children Names: _____

Planet Cheer
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Forney, TX. 75126
972-564-4672