After School Care Policies and Procedures

We're so glad your family is part of our afterschool community! We're committed to offering enriching, affordable programs where your child can grow, connect, and have fun. Our after-school activities include physical movement, social-emotional learning, relationship building, creativity, and critical thinking — all designed to give your child a well-rounded experience beyond the school day. We're always looking for ways to make our programs even better, and we're excited to share some wonderful new enhancements this year!

Program Hours

Extended care is available on the following days:

- Monday, Tuesday, Thursday, and Friday from 3:45pm – 6:00pm
- Wednesdays from 2:45pm – 6:00pm

To ensure a smooth and safe transition from the school day into extended care, pick-up begins at 4:00pm on Monday, Tuesday, Thursday, and Friday, and at 3:00pm on Wednesdays. This gives our staff the time they need to make sure every child is accounted for.

Our staff-to-student ratios are designed with your child's safety and well-being in mind:

- PS (PreK3): 1:10
- MS (PreK4): 1:12
- GS (K) – CP (1st grade): 1:15
- CE1 (2nd grade) – CM2 (5th grade): 1:18

Signing Out

For your child's safety, please use the **PikMyKid app** to announce your arrival before your child is dismissed. If someone other than a parent will be picking up, please send an email 24 hours in advance to both reception and aftercare staff with the guardian's full name and relationship to your child. The guardian will need to show a valid ID at pick-up. We appreciate your help in keeping everyone safe!

Personal Belongings

To help your child stay focused and prevent anything from getting lost, please leave toys, cards, video games, stuffed animals, and similar items at home. Any items your child does bring to school — like water bottles and jackets — should be clearly labeled with their name.

Screen Time

Throughout the week, we may offer animated storybooks and Danny Go! as a fun, optional activity for students who are interested.

REGISTRATION & FEES

Enrollment

Enrollment for all activities is managed through **iClassPro** at portal.iclasspro.com/austininternationalschool/dashboard. Once you've registered, you'll receive an automatic confirmation letting you know whether your child has been enrolled or placed on a waitlist. Spots fill up quickly, so we encourage early registration — enrollment is first come, first served!

Fees

Austin International School is a non-profit organization funded by program fees and reserves the right to increase extracurricular program fees if it feels appropriate. There is a non-refundable deposit of $100 per child once enrolled for all camps (fall, spring, summer). All program fees are billed through Finalsite.

Late Pick Up Fees

You will be charged a late fee of $5 per minute after:

1. The 6:00 pm pick-up time of extended care.
2. A 5-minute period of your child's activity class ending.

These fees will be added to your billing account.

Late Registration Fees

A late registration fee will be applied to your account if parents register after the deadline. Those activities include fall/spring/summer camps ($35).

Refund/Cancellation Policy

Afterschool Activities

Please cancel before the deadline. If you cancel after the deadline, you will be prorated for the classes attended after the deadline and the new activity will be charged the full amount. To cancel, email Briana Johnson at briana.johnson@austinis.org with your child's name and the activity you're canceling.

Extended Care

A written **30 day** cancellation notice is required for a refund of any remaining balance. There will be a $35/day emergency drop-in fee.

Fall/Spring Camp

A written **2 week** cancellation notice must be submitted in advance for a refund of any remaining balance. Please note that the registration fee is non-refundable.

Summer Camp

A written cancellation must be submitted by **April 30th** for a refund of any remaining balance. Please note that the registration fee is non-refundable.

Discounts

Teachers receive a **10% discount** on fall, spring, and summer camps. Teachers who provide after-school services (such as Brevet) receive a **20% discount** on those specific programs. Please note that the teacher discount does not apply to general after-school activities.

AIS Code of Conduct

Our school rules exist to ensure respect for others, honesty, and discipline**.**

All members of the AIS community (i.e., students, families, and staff) must address each other in a courteous and respectful manner in all circumstances. The following will not be tolerated:

- Aggressive or violent behavior
- Threats
- Racial, ethnic, religious, national, or sexual slurs
- Insolence
- Bullying
- Destruction of school property
- Theft
- Vandalism
- Profanity
- Cursing
- Shouting
- Excessive teasing
- Name-calling
- Fighting of any kind
- Spitting and/or biting
- Running away
- Any other type of disrespectful behavior

The above behaviors will result in a behavior write up. Depending on the severity after two - three write ups, a behavior contract and a meeting with parents will follow. If there are two - three violations during the behavior contract, that could result in a two day suspension from aftercare. Multiple behavior contracts could develop in expulsion from aftercare.

Camp Attendance:
All staff are expected to take attendance and submit to the receptionist by 10 am. If a child is not present, and there has been no communication from the parents, the school will follow up with the parents and call home. AIS camp staff reserves the right to call parents to come in for early dismissal if their child is having a hard time, or demonstrating inappropriate behavior.

Communication:
If there are important messages to communicate to the parents, teachers will bring it to the ASC Coordinator's attention as soon as possible, and he/she will follow up with the parents either by phone or in person at pick-up.

Supervision:
While children are at recess or play areas, there will always be a ratio of 1:10 (PS), 1:12 (MS), and 1:15 (GS) of adult to child, and each adult monitor is expected to stay in their stationed area on the playground (By the door, by the slide, by the back area).

Injury Protocol:
When a child gets hurt they go to the first aid station. If a staff member witnessed the injury they fill out a first aid incident report to state how the accident happened. The person at the nurse's station writes down notes, assesses the injury, and, if appropriate, cleans it and tends to it. If the injury is in a private area, the parents are called immediately. The assessment is then reported on FACTS through the clinic visit report. If the injury will need more

ongoing care, the action plan is swiftly communicated to Briana and the staff at the nurse's station who will communicate it to all asc/camp staff/teachers.

Bathroom Accidents:

Please see **AIS Toilet Training Policy for PS, MS, and GS Students.**