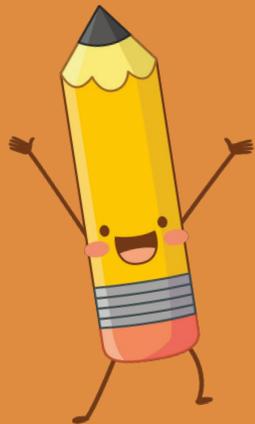


River City Science Academy Innovation

All About Extended Day

2025-2026



What is Extended Day?

Aftercare is a program offered to parents who need a little extra time before morning carline starts and after dismissal! Here at RCSAI our extended day program offers additional homework time, outside play and fun activities for your child!

- **Snack time**
- **Steam time**
- **Outside play**
- **Homework time**

Open Hours:
BEFORE CARE: 6:45-7:30
***DROP-OFF ENDS WHEN**
MORNING CARLINE STARTS,
CARE IS PROVIDED UNTIL
7:30
AFTERCARE: 2:30-6:00



Meet the Staff

Director - Ms. Lauren Burnette

Assistant Directors - Ms. Nyla Taylor & Ms. Chelsea Griffith

Before Care Team - Mr. Torline & Coach Griffith

Kindergarten- Ms. Rachael & Ms. Chloe

1st - Mr. Ohani & Ms. Robinson

2nd - Ms. Marcella & Ms. G

3rd - Ms. Emma & Ms. Cherish

4th - Ms. Jolie

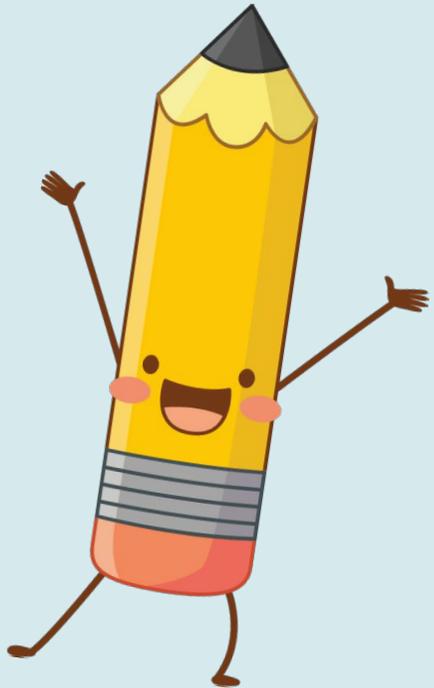
5th - Ms. Leticia

6th - Mr. Jermaine

7th - Ms. Denver

8th - Ms. Crystal

*Our goal is to set the program up for success by meeting both student and staff needs. As we continue to evaluate what works best, this schedule and offerings may be subject to change. We appreciate your understanding and flexibility as we strive to provide the best experience for all.



Important Contacts



Director - Lauren Burnette

Email: LBurnette@RiverCityScience.Org

Co-Director - Nyla Taylor

Email: KaTaylor@RiverCityScience.Org

Co-Director - Chelsea Griffith

Email: CGriffith@RiverCityScience.Org

Payments - Alison McKnight

Email: AMcKnight@RiverCityScience.Org

Communication

- Monthly newsletters - Sent to the email provided on application.
- Dojo - K-5 communication with directors.
- Band - Middle school communication and updates.
- Email - All directors available as needed.

SNACK

Snack: Aftercare provides one snack throughout the duration of the program. It can include anything from a small pack of cookies to a bag of gummies or chips. If you believe your child will need more than one snack, we ask that you provide it and speak to your child about saving it for extended day. Please be sure it is a snack that does not require the addition of hot water or use of a microwave as our staff is not permitted to assist with this. However, we do distribute 'Hot Food Coupons' as an incentive, offering children certain approved snacks (cup noodles, popcorn, hot chocolate) which can only be redeemed during snack.



Please be sure to voice if your child **IS NOT** allowed to have snack or have any **allergies** and/or **food restrictions**.

OUTSIDE TIME

During your student's time in aftercare, they will be able to enjoy 30 minutes of outdoor playtime each day (**weather permitting**). This time allows them to unwind, socialize, and get active in a safe and supervised environment. Please ensure your child wears **appropriate footwear and clothing** for outdoor activities.

Safety is our **TOP** priority. Some "normal" day-to-day activities may not be allowed (i.e. football)

K-2: playground

3-8: rotation of field, courts, and gym.

S.T.E.A.M.

As part of our extended day program, we offer a weekly STEAM-based craft activity for students. These crafts vary by grade level and teacher, allowing for creative and age-appropriate experiences. Participation is optional, and students are never required to take part. Some activities may involve messy materials such as **washable paint** or **slime**. As stated in the contract, RCSA is not responsible for damage to clothes, bookbags, or other property. We're excited to encourage creativity and hands-on learning each week!

HOMework

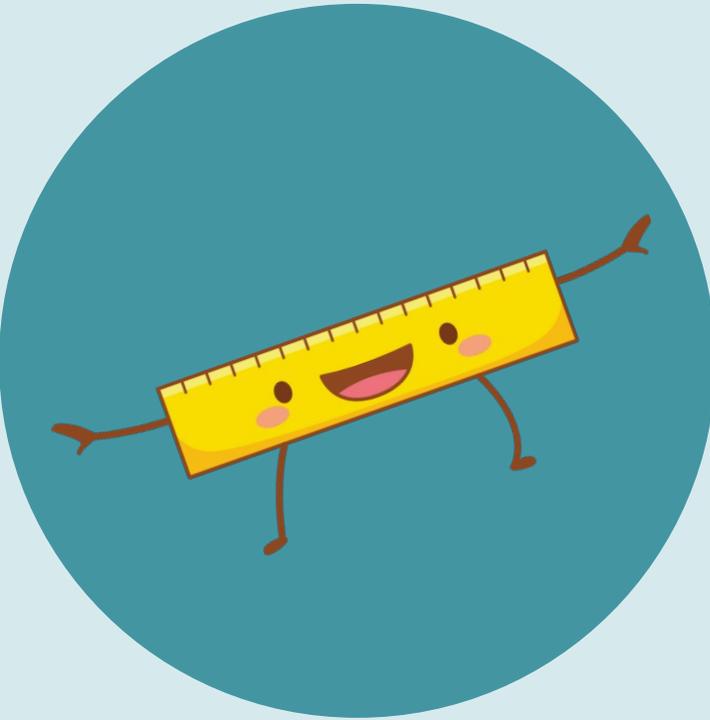
We understand students have had a long day, and we want to help lighten the load at home. Our goal is to support students in completing their homework during our program. Homework time is offered program-wide from 4:00-5:30 PM, Monday through Thursday. Participation and the amount completed is up to each student. If your child needs additional support or an earlier start, Study Hall is available upon request.

STUDY HALL

Study Hall is available from 3:00-4:00 PM for students who need extra time to focus on homework or academic tasks. This year, we're excited to introduce **student helpers** to provide additional support during this time. Please note that if your child participates in a club or tutoring, they may miss Study Hall on those days. We're here to help students stay on track and feel confident in their learning!

Limited space available

Sample Schedule



K-3 Rotations
2:30-3:00 – PICK UP/ SNACK
3:00-3:30 - OUTSIDE
3:30 - 4:00-STEAM
4-6 – HOMEWORK

4-5 Rotations
2:30-3:00 – PICK UP/SNACK
3:00-3:15 - SNACK
3:15-3:45 - STEAM
3:45-4:15 - OUTSIDE
4:15-6:00 - HOMEWORK

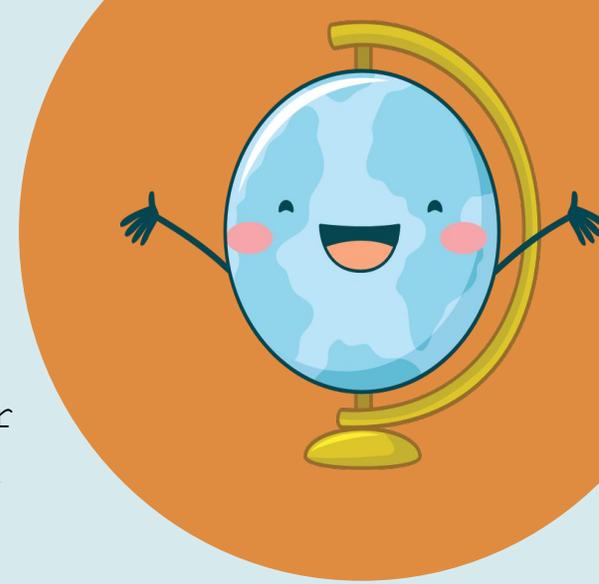
6-8 Rotations
2:45-3:15 - MEET AT PATIO & HAVE SNACK
3:15-3:45 - OUTSIDE
3:45-4:15 – STEAM 1 DAY A WEEK
3:45-4:00 - EXTENDED HOMEWORK TIME
4:00-6:00 - HOMEWORK

Holding Room Robinson	
4:00-6:00	ROOM 113 (MS. KROST)

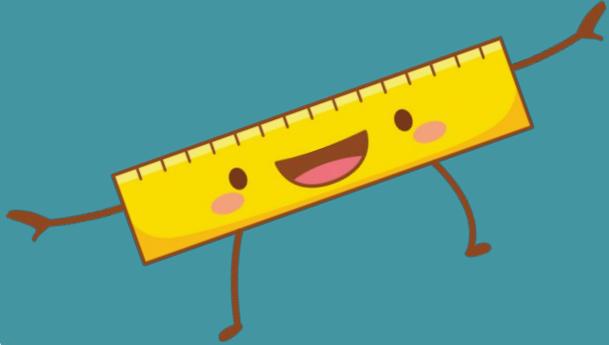
Student Expectations

All students are expected to follow RCSA behavior guidelines and uphold school standards of conduct while on campus.

- **DRESS CODE** - All students are to be in RCSAI approved uniform during their time in Extended Day. Athletes **must** change back into uniform before return to aftercare program.
- **PHONES** - Here at RCSA Extended Day, we have a zero-tolerance policy for phones. If this policy is not followed, parent will have to visit the office to retrieve the phone. ***If student is required to have phone for family or medical reasons, please contact a director via email***
- **HOMEWORK** - Homework time is provided during aftercare; however, it is up to each student how much they complete while at school. All RCSAI Chromebooks are to be used strictly for academic purposes. If a student is found using a Chromebook inappropriately or for non-academic activities, their Chromebook privileges may be revoked.
- **STANDARDS** - **RCSA student standards must be followed at all times.** Students are expected to maintain a safe, respectful, and responsible environment while on campus. Failure to follow these standards may result in disciplinary actions, up to and including removal from the program.



Parent Expectations



- Parents are expected to support RCSA's behavior and safety guidelines by communicating respectfully with staff, following all drop-off and pick-up procedures, and ensuring timely payment of fees. Working together helps us create a safe and positive environment for all students.
- Parents of Extended Day students are expected to follow all program protocols. This includes drop-off and pick-up procedures, communicating any changes to dismissal plans, and providing all required information. Consistent communication and cooperation help ensure a safe and smooth experience for all students.
- Parents of Extended day students are required have a school pay account created. This is to avoid any confusion with automatic payments.

Picking Up & Dropping Off

- **PICKING UP** - When arriving to pick up your child from aftercare, please announce your child through the PikMyKid app to ensure they are ready. Parents must park and walk into the designated pick-up area. Drive-up pick-up is not allowed. Upon arrival, you will be asked to provide your PikMyKid number to the extended day staff for verification. Once verified, your child will be dismissed to you.
- Aftercare ends promptly at 6:00 PM. A \$1 per minute late fee will be charged for any student picked up after this time. This fee goes directly to the staff members staying with your child and must be paid in cash or payment preference of the employee present at the time of pick-up. If payment cannot be made that day, it must be submitted before pick-up the following day. Repeated late payments or failure to pay may affect your child's placement in the program.

*Pick up locations are subject to change, please refer to newsletter for current locations and times.

- **DROPPING OFF** - Parents must walk students into the cafeteria doors, where a staff member will be available to check them in.
- Drop-off hours: 6:45 AM - 7:20 AM
- Location: Cafeteria entrance
- After 7:20 AM, students must be dropped off through the regular morning carline. Please ensure your child is escorted to the door and checked in before leaving. Thank you for helping us keep our students safe and accounted for each morning!

Behavior Policy

We will be following RCSA's behavior guidelines. Please see the student and parent handbook for the expectations. Aftercare is not REQUIRED, and inappropriate behavior will NOT be tolerated. Below is the procedure for referrals before removal from the aftercare program.

- 1st Referral: Warning
- 2nd Referral: Behavior Contract/Loss of Privilege/ Conference with Parent During this stage of the referral process, a risk of suspension letter will be sent home.
- 3rd Referral: 3-Day Suspension

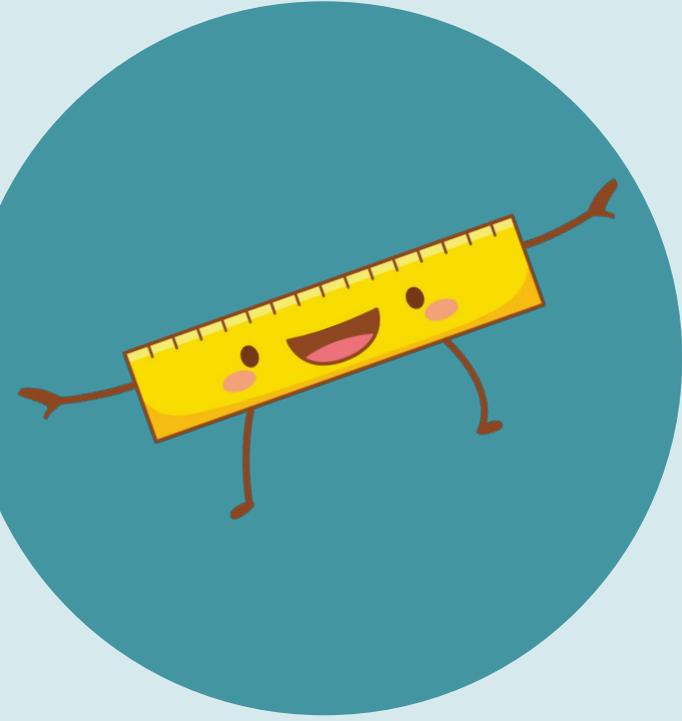
During this stage, a risk of removal letter will be sent home.

- 4th Referral: Removal from the Aftercare Program

A student can be removed at any time if the behavior is putting themselves or others at risk.

*Students who engage in physical altercations will be AUTOMATICALLY suspended from the aftercare program until further notice.

Incentives



Extended Day program-based and teacher-based.

Our goal is to set all students up for success. All students are different, and this is our way of acknowledging our appreciation of good behavior.

Hot food coupons: Our 3rd- 8th graders have opportunities to get a hot food coupon for outstanding behaviors.

Student of the Month: Teachers are able to pick a student to be celebrated at our monthly incentive days with a treat and shout out.

Incentive days: Fun themed day for the whole program on the last Friday of every month. This is to celebrate all student with outstanding behavior that have not received a write up that month.

Classes may have their own behavior incentives as well.

Aftercare with Athletes, Clubs + Tutoring



- Athletes: must report to aftercare for snack from 2:45-3:00. Next, they will report to their sport. Before returning to aftercare students must be changed back into the full RCSAI uniform. This is to be done in the 15-minute window provided once practice ends. Failure to do so may result in disciplinary actions.
- Aftercare students with clubs and tutoring:
If your student is in clubs during the week they will report to aftercare as follows:
 - K-2 will stay with their home room teachers. After clubs and tutoring they will report to aftercare.
 - 3-8 students will report to aftercare at regular school dismissal time to receive a snack, the teacher will then dismiss the student to the club or tutoring location. Students will then be checked back into aftercare by their teacher.
- *Aftercare is not responsible for making sure your students get to clubs or tutoring. Please practice healthy communication with day-time teacher to prevent any mistakes.

Fundraisers

Extended Day hosts multiple fundraisers throughout the year to help with the cost of our incentive days.



Before care:

Hot chocolate fundraisers: Hot chocolate will be available for sale during colder months.

Extended hour events: 6-8pm

- Painting and Potions
- Ugly Sweater Gift Together & More

Family events: Weekend days

- Mommy & Me

*Events are subject to change

Safety Procedures + Policies

At our Extended Day Program, your child's safety is our top priority. We take proactive steps to ensure a safe, structured, and supportive environment each day.

- **Safety Drills:** We conduct monthly safety drills during Extended Day to help staff and students stay prepared for emergencies.
- **Injury & Incident Response:** If a student gets hurt, our staff will assess the situation and contact you if necessary.
 - We always call if there is any type of head injury or if your child asks us to contact home.
 - All incidents are carefully documented using accident forms or behavior reports, depending on the situation.
- **Communication:** We value open, active communication with families and will keep you informed when needed.
- **Policies for a Safe Environment:** To help us maintain a safe and respectful program, we ask that all families support and follow these important policies:
 - Phone Policy
 - Personal Items Policy
 - Behavior Policy
- We appreciate your partnership in creating a positive, safe space for every child in our care.

Payments + Fees

Payments-

- Payments are done by sessions, each academic school year is divided evenly into 9 sessions.
- Session payments are due on the 10th of every month, excluding May
- Payments are automatically processed. If change of card is needed, please reach out to Ms. McKnight
- Payments are non-refundable.
- If your student is removed for behavior reasons the session is non-refundable
- If canceling your students spot in aftercare please reach out before the next session starts

Annual Payment options are available, please reach out to Ms. McKnight.

Timely payment is a strict requirement for participation in the Extended Day program. The first time a payment is late or missed, the parent or guardian will receive a written warning with a clear explanation that any future issues will result in immediate suspension from the program. If there is a second occurrence, the student will be suspended from Extended Day until the balance is paid in full. This will be accompanied by a final warning. A third occurrence will result in the student being dismissed from the Extended Day program for the remainder of the school year. Re-enrollment will not be considered until the following academic year.

Session Dates+ Fees

Session Payment Period 1: August 11 - September 8; Session Payment Period 6: January 27 - February 24;
 Payment Due: August 10, 2025

Session Payment Period 2: September 9 - October 6; Payment Due: Jan. 10, 2026
 Payment Due: Sept. 10, 2025 *if you would like this waived and moved to Feb

Session Payment Period 3: October 7 - November 5; written notice is required*
 Payment Due: Oct. 10, 2025 Session Payment Period 7: February 25 - April 1;

Session Payment Period 4: November 6 - December 10; Payment Due: Feb. 10, 2026
 Payment Due: Nov. 10, 2025 Session Payment Period 8: April 2 - May 4;

Session Payment Period 5: December 11 - January 26; Payment Due: March 10, 2026
 Payment Due: Dec. 10, 2025 Session Payment Period 9: May 5 - May 28;

Payment Due: April 10, 2026

Fees:
 \$30 application fee
 \$25 re-processing
 Late Pick Up Fees

Extended Day Rates 2025-2026		
Care Type	Rate Per Month	Each Sibling Rate
Before School Care	\$160	\$80
After School Care	\$240	\$120
Combined Care	\$340	\$170

Application Process

- Attend an in person about aftercare meeting.
- Sign PG form & contract.
- Pay mandatory deposit.
- Make sure your school pay account is set up. Start your automatic payments!
- Have a PikMyKid number.

PG Form



Application



Deposit



○
Questions or Comments?
Thank you

Please email

LBurnette@rivercityscience.org to get
extended care deal for your attendance.

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