

Magic Forest After School Program

Nevada City School of the Arts

Policies and Information

Hours

Magic Forest is open **Monday through Thursday, 12:30-5:30**, excluding school holidays, in-service days, or conference days. Your child can attend Magic Forest for any length of time during these operational hours.

Location

Magic Forest is located in **room 328 on the upper campus of NCSA**, in between the art and movement room. This is where parents must sign-out and pick-up their kid(s).

Registration

All students must pre-registered with Magic Forest to enter the program for the day. Registration consists of reading, completing and signing both a:

- 1.) Magic Forest Registration Form** (included in packet)
- 2.) Magic Forest Policy and Information Sheet** (included in packet)

Both forms can also be found and completed through the **NCSA website**. Go to ncsota.org ->click "Parent Resources"->select "Magic Forest After School Program" in the dropdown menu->click on the forms at the bottom of the page

***** Registration must be completed prior to the student entering into the Magic Forest After School Program.**

Sign-Ups

All students attending Magic Forest for the day must be signed-up in one of the following ways. **Failure to do so will result in the student being unable to attend Magic Forest for the day.** The student will instead need to wait in the office while a parent/guardian is called for immediate pick-up.

- 1. Set an attendance schedule with the Magic Forest director** (I.e. My child will attend every Tuesday and Thursday)
- 2. Sign your child up for the day(s) by filling out the sign-up sheet that is located in your child's classroom.**
- 3. Call the lower campus or upper campus office** and inform the receptionist that your child will need to attend Magic Forest for the day. **Must be done prior to your child's dismissal time.**

Pick-Up

All students must be picked up and signed out each day by a parent/guardian or other pre-authorized person. Students will not be released to anyone not previously authorized. If your child will be picked-up by someone not pre-authorized (family emergency, after school playdate, etc) the main parent/guardian will need to call prior to pick-up to inform the Magic Forest director.

The designated pickup person must come into the Magic Forest room (Room 328 @ Upper Campus) and **initial the child's release.** If a parent fails to initial their child's release repeatedly, the child may no longer attend Magic Forest. Additionally, If you are enrolled with Sierra Nevada Children's Services, you must sign your student out on the attendance sheet they provide.

If you have an emergency and cannot pick up your child by 5:30, please call the Magic Forest office at 273-7736 x319. **Late fees will be charged for consistent late pick-ups.**

Payment

The cost is **\$5.00 per hour**. Billing is monthly. You will receive an invoice by the 5th of the month and **payments are due the last business day of the month**.

Failure to make payment within 30 days of the dated invoice may result in a temporary hold on afterschool services. Please read the Late Payment Policy. Consistent late payments will result in your child's temporary ineligibility for Magic Forest.

Checks are to be made out to Nevada City School of the Arts, or NCSA (not Magic Forest).

If you need **financial help** with your bill, please contact Sierra Nevada Children's Services at (530)272-8866 or sncs.org, as they may be able to offer help to qualifying families.

Partnership with After School Classes

Magic Forest is partnered with the amazing afterschool classes independently offered by instructors on campus. These classes are a separate cost, but you will not be charged by Magic Forest for the time your child is in the after school class.

Conflict Resolution

We adhere to the discipline policies outlined in the NCSA Family Handbook. We use "talk-it-outs", as well as helping to re-direct students' energy to find a positive solution to any problem.

Personal Belongings

We ask that you have your child refrain from bringing small personal items, such as Legos or other small toys and special items to Magic Forest. We would like to avoid the stress and upset that occurs when these items are lost or broken.

Sick policy

In order to prevent illness from spreading, please keep sick children at home. If your student becomes ill during their time in Magic Forest, you will be called to come pick up your child.

Right to Revise

From time to time, Magic Forest may need to change policies or procedures. We reserve the right to undertake these changes without prior notice. You will be informed of any changes as soon as possible.

I certify that I have received, read and understand the Magic Forest policy and registration information and agree to the terms set forth. I also certify that all the information I have provided is both true and accurate.

Parent/guardian name (please print): _____ **Date:** _____

Parent/guardian signature: _____

For questions or concerns, please call the Magic Forest office at 273-7736 x319 or email Molly at magic.forest@ncsota.org.