SSS3 Academic Support Enrichment Program & Policy

## Enrollment

We accept children for enrollment from 4 through 12years of age. There are four steps in the enrollment process, which are outlined below:

* **Step 1:**   
  Facility Tour and Meeting with the Director- This parent orientation allows the parents to view the programs, learn about Sweet Serenity Success’s philosophy and program goals and discuss any specific questions and concerns. It is a time for parents to share with the director information about their child that will help make the program more successful for their student.
* **Step 2:**   
  Payment and Registration - A non-refundable registration fee of $75 initiates the administrative enrollment process, which includes material preparation and uniform orders. 15% Payment deposit is required with completion/submission of enrollment packet.
* **Step 3:**   
  Completion of Enrollment Forms- All required forms found in the registration packet must be completed and submitted to the office before your child is officially enrolled at the center and accepted for attendance.
* **Step 4:**   
  Child’s Visit- It is important to allow the child to visit the classroom so that s/he may become acquainted with the teacher and familiar with the classroom environment. The child’s visit may be scheduled on the same day as the parent’s tour or arranged at a future date, more convenient for the parents and child.

## Registration

A one-time non-refundable registration fee of $75 for the first child and $50 for each additional child is due to reserve their spot and reserve required materials. The registration fee must be paid each time the child is enrolled, including if the child is withdrawn for vacation of 2 or more weeks.

## Program Fee Payment Schedule

Program may be paid monthly, bi-weekly or weekly. Payments must be paid on Friday in advance of the fee period. Monthly payments are due on the first of each month. Invoices will be sent by email on a weekly basis. Payments can be made online per our website: [www.sss3inc.org](http://www.sss3inc.org) , or paid by cash, certified check, or money orders. Certified checks, and money orders are made payable to Sweet Serenity Success, Inc., and to be given to the office administrator. All payments must be paid in the office where you will be given a receipt (expect online payments receipts are automated via email).

## Program Fee Rate

Your child’s fee rate is determined by her/his program placement, the number of days attended each week and the number of hours attended each day. Fees are indicated on the enrollment contract. Families who have a varying schedule will pay a slightly higher fee rate.

## Late Fees

Payments for the following week are due by 6:00 PM on Friday. Payments made after the close of business on Friday are subject to a $25.00 surcharge added to the family’s account. If payment is not received by the following Thursday, the family will be suspended for non-payment until all charges are paid.

## Extra Time Policy

Sweet Serenity Success Inc. uses the children’s enrollment contract hours to properly staff classrooms and maintain teacher-child ratios. If the arrival and departure times listed on your child’s contract are exceeded, you will be charged $1.00 per minute exceeded. Please try to avoid this at all costs. If you see that you are running late, please call an authorized person to pick up your child. Also, call the director to let us know your plan. If your contract hours are exceeded, charges will be added to the statement. Part-time families may arrange for extra days. Extra days will be charged at the part-time daily rate for the number of hours requested in advance by the parent.

## Payments during Absenteeism and Vacations

The program operates its budget based on school year annual budget (9 months) that is divided into weekly payments. We try to provide the highest quality program on a budget comprised on the lowest possible weekly rate. In order to do this, no credit can be given for absenteeism, or vacations.

**Child Care Tax Credit Information**  
IRS #2441 cites a direct credit for childcare expenses if both parents work or if one parent is a full-time student. Call the IRS for more information.

## Tax Identification Number

Sweet Serenity Success, Inc. Tax Identification Number is located on the Fee statement printout. If you are having trouble locating the number, please feel free to call our office.

## Nutritional Policies

SSS3 Academic Support Enrichment Program (ASEP) will serve two snacks, and for Children who are enrolled into Extended SAEP will receive one dinner meal and one snack. Off time School Session will serve two meals, and one snack. We are committed to serving fresh fruits and vegetables each day. We plan meals that teach by example and provide proper nutrition for each children. All snacks provided by Sweet Serenity Success, Inc. are in accordance with the nutritional requirements set by the State of New York and the United States Department of Agriculture. We will often involve the children in the preparation of snacks as it provides an opportunity for discussions on health and nutrition.

**Uniform Dress Code**

Each child will be issued a two t-shirts prior and required to wear program T-Shirts as part of their daily attendance with appropriate clothing. Socks are to be worn with shoes and sneakers. For safety measures rubber-soled bottoms shoes, must be comfortable for outdoor/indoor activities. Flip- Flips, miniskirts, tight clothing, ripped clothing are prohibited. Although we embrace all walks of life, and encourage children to express themselves we must be mindful of others who are more conservative. In doing so boys are expected to wear pants, shorts, and jeans, piercings are permissible but limited to two. Girls are expected to wear skirts, dresses, capris, jeans, and piercing to be limited to two per ear lobe. For our Offline Session Children who are out of dress code will be sent home (no exceptions will be made).

**Social Butterfly/Dragonfly Code**

Children are expected to be on their best behavior at all times. However, if a child displays inappropriate behavior, parent will be notified verbally at the end of the day. If a child were to partake, or display any violent behavior that is harmful towards other children and staff, parents will be notified immediately. Children will be separated and place in a supervised area until dismissal. Incidents will be documented and place into child’s IPP Improvement Performance Plan, along with parent’s signature. Two incidents of ill conduct will be recorded as an occurrence, two occurrence will result in automatic withdrawal from the program.

**Classroom/Homework Code:**

As part of our mission, our expectation for the children to meet our benchmark criteria includes their growth development within our programs. Children are expected to participate, complete homework assignment assigned by their school and instructors; failure to do so will require parents to be notified, along with an implemented action plan for improvement. SSS3 will assign all students to conduct at least 20 minutes of daily reading activity during the weekend and 25mins during SSS3 Out-of-School Time Session (OST). Reading activities will be assigned 3 times within a week period. Children are expected to discuss their reading activities on the following Monday. Incentives will be given to children who complete their reading assignments on a weekly basis.

SSS3 Academic Support Enrichment Program Fee Schedule

Registration Fees are waived for Children registering prior to August15th, however based on package selection a payment deposit of 15% is required no later than August 15th for enrichment class placement, material preparation, and T-Shirts orders.

**Before/After Care Butterfly/Dragonfly Garden Drop Off Service**

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| --- | --- |
| **Before/After Butterfly/Dragonfly Garden ages 3-5** | **$15.75 per hour** |
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| **Before/After Butterfly/Dragonfly Garden ages 6-12yrs** | **$11.25 per hour** |
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| **Program Package** | **Daily Rate** | **Weekly Rate** | **Monthly Rate** |
| **Regular Afterschool Session 2:30pm-6:30pm (20hrs per wk) ages 3-5** | **$ 33.25** | **$ 166.25** | **$ 1,014.13** |
| **Offline Session** | **$ 38.25** | **$ 191.25** |  |
|  |  |  |  |
| **Regular Afterschool Session 2:30pm-6:30pm (20hrs per wk) ages 6-12yrs** | **$ 29.87** | **$ 149.35** | **$ 911.04** |
| **Includes 30mins of Tutoring** |  |  |  |
| **Offline Session** | **$ 34.00** | **$ 136.00** |  |
|  |  |  |  |
| **Afterschool Enrichment Session ages 3-5** |  |  |  |
| **2:30pm-7:00pm** | **$49** | **$ 245.00** | **$ 980.00** |
| **Includes** |  |  |  |
| **Choice of ( 2) Dance or Karate Classes** |  |  |  |
| **OfflineSession** | **$ 59.00** | **$ 295.00** |  |
|  |  |  |  |
| **Afterschool Enrichment Session ages 6-12** |  |  |  |
| **2:30pm-7:00pm** | **$45.00** | **$ 225.00** |  |
| **Includes** |  |  |  |
| **Choice of ( 2) Dance or Karate Classess** |  |  |  |
| **Offline Session** | **$51.75** | **$ 258.75** |  |