



2024-2025

Policies & Procedures

Lake Norman Charter's Knights Kids Afterschool Program is available for students in Kindergarten through 4th grade. It is designed to meet the needs of working parents and to provide a safe and stimulating environment. Children will remain on the school's campus and the program will include homework time, snack, recess and selected age-appropriate activities and games. Our Knights Kids Counselors will be on site to provide an environment where children can unwind after a long day of learning.

Days/Hours of Operation: Knights Kids will follow the Lake Norman Charter [2024-2025 School Calendar](#). If the school is closed due to a holiday, inclement weather or break, Knights Kids will also be closed. On regular school days, Knights Kids is open 3:15 PM - 6:00 PM. Extended hours on select Teacher Workdays are 8:30 AM - 6:00 PM.

Tuition Rates: August tuition will be half price. September through May, tuition will be divided into 9 equal payments. Tuition fees are deducted by automatic bank draft the 28th of the month prior. For example, October's tuition will be auto drafted on September 28th. Ongoing enrollment in Knights Kids is determined by keeping current with billing and automatic drafts. Teacher Workdays will be paid through a PayPal button 2-4 weeks before the work day. Tuition will not be refunded for sick days, inclement weather days, or any days that Lake Norman Charter or Knights Kids must cancel.

	1 Student:	2 Students:	3 Students:
Afterschool Care: 3:15pm-6:00pm	\$300/month	\$480/month	\$640/month
Extended Day Tuition: 8:30am-6:00pm	\$50/day	\$85/day	\$115/day

Returned ACH Payments: Returned ACH payments will be promptly identified upon notification from the school's bank. Parents will receive timely notification via phone or email, using the contact information provided during registration. To ensure your student's continued enrollment in the program, payment for the returned ACH transaction must be submitted within 48 hours of notification. Failure to remit payment within this timeframe will result in withdrawal of your student from the program.

Application Information: Space in our program is limited and is offered on a first come, first serve basis. Parents who wish to enroll their children in the afterschool care program can do so by contacting Knights Kids Director, Charlotte Carter. You will be provided instructions to complete our online application, registration payment and [Bank Draft Form](#), which are all required for enrollment. If

no spots are available, the applicant's name will be added to the waitlist.

A non-refundable \$25 registration fee (per child) is due upon registration.

Daily Schedule: Daily Schedule may vary based on individual groups.

3:15pm – 3:30pm – Dismissal from classrooms/ KK Attendance

3:30pm – 4:00pm – Homework/Reading

4:00pm – 4:30pm – Snack (provided by program)

4:30pm – 5:00pm – Outdoor Recess

5:00pm – 6:00pm – Indoor Play / Arts & Crafts

Dismissal Procedures: Only parents, guardians and adults listed as each student's Authorized Pick-Up will be allowed to pick up that particular student. Parents must include these names on the Enrollment Form. If someone other than your usual Authorized Pick-Ups will be picking your student up, parents/guardians must submit permission in writing to the Knights Kids Director prior to the scheduled pick-up. All adults (including family members) arriving for pick-up should be prepared to show a Photo ID/Driver's License.

Late Pick-Up Fees: A fee of \$1.00 will be charged for each 1-minute interval a child is not picked up after 6:00pm. (Example: 6:04pm equates to a \$4 late pickup fee). Multiple late pick-ups may impact your student's enrollment.

Absences: Parents are required to notify the Knights Kids Director and school teacher via email in the event their child will not attend Knights Kids on any regularly scheduled day. This helps ensure your student is at the correct location for dismissal procedures.

Homework: Knights Kids has reserved 30 minutes a day for students to work on homework. Students are encouraged to utilize this time and to ask for help if needed. Parents will still need to check agendas for teacher notes, comments, additional homework and required signatures.

Personal Belongings: Families should be mindful of any personal belongings students are bringing to school and/or Knights Kids. Knights Kids has its own Lost & Found for items found during KK hours. Please be sure to check it frequently for any of your student's belongings, as items will be relocated to the school-wide lost and found and/or donated if it remains unclaimed.

Aligning with LNC ES Policy, cell phones and smart watches (including iWatches or watches with games) are prohibited from Knights Kids. Toys, stuffed animals, and other personal belongings are also prohibited. This includes, but is not limited to: Pokemon or other trading cards, stuffed animals, dolls, fidget toys, toy cars, etc. If a student brings them to school with their teacher's permission during the school day (i.e., classroom show and tell), they must remain in their backpack during Knights Kids hours. Items such as these may be confiscated by counselors and/or Knights Kids Director. LNC/ Knights Kids is not responsible for lost or damaged items.

Health & Safety: Knights Kids Program will follow all LNC health and safety guidelines.

Illness: The Knights Kids Director will contact the parent/guardian should a student become sick or show symptoms of illness during Knights Kids. A sick student must be picked up according to normal LNC protocol regarding illness at school. Please note that families will not be refunded for sick days.

Medical Procedures: Parents of students shall be made aware by this document that nursing care is not available through a trained staff nurse. However, basic First Aid/CPR is available. In the event of a medical emergency, parents will be immediately notified. All necessary actions will be taken to ensure the safety of the child. Health insurance coverage is required for all children who participate in Knights Kids.

Medical Emergencies: In the event of a medical emergency that cannot be handled by the Knights Kids Director, the following will be contacted:

1. EMT Personnel
2. Parent/Guardian
3. Emergency Contact(s) given by parent/guardian

It is imperative that current, updated contact information is provided to the Knights Kids Program. If information changes, please update your child's records in the event of an emergency. It is important to note information provided to Knights Kids is separate from information provided to school.

Medical Administration: Should it be necessary for your child to receive medication while enrolled in Knights Kids, the following procedures should be followed:

1. A medication Consent Form must be completed.
2. Clear and concise written directions must be provided for the administration of the medication.
3. Medication must be brought in the original container and kept with the Knights Kids Director.
4. The child's name must be on the container.
5. Medication cannot be expired.

Discipline: Knights Kids adheres to the school discipline policy as published in the Lake Norman Charter Handbook. Failure to do so may result in a suspension from Knights Kids. Multiple infractions can impact a student's enrollment in the program.

Inclement Weather: In the event of inclement weather during Knights Kids hours, the Knights Kids Director will email families as soon as possible to let them know we will be closing early. If school closes due to inclement weather, Knights Kids will close as well. In the event school is canceled due to inclement weather or any other reason, Knights Kids will not be available. Please note that families will not be refunded for days canceled for inclement weather.

Withdrawal: Knights Kids requires a 30-day written notice for withdrawal from our program. Please be sure to notify the Knights Kids Director in writing if you plan to discontinue Knights Kids. You are responsible for all tuition charged to your account through this 30-day notice. Once your child has withdrawn from the program, we may fill that space with a child from the waitlist. We cannot "hold" a space in the program without tuition payment.