



455 Long Pointe Road Suite A
Mount Pleasant, SC 29464
843-884-9579

AFTER SCHOOL PICK UP PROGRAM (ASPUP)

Our After School Pick Up Program (ASPUP) begins on Wednesday, August 21, 2019 at Private Schools and Public Schools East of the Cooper. **Eligible students** are those who are registered and enrolled in any of our dance, jazz, hip-hop, gymnastics, and tumbling classes. Attached please find an outline of our afternoon schedule until 6:00 p.m., vacation and full day schedule, rules for this program, and a registration form. Online registration is permitted for our afterschool program which is on a first come first serve basis. You will be notified by email when the portal is open for our current valued customers.

The “daily rate” for the ASPUP is \$22 per day regardless of the time picked up and due at the beginning of each week. Please note: No Refund and No Credit is issued for missed days due to illness or missed school days. The daily rate is charged monthly to your card on file for all days in which you registered to be picked up even with a call saying your child will be absent.

The “weekly rate” for ASPUP is \$85.00. No Refund and No Credit will be given for missed days. If you registered for weekly pick up, you pay weekly pick up since your space is saved. Employees, drivers, etc. are contracted for all those days and must be paid. ASPUP fees must be paid in full by the end of the month or your child will not be picked up the following month. Your card will be auto drafted and charged monthly for all costs associated with the program.

If “late” pick up is a must – a charge of \$8.00 is due for every five (5) minutes past 6:00 p.m. The late pick up fee will be paid added to your weekly or daily rate. Names of all persons who are allowed to pick up your child should be submitted to the front office or emailed to Callie. Only these individuals will be allowed to pick up your child. It is the parent’s responsibility to inform the office of any changes in your child’s schedule throughout the year.

To register for ASPUP, please do so online at <https://app.iclasspro.com/parentportal/tapioschoolofdanceandgym>. You must submit to us and to your child’s teacher, a written letter of permission allowing your child to be picked up from school daily or weekly and must include a start date. Without completing online registration and the letter of permission, Tapio School of Dance and Gymnastics, Inc. will not be allowed to pick up your child from their school. The letter of permission can be emailed to Callie or submitted to the front office.

Please notify us if your child is absent from school by calling 884-9579 or emailing callie@tapioschool.com **before 1:00 p.m.** If we do not answer in person, **please leave a voice mail message.** The messages are cleared daily by 1:00 pm. Calls or emails after 1:00 pm will not be received and you will be charged an additional \$5.00 pick up fee for any days Tapio’s goes to the school to pick up your child and they are not there; this is in addition to your regular ASPUP fee. Even with a call, we do not and will not deduct for days absent. *This policy has been in place and will be strictly enforced.

Our Program is designed to accommodate the Charleston County School District's 2019 – 2020 School calendar, however, some Private school "full days off" do coincide with our ASPUP calendar. On National holidays, Tapio's will have regular classes in the afternoons; therefore, if you need full day care, you will need to register in advance. We have a twelve (12)-student minimum for our full day programs during the school year. The fee for full days is \$60 plus a field trip fee and lunch. The \$60.00 must be paid, upon online registration, which is held three weeks in advance of the holiday; the field trip fees must be paid daily. If the minimum number of students is not met, we will credit your payment to the monthly tuition and notify you, the parents, so other arrangements may be made. Credits will only be given if Tapio School of Dance & Gymnastics, Inc., cancels due to insufficient enrollment. **If your child does not attend or cancels once he/she is signed up for the program, no refund and no credit will be issued.** Our ASPUP does pick up on "early release days" scheduled in the Charleston County School calendar. Your child will be picked up on those days unless you specify other arrangements have been made. There is no extra fee charged for the "early release day" if your child is a weekly registered ASPUP student or normally picked up on that day, however if not, the pickup fee is \$30. If you have any questions about the program, registrations, or policies, please call me at 884-9579.

Homework has a certain place and time daily. Although we are not tutors, we are available to help with any questions the student may have with their assigned written homework. By leaving a post-it note with your child's name on it by the Sign Out Sheet, we will let you know if your child is not finished with their assigned written homework, having trouble on an assignment, or just taking too long to complete their assignments. We check that your child has completed their written homework; we do not correct it word for word. Please as a parent review your child's homework. If your child doesn't bring home their assignment sheet, homework folder, daily planner and the correct books needed to complete assignments; we can't see that their written assignments are completed. Please discuss this with your child before school begins. If you would rather your child **NOT** do his/her assigned homework during our ASPUP, you must send a letter/email stating that he/she is not expected to do homework in our program; otherwise homework will be completed in our program.

If you have any questions about our after school pick up program, ASPUP, please contact me at 884-9579. We look forward to another productive and enjoyable program here at Tapio's.

Thank you,

Callie Breland, Director
callie@tapioschool.com

The following is a tentative schedule for the After School Program. Full Days may be added or subtracted if the enrollment warrants. If a day is not on the schedule for pick up from your child's school - please speak with Miss Callie.

ASPUP	Daily Schedule (Office is closed for calls and drop offs between 1:40 – 3 pm)
2:20 – 3:30	Daily pick up time from Schools
2:30 – 3:15	Snack IS NOT provided for your child, please send one daily
3:00 – 5:00	Supervised homework and play time, organized games, or crafts
3:00 – 6:30	Classes
6:00pm	ASPUP Closed

On all **Full Day and Early Release Programs**—one must be **registered and paid in advance** to attend. We have a twelve (12)-student minimum. If this minimum is not met by the previous week, the full day will be cancelled and you will be notified in order to make other arrangements. Full day is 7 am until 6 pm and early release is between 10:20am and 12:20pm for elementary pick up.

***Holiday Camp Weekly fee is \$ 250 *Camp Daily fee is \$ 60 plus the field trips and lunch**

Wed. 8/21	ASPUP begins	Private & Public Schools
Mon. 9/2	Labor Day	CLOSED
Fri. 9/20	Early Release Day	*See description
Fri. 10/25	Day Camp	Registration required
Tue. 11/5	Day Camp	Registration required
Mon. – Fri. 11/25 - 29	Fall Break (Thanksgiving)	No Classes
Mon. – Tue. 11/25, 11/26	Day Camp	Registration required
Fri. 12/20	Early Release Day	*See description
Mon. – Fri. 12/23 – 1/5	Winter Break (Christmas)	No Classes
Mon. 12/23, Fri. 12/27,	Day Camp	Registration required
Mon. 12/30, Thu. 1/2, Fri. 1/3	Day Camp	Registration required
Mon. 1/6	Classes and ASPUP resume	
Fri. 1/17	Early Release Day	*See description
Mon. 1/20	Day Camp (MLK)	Registration required
Fri. 2/14	Day Camp	Registration required
Mon. 2/17	Day Camp (President's Day)	Registration required
Fri. 3/1	SIGN UP for SSDC	**first come first serve
Fri. 3/27	Early Release Day	*See description
Mon. – Fri. 4/6 - 11	Spring Break	No Classes
Mon. – Fri. 4/6 – 10	Day Camp	Registration required
Mon. 4/13	Day Camp	Registration required
Mon. 5/25	Memorial Day	CLOSED
Thu. – Fri. 6/4, 6/5	Early Release Days	*See description

Rules for Tapio's ASPUP

In order for our program to run smoothly, we have put into writing rules for our program. Please review these **rules with your child, and don't hesitate to call if you have questions.

1. All students must be registered & enrolled in at least one (1) class to attend the program.
2. Daily rate must be paid in advance of each week through the parent portal.
3. Weekly rate must be paid by the end of the month through the parent portal.
4. Must sign out with time and initials each day from the program.
5. Must telephone if absent any time during the week.
6. All schools/teachers must be advised in writing of Tapio's pick up from your child's school.
7. The Tapio office must have a copy of the letter of permission before your child's after school pick up can begin and must have a start date (ex – August 21 or August 26) on the letter.
8. Please send a snack for your child daily. We will not provide daily snack.
9. **All children must immediately go to the pick up point when the school bell rings.
10. **All children must remember to bring all essentials for homework, etc. There will be no returning to the classroom after dismissal.
11. **All children must wear a seat belt in the vehicle.
12. **Fill up the buses from back to front. No switching seats or saving seats is allowed.
13. **All children must use inside voices riding in the vehicle and when inside at all times.
14. **Any misbehaving in the vehicle will result in termination from the program.
15. **In the school, "time out" (separation from the group) will be used if needed and parents will be notified.
16. **Walking is permitted in the halls. Running is not.
17. **The Gym or Dance rooms are off limits unless supervised activities and free time is permitted.
18. **Proper class attire must be sent on class days.
19. **No borrowing of dance or gymnastics attire.
20. **Homework will be started before going to class. If not finished-students will be allowed to go to class unless parents make other arrangements with the office.
21. **Written homework will be done during our after school hours. Reading/Studying will be done at home.
22. **Games, toys, books, etc. must be put away before leaving.
23. ASPUP closes at 6:00pm. Any time after 6:00 p.m. a late fee will apply and paid upon arrival.
24. Please call 884-9579 when your child is absent.
25. Please call 884-9579 if you have an issue that needs to be discussed. If I'm in class, leave a message and I'll return the call, usually before leaving the office for the evening.

We look forward to a great year of ASPUP and classes! See you soon!