

Union County TEAMS Charter School and High School/College Leadership Academy
"Become a Part of the Journey – 21st Century Education"

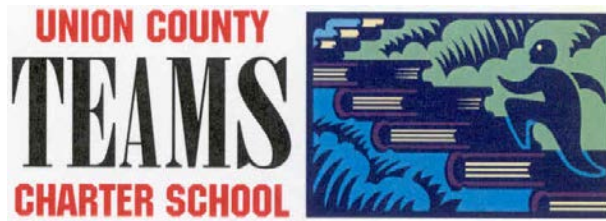
L.I.F.T.

PARENT HANDBOOK

Leadership Institute for Talent (L.I.F.T.)
After School Program



UC TEAMS Charter School and High School/College Leadership Academy
K-8 Building: 515-517 West Fourth Street Plainfield, NJ 07060
9-12 Building: 513 Liberty Street, Plainfield, NJ 07060



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Mission Statement

The Union County T.E.A.M.S. Charter School for Technology, Engineering, Architecture, Math, and Science and High School/College Leadership Academy is a small learning community, grades K – 12, where all students achieve high academic standards by using the 'built environment' as a learning laboratory. Students gain the tools and confidence necessary for successful post-secondary education and the world of work. Students will interact with professionals in various careers including the construction community and manifest by their experiential learning"We are Community Builders"



Program Coordinator Contact Information

Phone: (908) 754-9043

Fax: (908) 754-7790

Website: www.ucteams.org

Program Description

L.I.F.T. is an after school program administered by UC TEAMS Charter School in order to provide a positive, safe and nurturing environment for students after regular school hours. During the program, students receive homework assistance and academic enrichment. In addition, students engage in activities designed to stimulate their creativity and imagination while enhancing social skills. Supervised social activities include social board games, arts and crafts, organized sports, computer graphics and computer games.

Goals

- To provide a safe and nurturing learning environment that enhances student performance.
- To provide developmentally appropriate activities that meet the educational, physical, social, and emotional needs of students.
- To create and offer activities that support U.C. TEAMS' School day curriculum.

LEADERSHIP FOCUS

Students will:

- Acquire leadership qualities and demonstrate those qualities in their character, manner, and demeanor with the Pillars of Character as a guide.
- Gain a healthy respect for themselves as individuals.
- Learn to manage and resolve conflict.
- Enhance their academic development through tutoring and homework completion.

LIFT ACTIVITIES

- Supervised Homework Time with Certified Staff
- Academic Enrichment through computer technologies
- Organized Recreation / Team Sports/Social Board Games
- Social Skill development and enrichment
- Light Snacks
- Arts and Crafts
- Leadership Activities
- Educational Games

Parental Involvement

Parental Involvement transforms LIFT from a substitute for parental care to a partnership that benefits students and offers parents an opportunity to participate in the development of their children.

Hours of Operation

L.I.F.T. operates from 3:30–6:30PM on regular school days and 12:30–6:30PM on half day Fridays. You will be given advance written notification of any early closings. For emergency or inclement weather closings, you will receive a phone call. *Please keep contact numbers current.*

Enrollment

You must submit an application and first month's payment to the main office for your child's enrollment as a ***full time participant***. As a full time participant, the monthly rate applies and your child is able to attend the program every day that services are available. All activities associated with L.I.F.T. are included in the monthly fee.



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* Urgent Care services are available for parents who need care on a particular day. Urgent Care fee must be paid at pick up on the same day the service is used. You must submit an enrollment application to use this service so that contact and authorized pick up information is on file.



Registration

Enrollment applications may be obtained in the main office at UC T.E.A.M.S. Charter School. Enrollment applications and payment for the first month must be received prior to student participation. Applications and payments received prior to the start of the 2013-2014 school year will be processed for the **Thursday, September 5, 2013 start date**. *Applications and payments received on or after Thursday, September 5, 2013 will be processed for a start date 1 business day following the date of receipt.*

Arrival Procedure

Students will be dropped off by their homeroom teachers to the program and received by the program counselors. Please notify your child's teacher prior to the end of the regular school day if your child will be picked up prior to L.I.F.T. admittance on a particular day.

Departure Procedure

Your child must be picked up by 6:30PM sharp. Late fees will accrue after 6:35PM at the rate of \$1.00 per minute. Students will be released only to those listed on the application as authorized. *Students must be signed out daily upon pick up.*



Student Behavior and Discipline Policy

Students are expected to be respectful and responsible at all times. Behaviors deemed disrespectful or harmful to others will not be tolerated. Extreme behavioral issues will require parent /guardian conference as scheduled. Continued extreme behavioral issues may require termination from the program.

Students are required to adhere to the following basic L.I.F.T. rules:

1. Respect school property and the property or belongings of peers and school personnel.
2. Keep hands and feet to yourself.
3. Listen and follow directions.

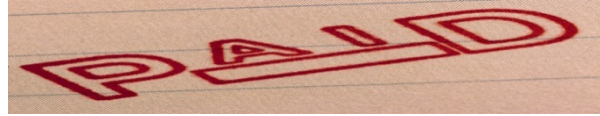
The following behaviors are unacceptable and require parent/guardian conference:

1. Fighting.
2. Intimidation, harassment, threatening, bullying.
3. Use of profane language and/or gestures.
4. Damaging and/or destroying school, school personnel or peer property.
5. Leaving the school grounds.

Standards of Behavior

Students will at all times:

1. Adhere to L.I.F.T. rules and regulations.
2. Demonstrate the six pillars of character (trustworthiness, respect, responsibility, caring, citizenship, fairness).
3. Respect staff members and peers.
4. Respect school and personal property.
5. Use appropriate language.
6. Interact appropriately with peers.
7. Remain in the assigned rooms unless escorted to another area by a program counselor.
8. Assist in the collection and proper storage of materials (i.e. board games, arts and crafts, etc.).
9. Demonstrate responsibility for personal belongings and cleaning up after himself/herself.



Tuition Payment Procedures

- Payment is due by the *fifth* day of each month. Payments received after the fifth will be assessed a \$25 late fee.
- Payments are accepted in the form of *cash, check or money order*. There is a returned check penalty of \$50 and program suspension until tuition and return check fee are paid in full.
- Payments must be made at pick up time. **PLEASE DO NOT SEND IN PAYMENTS WITH YOUR CHILD.** *Be sure to obtain a receipt for each payment made, whether cash, check or money order.*

Monthly Fees and Other Fees

One Child:	\$150 per month
Two Children:	\$225 per month
Three Children:	\$300 per month
Late Fee:	\$25 after the 5 th of each month
Late Pick Up:	\$1.00 per minute starting at 6:35
Urgent Care Rate:	\$15 per child, for one day per week only
Half Day Rate:	\$15 per child up to 3:30pm; \$25 per child up to 6:30pm

- L.I.F.T. is no longer in partnership with 4C's for After Care Programs.