



SOARIN'

PARENT HANDBOOK

2025-26

Updated 3/26/2025

NEW HOPE ELEMENTARY
AFTER SCHOOL PROGRAM

DIRECTORS

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GENERAL INFORMATION

SOARIN' provides a safe and engaging after school environment for **students in kindergarten through fifth grade**. Each day, our staff will provide opportunities for students to participate in a variety of activities including outside play, gym time and quiet time in a classroom. Older students can do homework during this quiet time and younger students may have a story time or watch a PBSKids show. Our classrooms also allow students to access games, puzzles, toys, Legos/blocks and art/craft supplies. Chromebooks can ONLY be used for homework and usage will be monitored closely.

SOARIN' also **provides an afternoon snack** each day consisting of individually wrapped items such as pretzels, chips, popcorn, crackers, granola bars, etc. Students always should **bring a refillable water bottle** with them to stay hydrated through the afternoon hours. Your student may bring an additional or preferred snack from home, but all snacks must be eaten during our designated snack time in the cafeteria each afternoon.

*Please note: your student **must be present at school** on a given day to attend SOARIN' that afternoon.*

REGISTRATION

Registration requires payment of an **annual, non-refundable \$75 registration fee** and submission of the online SOARIN' Registration Form. *When submitting the registration form, you will be required to input an online signature (or initials) indicating you have read the SOARIN' Parent Handbook and understand all stated program policies.*

****Once you have submitted the registration form, you will not have direct access to change it. If you need to update data such as authorized pick-up persons or restricted pick-up designations on the SOARIN' registration form at any time after submission, you must email a SOARIN' director. *Same day changes regarding a SOARIN' pick-up must be emailed to a director by 2pm at the latest that day.*** Please understand that the SOARIN' pick-up records are separate from the parent portal/IC records.

FEES AND BILLING

There are two options for participating in the SOARIN' After School Program. Please read carefully as you must commit to one of the following two rates for **monthly billing**. Note that monthly tuition does not fluctuate when your student is absent or based upon the school calendar. Our rates have been established based upon the number of days school is in session, so we have already accounted for the week-long holiday breaks.

Rates are per student:

Full-Time (3-5 days/week):	\$310/month for 1 st student and \$260/month each additional sibling(s)
Part-Time (1-2 days/week):	\$210/month for all students

If circumstances should change during the year, you may make a status change (e.g.: from full-time to part-time) effective *at the start of a new month by sending a written request one week in advance to a program director.*

Monthly fees are billed in advance, on the first business day of each month and must be paid via SchoolPay by the 7th of each month. Past due payments may incur a **10% late fee** and repeated overdue payments may cause your child to be dismissed from SOARIN'.

WITHDRAWAL NOTICE

Withdrawals must be made at the end of the month. A written withdrawal request must be emailed to a SOARIN' director **one week prior to the month's end** to avoid further charges the following month. Note that we cannot "pause" a student's enrollment in the program. **If you choose to withdraw your student and then later wish to re-register him/her you will incur another reduced registration fee of \$65.**

HOURS OF OPERATION

SOARIN' hours are from dismissal to 6:00pm on days that school is in session. SOARIN' is NOT open during school holidays or inclement weather days. **A late pickup fee of \$3/min will be charged for pick-ups after 6pm.** After three late pick-ups your student may be dismissed from the program.

**** SOARIN' will CLOSE EARLY on the following days directly before a week-long break:**

Friday	9/19/2025	closing at 5:30pm
Friday	11/21/2025	closing at 5:30pm
Friday	12/19/2025	closing at 5:30pm
Friday	4/3/2026	closing at 5:30pm
Thursday	5/22/2026	closing at 5:00 pm (early release day; also last day of school)

PICK-UP

Daily pick-up is at the secure front entrance of the school. A SOARIN' staff member will buzz you in and sign out your student(s). Students will only be released to parents or additional authorized persons listed on the SOARIN' registration form. Anyone picking up a student from SOARIN' must have their picture ID with them and IDs will be checked until our staff is familiar with the people who pick up your student.

Please remember that SOARIN' pick-up records are ***separate*** from the parent portal/IC records. If you need to update your student's designated SOARIN' pick-up persons, you must email both SOARIN' directors (Laura Chapman and Catia Salehabadi) to ensure timely receipt of that communication. ***Same day changes regarding a SOARIN' pick-person must be emailed to both program directors no later than 2pm.***

TRANSPORTATION CHANGES

If you need to make a change to the way your child normally goes home, you **MUST** complete the Transportation Change Form found under the Quick Links section of our school website- <https://www.forsyth.k12.ga.us/newhope> before 1:00 p.m. Daily transportation changes are not permitted through email or phone. Only permanent transportation changes should be emailed to your child's teacher. **For our SOARIN' students, we also ask that parents copy both SOARIN' directors (Laura Chapman and Catia Salehabadi) on emails sent to homeroom teachers to change the student's permanent transportation schedule.** This helps us maintain current records about our students, so we know which days to expect them at SOARIN' during the week.

EARLY RELEASE DAYS

SOARIN' is open until 6pm as usual on the scheduled early release days (with the exception of the last day of school when we close early. Refer to the HOURS OF OPERATION section above for all early closure dates and times.) On early release days we typically plan additional special activities such as movie/popcorn, cookie decorating, or fun STEM challenges for these longer afternoons.

***** Should there be an unplanned early school closure due to inclement weather/emergency, SOARIN' will NOT be open after school. If your student was supposed to attend SOARIN' that day, he/she will go home via the mode of transportation you indicated on the SOARIN' registration form for this special circumstance. In this event, we will try to call parents to confirm transportation information, but there simply may not be enough time to make all the calls. For this reason, make sure you know what you input at the time of registration.***

DROP-IN

SOARIN' does not allow scheduled drop-ins. However, if the front office places an unregistered student into SOARIN' due to a return from the bus or a late car rider pick-up then a \$25 fee will be charged with no exceptions.

PARENT COMMUNICATION

SOARIN' will use the **"first parent" email address** specified on the registration form for the mass emails we send out to SOARIN' families. You may always email a SOARIN' director with questions, concerns, or updates to the information you provided on your student's original registration form. *If you need to update your student's designated SOARIN' pick-up persons, you must email both SOARIN' directors (Laura Chapman and Catia Salehabadi) to ensure timely receipt of that communication. **Same day changes regarding a SOARIN' pick-person must be emailed to both program directors no later than 2pm.***

HOMEWORK/READING

At SOARIN' we allot 20 to 30 minutes of quiet time for homework/reading each day for all students in 2nd through 5th grade. It is your student's responsibility to know if they have homework that needs to be completed, and our staff is available to guide them as needed. Kindergarten and first grade will typically have a teacher-led story time, look at books of their choice or watch a short PBSKids show during their quiet time segment of the day.

CLOTHING

Please be sure to dress your child in weather-appropriate clothing according to school regulations. **For kindergarten and first grade students, PLEASE keep a complete change of clothes in their backpacks in case of potty accidents or spills.**

ELECTRONICS/TECHNOLOGY

SOARIN' does not permit the use of personal technology and/or devices during the after-school hours since it is much more difficult to monitor appropriate use of these devices and because they may get lost or damaged. We understand that students who participate in the BYOT program can use their devices during normal school hours for learning purposes, but during the after-school hours such devices need to stay in the student's backpack. Students will have access to a school Chromebook for completing homework only.

CHANGES TO THE PARENT HANDBOOK

Changes may be made to the Parent Handbook at any time. Parents will be notified by email of any policy changes and/or updates to this document.

BEHAVIOR POLICY

First Offense:	Behavior Incident Report and 1 st warning. Also, time-out/laps/reflection time with director.
Second Offense:	Behavior Incident Report and 2 nd warning. Also, time-out/laps/reflection time with director.
Third Offense:	Behavior Incident Report and suspended from SOARIN' for 1 week (no prorated refund).
Fourth Offense:	Behavior Incident Report and dismissed from SOARIN'.

Examples of unacceptable behavior which are worthy of **Behavior Incident Report** (i.e.: write-up) include inappropriate language, physical aggression, elopement, talking back and/or repeated disrespect to instructors or other students.

Please be aware that some acts of physical aggression towards adults or students are more severe safety concerns and could result in immediate suspension or dismissal from the program.

SOARIN' strives to provide an atmosphere conducive to the safety and well-being of all participants and staff. This program operates under the same code of conduct as Forsyth County Schools.