



TUITION & SCHEDULE

2024-2025 ANNUAL CONTRACT - ONSITE AFTER SCHOOL

5 DAYS / WEEK ANNUAL CONTRACT

Time	Full Payments (5% Discount)	Semesterly Payments (3% Discount) *if year-round & Thales: two track-in sessions	Quarterly Payments *year-round & Thales only	Monthly (x9) Payments *Not for year-round & Thales
2:10 PM-6:00 PM Davis Dr. E	\$3,085 \$3,247	\$1,575 \$1,624	-	\$360
2:50 PM-6:00 PM Thales The Raleigh School Davis Dr. M	\$2,992 \$3,150	\$1,528 \$1,575	\$788	\$350
3:20 PM-6:00 PM Peak Charter Sterling Montessori Chesterbrook	\$2,968 \$3,124	\$1,515 \$1,562	-	\$347
3:45 PM-6:00 PM Others	\$2,964 \$3,120	\$1,513 \$1,560	\$781	\$346

4 DAYS / WEEK ANNUAL CONTRACT

Time	Full Payments	Semesterly Payments *if year-round & Thales: two track-in sessions	Quarterly Payments *year-round & Thales only	Monthly Payments (x9) *Not for year-round & Thales
2:10 PM-6:00 PM Davis Dr. E	\$3,094	\$1,547	-	\$343
2:50 PM-6:00 PM Thales The Raleigh School Davis Dr. M	\$2,950	\$1,475	\$738	\$328
3:20 PM-6:00 PM Peak Charter Sterling Montessori Chesterbrook	\$2,946	\$1,473	-	\$327
3:45 PM-6:00 PM Others	\$2,855	\$1,427	\$714	\$318

3 DAYS / WEEK ANNUAL CONTRACT

Time	Full Payments	Semesterly Payments *if year-round & Thales: two track-in sessions	Quarterly Payments *year-round & Thales only	Monthly Payments (x9) *Not for year-round & Thales
2:10 PM-6:00 PM Davis Dr. E	\$2,772	\$1,385	-	\$308
2:50 PM-6:00 PM Thales The Raleigh School Davis Dr. M	\$2,635	\$1,317	\$659	\$292





SCHOOL POLICY AND PROCEDURES

3:20 PM-6:00 PM Peak Charter Sterling Montessori Chesterbrook	\$2,632	\$1,316	-	\$290
3:45 PM-6:00 PM Others	\$2,466	\$1,233	\$617	\$274

DAILY RATES (NON-ANNUAL CONTRACT)

2:10 PM- 6:00 PM (\$53/day)	3:20 PM-6:00 PM (\$42/day)	3:45 PM-6:00 PM (\$32/day)
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OTHER FEES AND DISCOUNTS

	Fee	Note
New Student Enrollment Fee	\$50	Only for the Afterschool program, nonrefundable (*one-time payment)
New Student Deposit	\$100	Deposit for After School Program- due 21 days from the invoice date. The Deposit will not be refunded if there is no -months' notice for the early withdrawal. After School Deposits need to be paid at the time of the invoice and will be refunded back at the end of the school year. All account balances will be deducted from the deposit before being returned, or you can choose to apply the deposit for the future school year. \$100 deposit for full Payment, Two Payments, Quarterly Payments, and Monthly Payments.
Withdrawal Fee	\$100	Early termination of one-year contract with Champion
Class Fee for class 1B, 2B	\$198	Includes the art class and art material fees, and Math fee for 1B and 2B; Book fees are not included.
Class Fee for class 1A, 2A	\$178	Includes the art class and art material fees, and Spanish class fee for 1A, 2A; Book fees are not included
Class Fee for class 3B, 4B	\$198	Includes Math fee and ELA class fee for 3B, 4B; Book fees are not included
Class Fee for class 3A, 4A, 5A, 6A	\$168-\$198	\$168 :includes ELA class and Spanish class fees for 3A, 4A, 5A, 6A ; \$198: includes ELA class, the Art class and art material fees for 5A, 6A . Book fees are not included
Class Fee for PK	\$45	Include class fees and material fees; Book fees are not included.
Book Fee – Pinyin	\$15	For Level 1 A/B Mandarin Classes
Book Fee - Zhongwen	\$15	For PK and Level 1 A/B Mandarin Classes
Book Fee - Ma Li Ping	\$65	For Level 2 - 6 Mandarin Classes
Tian Zi Ge Practice Books	\$8.5	1 set per year for Level 2 - 6 Mandarin Classes students
Sibling Discount	3% - 5%	Two siblings' students - 3% off for one. Three siblings' students - 5% off for two
Late Pickup Fee	\$1/minute	Pick- up past 6:00 P.M. or 6:30 P.M. (Depends on your child class schedule) - \$1/minute
Important Due Dates (MM/DD/YYYY): shown on invoices		



SCHOOL POLICY AND PROCEDURES

TUITION & FEES

Champion's policies are designed to guarantee fairness to both clients and the company, ensure consistency and openness in all interactions and promote goodwill and trust with parents/guardians.

Late Fee

A late fee will be charged when an invoice has gone unpaid for more than 20 days past the due date. The amount of the late fee will be equal to 20% of the overdue balance or \$50.00 (whichever is lower). Due dates should be shown on invoices. View all due dates (subject to change):

https://docs.google.com/document/d/e/2PACX-1vSnJ8PjYypNY_kv_y6O6lc2cnpRVtZO1ZUvDPOychbx2u6WpGG_jVtbmlbXoDJK0p9Vqr01F9hM8wFq/pub

Banking Fee

Champion will pass on 100% of the fees it incurs from a bank due to a client's mistake to the client. This includes a \$35 bounced check fee (non-sufficient funds). This also includes a \$30 check cancellation fee if Champion needs to re-issue you a refund check because it has been lost, stolen, or otherwise misplaced.

After school Tuition & Fees

1. After-school payment covers transportation & course fees for all school days for the 2024 - 2025 school year. You DO NOT pay for teacher workdays, track out days, or holidays when children are not in school.
2. The full yearly, semesterly, quarterly, and monthly fee is due regardless of the number of days the child is absent from the program for illness, family trips, etc.
3. Year-around/Thales students can only choose either Semesterly payment or Quarterly payment, besides Full payment.
4. After School Deposits need to be paid at the time of the invoice on your first Champion year, and will be refunded back at the end of the school year. All account balances will be deducted from the deposit before returning, or you can choose to apply the deposit for the future school year.
5. When your child is tracked out, he/she may choose our Track Out Camp program or sign-up for self-drop Lessons (Add-on Extra Days).
6. This tuition form does not include Add-on Track-out days (Extra days), Add-on Extracurricular Activities, camps, or AP/Pre-AP program.
7. This tuition form includes scheduled early release days and half days. We will pick up students and provide lunch care, activities, and enrichment lessons on these early release days.

Daily Rate will be offered for:

Students who do not want to sign a 1-year contract with Champion or students who attend Champion less than twice a week

- Based on published rates

Credits will be given for:

Coupons and Vouchers

Updated on July 9, 2024



SCHOOL POLICY AND PROCEDURES

1. Gained from Champion contests and competitions
2. Promotion or more
3. Compensation for unfulfilled service during the State of Emergency

No credit or refunds will be given for:

1. Days a student is absent for any reason whether planned or unplanned except as noted above. This includes absences due to sickness, inclement weather, vacation, discretion, and all other absences.
2. Dissatisfaction with Champion after-school services that have already been utilized..
3. Suspension of the student for violation of Champion school policy and procedures.

Schedule Changes

If you need to change your children's schedule at Champion, please fill in the Schedule Change Form and return it to us as soon as possible. For parents who signed up for Quarterly and Monthly payments need to add or reduce days at Champion, the tuition changes will reflect on the next billing cycle. You may need to pay the price difference that is caused by changing days at Champion. (Download or print the Schedule Change Form https://docs.google.com/document/d/e/2PACX-1vRpgVdH-NA7UaZxkDUhQT8Fw_eTJ0cgQrCHdvXPmjccKdNfGw6S_KngoPQoR4-eGA75peRAxRR-eNst/pub)

Withdraw program

A one-month notice/Termination Letter is required to withdraw from the program. If a one-month's notice for early withdrawal is not given, your deposit will not be refunded in any form unless the deposit will be used towards your child's account balance as credits.

Full withdrawal with a one-month notice from Champion:

1. Based on the prorated number of days passed in the school year
2. Subject to a \$100 withdrawal fee
3. Discount applied need to return to Champion Education

(Download or print the Afterschool Termination Form

https://docs.google.com/document/d/e/2PACX-1vRPwDuT67YMyx-8gtH4eW7Na2AwSFL0q66rvSwhARuixuYmRWGmsFOTgO-6garpwbFct-cMv_rg3iM3/pub

Deposit for After School Program

Deposit will not be refunded if there is no one month's notice for the early withdrawal. After School Deposits need to be paid at the time of the invoice on the first Champion year, and will be refunded back at the end of the school year. All account balances will be deducted from the deposit before returning, or you can choose to apply the deposit for the future school year.

1. \$100 deposit for full Payment, Two Payments, Quarterly Payments, and Monthly Payments.

Auto Payment Set up/ Recurring Invoice

We are currently setting up auto/recurring payments.



SCHOOL POLICY AND PROCEDURES

Check-in/ Check-out Notification

In the first week your child enrolls, you will receive an email request on signing up for the Check-in/Check-out notification. You may opt out of this app installment for tracking your child's onsite after-school attendance, but we highly recommend using it for more convenient communication.

Wechat Usage

Wechat is a popular communication tool that is convenient for many of our parents. We will ask our parents to connect with us on Wechat to receive important updates, communicate with our staff, and request pick-up change. You can opt-out of this Wechat usage, and we will contact you with important messages via Emails, or phone calls.

Inclement Weather

Champion after school will observe the following policy relating to inclement weather:

1. If Wake County Public Schools are closed, Champion will be closed.
2. If the Wake County Public School System has an unscheduled early release, Champion will not pick up students. Parents will be responsible for picking up your child at your child's school.

Please [visit www.wcpss.net](http://www.wcpss.net) for the latest in inclement weather makeup and other schedule changes. Alternatively, call us at 919-943-2905 for updated information.

As with inclement weather, community incidents may require us to cancel classes, open schools late, or close them early. An emergency might affect the school (as in a gas leak, water outage, or power loss). In such a situation, the following plan goes into effect:

The school's Administration will monitor and manage the situation.

Our front page will carry the announcement of the closing, delay, or early dismissal.

Depending on the number of students affected, the emergency phone system may be used to contact their parents.

Champion After School Makeup

Champion Afterschool will make up days missed due to inclement weather in line with Wake County's weekday makeup schedule (wcpss.net). Champion does not offer After School makeup on Saturdays or Sundays. No extracurricular activities and English classes will be held on makeup days.

Champion School Cancellation

Champion reserves the right to close the school in the following situations, including but not limited:

- A state of emergency is declared during a natural disaster, civil unrest, armed conflict, medical pandemic, or epidemic, or other biosecurity risks.
- Underutilization of a school's space
- Poor physical condition of the building
- The need for alternative use of the school's facilities



SCHOOL POLICY AND PROCEDURES

Potty Trained for Pre-Kindergarteners

Students in the Pre-Kindergarteners program are expected to be able to completely potty independently. Our Pre-Kindergarteners classroom does not equip with a diaper changing station or supplies. If a child has three or more accidents within a three-week timeframe, a probationary warning will be issued. If another accident occurs during the probationary period, the child will be required to stay home until securely potty trained. The child's place will be held for the remainder of the month. Required potty training is a standard practice among area schools. Potty accidents are time-consuming for the teachers; they take the teacher away from others within the classroom and can be a sanitary/health hazard issue.

Health Care Policies

Childhood inevitably brings illness. Champion Education is committed to helping prevent the spread of germs throughout the center. Toys and equipment are washed and sanitized daily. Research shows that the best way to avoid germs is through proper and frequent hand washing and strict policies regarding participating in daily activities when children are sick.

Illness

As we have stated before, proper hand washing helps prevent the spread of germs! Please reinforce adequate handwashing by assisting your child with hand washing when you enter the room in the morning. We also ask that you keep sick children home. If your child displays any of the following symptoms, please keep him/her home until he/she is symptom-free for 24 hours:

- A fever of 100 or higher
- Vomiting
- More than three episodes of diarrhea within 24 hours

Any contagious illness

If your child displays any of these symptoms during the day, we will contact parents to pick their child up. Parents are required to arrive within one hour of being contacted. If we cannot reach parents, somebody will notify someone on your child's emergency contact list. Children with symptoms will be removed from the classroom and placed at the front office to await pick-up. When a child is sent home due to illness, he must also stay home until he is symptom-free for 24 hours.

If you choose not to vaccinate your child due to medical conditions or family beliefs, it will need to be documented by a licensed health professional and kept in your child's records. PCA has the right to exclude your child promptly from the program if a preventable disease occurs in our program.

Medications

Champion Education does not administer any medication on site. Since most prescription medications only require two doses a day, we ask that parents help with medicines at home at the beginning and end of the day. Please notify your child's teacher if you have given your child any form of medication before the start of the day; this includes any fever reducers, allergies, and cold or flu medications. This policy helps staff to monitor your child for any side effects. If your child has been diagnosed with severe allergies and requires an EpiPen, you must complete a medication form and provide the original prescription label with the EpiPen.

Accidents

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Proper supervision is vital in preventing accidents from happening, but unfortunately, accidents do occur. Minor scrapes and injuries will be attended to by the teaching staff, who are CPR, and First Aid certified. Employees will complete an accident report to be reviewed and signed by a parent at the end of the day.

If an accident requires medical attention, the Director or appointed personnel will determine the proper course of action. Somebody will notify parents immediately; 911 will be contacted if a child needs to be transported to the nearest emergency room. The child's teacher or an administrator will accompany the child to the emergency room if the parent cannot arrive before leaving the center. Parents will be responsible for any medical costs incurred through their medical insurance.

Procedures for Reporting Suspected Child Abuse or Neglect

All staff will comply with the Child Abuse Reporting Act's provisions by bringing suspected abuse cases and neglecting the administrative staff's attention. The Director and the staff member will refer the supposed allegation to the County Department of Social Services within 24 hours or on the next working day. Even if DSS determines the allegation does not warrant an investigation, the Child Development Division shall investigate the complaint. Parents are not allowed to spank or use any other type of physical discipline on a child while on PCA property. PCA reserves the right to use audio/visual surveillance in the facility.

Incidents on or near the school campus:

Champion has set up emergency plans for the school site.

If there is a potential threat or unsafe situation to a school, the school may "go on lockdown" to protect students, staff, and visitors.

If there is an immediate threat to the school, a "code red" lockdown will be issued. Students will be moved into safe areas, and all interior doors will be locked.

If there is something in the community that may pose a threat to the school, such as a bank robbery or police chase in the neighborhood, a "code yellow" community lockdown will be issued. All outdoor activities will stop, and students will move into the building. We will lock outer doors and prohibit movement between buildings, but all other activities will continue as normal.

When the incident passes, a "code green" will be declared ending the lockdown.

We will notify media outlets.

Late Pick Up

We understand that circumstances occur which may impact picking up your child in a timely manner, however, Champion will undertake procedures that will ensure pick up of your child at the posted time that the class is completed.

Make all attempts to notify the Champion Administration letting us know prior to picking up that you have a reasonable excuse/ cause for running late, such as bad weather, traffic delays/accidents, and other factors that we may consider, but please let us know if you can.

The first time you pick up your child late without prior notification, we will provide you a 10-minute grace period without charging any late fee. After the first 10 minutes, a late fee of \$1 per minute will be charged to you until your child is picked up.

On each additional time that your child is picked up late without prior notification or approval, there will not be a 10-minute grace period, as you will be immediately charged \$1 per minute starting from the end of your child's

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class. For example, if your child's class ends at 6:00, a late fee will be assessed starting at 6:01. Or, if your child's scheduled class ends at 6:30, the late fee will start at 6:31.

We can process the late fee in several ways:

- Pay in cash at the time of pickup.
- The late Pick-Up fee will be noted & the amount deducted from your \$100 deposit.

Waiver & Liability Agreement

I authorize and grant permission for a representative of Champion to treat minor injuries including scrapes, small cuts, splinters, and insect bites. I authorize and grant permission for a representative of Champion to obtain emergency medical care from any licensed physician or hospital and/or medical clinic should my child become ill or injured. I therefore freely and voluntarily execute this release with such knowledge, assume the risk of personal injury and/or property loss arising from or in any way connected with participation in any programs offered by said child care center. I hereby release and discharge Champion and any and all agents from any liability, claim, cause of action, demand or damages from injury or damages of any kind to my child or my property as a result of participation in the programs of Champion. I grant permission and understand that photos and other images taken during this event could be used in print advertisements and other forms of media. I understand that should my child become a disruptive force during the educational program, the instructor may choose to release him/her from the program with no refund.

SCHOOL RULES AND DISCIPLINES

To ensure student success and school safety, please read and inform your child(ren) about these school rules and discipline policies.

Students who do not follow the rules listed below will be given a one-time warning. Students who are given a warning for not following the rules will be sent to the office to speak with the principals, and their parents will be called. Given the severity of the action, the student may either return to class or be sent home. **Second warnings result in the student being sent straight home for the remainder of the day and suspended from the next day of the after-school program. No refunds will be given to parents whose students are sent home or suspended from Champion for disciplinary action.**

General Rules

- Each student is expected to follow all school rules, bus and safety rules, policies and procedures and always follow instructions set forth by our after-school teachers/staff for each activity.
- Each student shall show respect to teachers/staff and fellow students at all times and always use respectful language when addressing teachers and students. No disruptive behavior, including fighting, the violence of any kind, or inappropriate language will be tolerated for any reason.
- Students will exit their buses and report directly to a class/activity where they will stay with that class/activity at all times. Students are required to move appropriately throughout Champion during after-school hours. Students are not allowed to roam hallways for any reason and must use the designated hall pass provided to each classroom to be in the hallways.
- Teachers are required to take attendance by 4:15 pm and will be responsible for each student and their safety during class. At which time class starts, students need to remain in their seats and stay engaged in the class curriculum.



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- Students will have the option to exercise a one-time 3-minute break, where they can use the bathroom and or get water, however, they must have the classroom hall pass with them at all times. This ensures teachers/staff the whereabouts of each student in our after-school program at all times.
- Students must raise their hands to ask their teacher to be excused from class. Only one student may be excused from class at a time.

Pick-up Procedures

Adhering to NC DHHS/ CDC guidelines, we will make modifications to our Pickup Procedure to ensure the safety and well-being of our students and staff. For the upcoming Fall semester, the following changes will be implemented: and will remain in effect until receiving further guidance from public officials and consideration from Champion Administration.

1. Adults picking up students will remain in their cars.
2. A Champion staff member will meet you & get your child's name. To expedite the pick-up process and to ensure safety of all individuals during the pickup process- we request the following from each family picking up their child:
 - If you can clearly print your child's grade level and first name on an 8.5 x 11 piece of paper- for example:

1A OLIVIA
3. Your child will be called from the classroom. If your child is in the kindergarten or 1st-grade classroom, the child will be escorted by an adult staff to the front lobby.
4. At that point, the child will be escorted to your car by a Champion staff member.

Attendance

Being tardy to class, skipping class or school, leaving campus without permission or being in an unauthorized area is prohibited. Excused absences include illness or injury, a death in the family, health care appointments, court appearances, and religious observance. To avoid interruption during class, please notify us before the class starts if you will pick up students before 4:30 pm.

Bullying and Harassment

Bullying and harassment are unacceptable behaviors that should be immediately addressed. Bullying and harassment include any physical act, threatening communication, or pattern of gestures or communications that places a student in actual and reasonable fear of harm or is certain to create a hostile environment. Bullying and harassing behavior includes, but is not limited to, behaviors motivated by the victim's identifying characteristics, such as race, ethnicity, sex, sexual orientation, pregnancy, religion, age or disability. If bullying or harassment at Champion is suspected, parents should contact us immediately.

Character Education and Respect

Champion has activities to help students develop good character, to help students understand, assess and take responsibility for their behavior and learning, as well as how to act responsibly toward others. School staff



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members ensure that positive behavior is practiced, demonstrated, modeled and reinforced within an environment of mutual respect, caring and dignity.

Non-Discrimination

We are committed to providing a non-discriminatory, inviting and inclusive school environment for all students. Parents and students who perceive any form of discrimination should report it to the school principal. Parents and students also should contact the principal to request assistance or accommodations to assure a non-discriminatory, inviting and inclusive school environment.

Food Safety and Health Conditions

Food sharing among students is not allowed. Parents should update children's medical information or emergency medication. Champion staff should be notified of students' food sensitivities. It is the parent's responsibility at the beginning of each school year to inform their child's teacher and school staff if there are medical conditions that require special measures during the Champion day.

Clean-up and Care Of Materials:

All students are responsible for cleaning up their workspaces and returning any materials used during class to the appropriate storage areas. If a student breaks or destroys art supplies, he or she is destroying school property and will be required to replace the item(s) or face other disciplinary actions. Fees will be turned in at the end of each semester to the office

Students who leave supplies out or do not clean area will follow these consequences:

- First Offense: Verbal Reprimand
- Second Offense: Clean up duty
- Third Offense: Loss of privilege of use of materials and will be given substitute material to be able to complete the project. For example if we are painting, students will be given markers/crayons.
- Fourth Offense: Loss of privilege of using that material for the remainder of the course

Afterschool Care Behavior Management Protocol:

Any student who demonstrates physical or verbal aggression, or demonstrates overly disruptive behavior, will be sent to the Director. The behavior will be documented, and the parent will be notified.

A second offense will result in the behavior being documented, and the child being dismissed from the program for the remainder of that day.

A third offense will result in the behavior being documented, and dismissal from the program for an extended period. (3 days or the remainder of the week, at the discretion of the Director)

A fourth offense will result in removal from the program for the remainder of the quarter, and future enrollment of said program will be under review.



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Bus Conduct

A driver will report to the school administrator any misconduct or violation of the driver's instructions. Yellow school buses also have cameras onboard to provide video and audio that school leaders may use to monitor student behavior. See Champion Comprehensive list of Bus Rules below or download:

<https://docs.google.com/document/d/1qDnf8kX2WV1s2LUWj299o1rDR9WvDJ9p/edit>

Champion School Bus Safety Rules

Students

Students are responsible for being on time and for knowing and following the rules outside and inside the bus.

Before loading:

- Each Student needs to be on time at the designated school bus stop in order to keep the bus on schedule.
- Students should avoid roughhousing or other careless behavior that can lead to danger or that can be unsafe for themselves and others.
- When waiting for the bus, students need to line up on the sidewalk away from the road. Staying away from traffic as the school bus approaches.
- Students need to wait until the bus has stopped and the door opens before stepping off the curb to enter the bus.
- Students should use the handrail when stepping onto the bus.
- Students must not enter or exit the vehicle while it is moving.

While on the bus:

- When riding the school bus, remain in your seat.
- Students are not to touch the emergency equipment on the bus (emergency doors, windows, roof hatches, body fluid/first aid kits, camera, etc.) except as directed by the driver or during an actual emergency.
- Students must wear the complete seat belt assembly.
- Students should sit with their feet in front of them, not with their feet in the aisle. Doing so will eliminate falls and or tripping other students.
- No student should yell, scream or use any other noise that can distract the bus driver.
- Students are to behave themselves on the bus in such a way that will not distract the driver and or other passengers/students.
- Be courteous to fellow students, bus drivers, and assistants.
- No student should put hands, feet, or any other part of your body on other students or outside the school bus window.
- Students are not to use electronic devices on the bus.
- Students should not eat or drink while riding the school bus.
- Students are to keep aisles clear – books or bags are tripping hazards and can block the way in an emergency.



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- Students should have their belongings together before arriving at their stop.
- Students should wait for the bus to stop completely before getting up from your seat. They then should walk to the front door and exit, using the handrail.

Upon leaving the bus:

- Students need to cross the street in front of the bus, walk at least ten feet ahead of the bus along the side of the road until you can turn around and see the driver. Making sure that the driver can see you.
- Students should wait for a signal from the driver before beginning to cross.
- When the driver signals, students should walk across the road keeping an eye out for sudden traffic changes.
- Students should not cross the centerline of the road until the driver has signaled that it is safe for you to begin walking.
- Students should stay away from the bus' rear wheels at all times.
- The student needs to take all their belongings with them while leaving the bus.

The Emergency Door

- The emergency door is the door at the rear of the school bus. It is only used if there is an emergency.
- If students must use the emergency door to get away from the bus, they need to stay calm and move quickly and orderly as possible.

Parents

Parents need to accept some responsibility for the conduct and discipline of their children while on the bus. In the event of a serious problem, the driver may have to deal directly with a parent. A parent may deal directly with their child or choose to go through a school administrator.

Discipline

Any student passenger who has disrupted the school bus by violating the rules above will receive a warning letter and a driver report of the matter. The student and his/her parent/guardian shall return the signed warning letter to the office the next day. If a student receives more than two warning letters in one school year, Champion will suspend him/her from school transportation for two weeks. If a student with a suspension history receives a warning letter again; after returning to Champion transportation, he/she will be suspended from the school bus for the rest of the whole school year.