

# AFTER SCHOOL CARE PROGRAM

for Baldwin County Public Schools



SUMMER 2023

# PARENT HANDBOOK



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### **Board Policy**

It shall be the policy of the Baldwin County Board of Education (“Board”) that no student shall be denied the benefit of any educational program or educational activity on the basis of race, color, national origin, age, sex, disability, limited English proficiency, immigrant status, migrant status, or homeless status. A free and appropriate education is available to all students with disabilities. It shall be the policy of the Board that barriers to enrolling and retaining homeless students shall be removed. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.



Jacque Helms  
Afterschool Programs Coordinator

Dear Parents,

Thank you for choosing our Summer Program! We appreciate that you entrust your children to our care. Please read this handbook with your child so you both fully understand our policies. In Baldwin County, the After School Care (ASC) Program operates Summer Programs in several areas across the county. The goal of the Summer Program is to provide a fun, safe and secure place for your child.

As a safety precaution, our check-in and check-out procedures will have only one person touching the iPad or computer.

The non-refundable registration fee and first week fee must be paid prior to your child attending the first day in the Program. We also recommend you keep this handbook in a convenient place for future reference.

If you have site specific questions, contact the Site Manager for the Summer Program at the school or our office at (251) 580-0678.

We look forward to serving you and your family this summer.

Sincerely,

Jacque Helms  
Afterschool Programs Coordinator

## Getting Started

*The term “parent” within this handbook shall encompass “parent(s)” or “legal guardian(s)”.*

### **The following items are needed to complete the registration process:**

- Non-Refundable registration fee (\$40)
- Completed On-line Registration
- Emergency contact person(s) other than parents
- Any extenuating circumstances must have approval from the Program Coordinator at the Afterschool Programs Office located in Bay Minette.

**Once you register through the EZ Childtrack Program, final enrollment is handled by the ASC office staff.**

**You will receive an email confirmation of registration and access to your account.**

Plan on sending your child’s lunch and snacks each day. Student must have their own WATER Bottle for Summer Program. (If available, students may be provided a meal or snack through the Child Nutrition Program Summer Feeding Program.).

### **Program Schedule**

All ASCC Summer Program sites are 6 weeks.

- June 5<sup>th</sup>- July 14<sup>th</sup>, 2023; closed June 19<sup>th</sup>, July 3<sup>rd</sup> & 4<sup>th</sup>
- Times: 7:30 AM to 5:30 PM (Fairhope sites open at 7:00)
- Monday – Thursday

*As funds and vendors are available, we may have enrichment classes at no additional expense to parents. These may include art, cooking/nutrition, tutoring or STEM classes for students.*

## **Admission and Registration Requirements**

If a student's account ended the previous year with a balance the student may not register in the Summer Program until the balance has been paid in full.

- Student must be able to participate in group activities with other children.
- If your child has any special needs, please document on the Registration Form. If additional staff is needed for your child, there may be a delay in starting the Program until adequate staff can be put in place to meet the child's needs.
- Parents must complete all registration requirements and pay the first week's tuition before the student can attend the program.
- Student must not be dangerous, disruptive, or a threat to self or others, must respond to first name, and be fully toilet trained.
- Student must interact with other children and adults in a non-aggressive manner.
- If your registration automatically goes to the WAIT LIST – the Program is FULL. Your child is NOT enrolled but is on a standby wait list for the next opening, should one arise.
- The criteria for participating in the Summer Program and the policies by which the program is governed are subject to change at any time at the sole discretion of the Afterschool Care Program or Baldwin County Board of Education.

### **How to Register and Make Payments-Online:**

Registration and payments utilize the EZ Child Track Program. Mobile Phone Registration is now available. The link is on the bcbe.org website under Directory/After School Child Care. A Quick Start Guide is available on the bcbe.org website.

- Enter [www.bcbe.org](http://www.bcbe.org) in your browser
- Select: Directory

- Select: After School Care
- Select Registration on the left hand side, which will automatically take you to the Parent Portal.
- Review Program Locations to see the title of the Program to select for your child's school.
- Select either: Returning Parents Sign In OR New Parents Open Account
- If you Select Returning Parent Sign In, enter the email address associated with your EZ Child Track account and password. Click Sign In.
- Select the Registration Title as previously indicated for the school your child attends.
- Then complete all available information boxes based on your Registration in for Summer Program.

You will receive an email confirmation of your payment. If you do not receive a confirmation your payment may not have gone through successfully, so please reach out and confirm with the Site Manager.

If you have any questions, please contact the Site Manager at your school.

### **To Withdraw from the Program:**

- When you register your child, you are agreeing to a six-week Summer Program.
- You must withdraw from the Summer Program PRIOR to June 5<sup>th</sup>.
- To Withdraw your child from Summer Program an email must be sent to [ascctwithdraw@bcbe.org](mailto:ascctwithdraw@bcbe.org).
- The email is our notification of withdrawal from the Program.

## **Payment Policy**

NO CASH OR CHECKS. Payments are made on-line with a Credit or Debit Card. A service fee of \$.50 will be charged each time a payment is processed online.

An overdue account may result in the suspension of your child from the program until full payment is received.

Non-refundable Registration Fee per child (\$40.00).

Tuition for the first week must be paid PRIOR to attendance.

Fees are charged based on Registration and are NOT influenced by attendance.

You will be charged for each week whether the student attends or not.

No credit will be given for weather days when all schools close.

If full payment for the week is not received, and the student attends Monday, the person picking up will be notified the student may not return until fee is paid.

### **Rates:**

Weekly Rate Only

**Summer 2023 Registration Fee: \$40.00 per child**

**\$60.00 per week/child**

Sibling rate- \$55.00 per week/child

Bay Minette Elementary

Elberta Elementary

Foley Elementary

Loxley Elementary

Pine Grove Elementary

Robertsdale Elementary

**\$80.00 per week/child**

Sibling rate - \$75.00 per week/child

Fairhope EAST Elementary

Fairhope WEST Elementary

Stonebridge Elementary

### **Late Payment Fees**

A \$5.00 per child late fee will be assessed each week if tuition is not received before midnight on Sunday. Total in the account must completely pay for services for the next week.

### **Late Pickup Fees**

The Summer Program will end at 5:30 p.m. each day, Monday through Thursday.

Late Pickup Fees will be charged at \$2 per minute per child after 5:30 p.m. and are due when you arrive to pick up the child.

Only two late pickups (over 15 minutes) are admissible before dismissal of your child from the program is considered.

Staff members are not permitted to transport students.

Students may not Check-In after 9:00 a.m. (no one will be at the door past 9:00 a.m.)

If your child has a doctors appointment or other need to leave before 4:00 p.m. you will need to make prior arrangements with the Site Manager, so we can escort your child to the Checkout area when you arrive for pick up.

### **Illness/Medication**

Student safety in our #1 concern. In general, no medication will be administered by Summer Program Staff, unless your child's medical needs dictate it. Should your child require medication during the Summer Program contact the Afterschool Care Program RN, Christi Curenton, so we can address his/her medical needs on a case-by-case basis prior to the first day they will attend.

Email address for ASC RN, Christi Curenton:

ccurenton@bcbe.org

If your child requires emergency medication (Benadryl, epi pen, inhaler, etc.), parent must provide that medication for the Summer Program PRIOR to the child attending the first day.

If your child has any special need, please document on the Registration Form.



If additional staff is needed for your child, there may be a delay in starting the Program until adequate staff can be put into place to meet the child's needs.

If a child becomes ill during his/her stay in the program, these procedures will be followed:

The site leader will call the parent/guardian and discuss the child's symptoms.

If symptoms persist or worsen, the parent will be called to pick up the child.

No child will be admitted or kept in the program if he/she has a temperature exceeding 100.5 degrees Fahrenheit with symptoms.

## SAFETY

### Emergency Procedures:

**In the event of a medical emergency:** Summer Program staff will call 911. A parent or guardian will be contacted. The After School Care Program Coordinator will be contacted. The School Principal or Assistant Principal will be notified.

**If a child has a contagious illness,** in some cases, a doctor's release may be required for re-admission into the program.

Site Manager and staff will work closely with parents to keep the illness from spreading.

### Personal Property

Phones: students are allowed to have them, but they must be turned off and out of sight. Personal property such as toys, games, and jewelry should not be brought to the Summer Program. Parents please remind your child to retrieve their book bag, lunchbox, etc. when you sign them out of the Program.

We make every attempt to help children stay organized; however, we are not responsible for the loss of personal items.

### **Discipline/Dismissal/Suspension**

Because children are entitled to a pleasant and harmonious environment, we cannot serve those who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, or involves willful destruction of property, or that which ignores or disobeys program rules. If a child cannot adjust to the rules of the program and behave appropriately, he/she may be dismissed or suspended from the program. Reasonable efforts will be made to assist the child in making needed adjustments. Disruptive behavior will be dealt with in a fair and consistent manner including:

- a. Implementation of an in-house discipline procedure (i.e. “time-out;” Corporal punishment is never used by Summer Program staff.)
- b. Notifying the parents of his/her child’s unacceptable behavior. Following the first (1) offense (“offense” shall be any incident resulting in a Notice of Student Behavioral Incident Form being completed), the student will be separated from the group and taken to a designated area where he/she will not be allowed to participate in activities for the remainder of the class time. Parents will be notified with the Notice of Student Behavioral Incident form at time of pickup or sign-out from the program that day. Following the second (2) offense, a discussion by Site Manager and parents is required before the student will be considered for readmission to regular activities. Parents will be notified with the Notice of Student Behavioral Incident form at time of pickup or sign out from the program that day. Following the third (3) offense, the behavior of the student will be discussed with the parent/legal guardian. The School Principal will be notified. Parents will be notified with the Student Behavioral Incident form of suspension related to the incident at time of

pickup or sign out from the program that day. Date of impending suspension will be reflected on the third Student Behavioral Incident form. Suspension may be for 1 to 5 days. Following re-admission to the Program, if the student again receives disciplinary action, the student will be permanently dismissed from the Summer Program based on guidance from the After School Care Program Coordinator. (If the student was dismissed from the After School Care Program during the year, they are NOT eligible to attend Summer Program if it is offered at their school). The After School Care Programs Coordinator or School Principal may at any time, at his or her sole discretion, permanently dismiss a student from the Summer Program should a student's conduct merit dismissal.

### **De-Escalation Procedures for Discipline Issues:**

De-escalation processes exist in the event of disruption among students. Crisis Prevention Institute training has provided the staff with the Crisis Prevention Model. Our staff will recognize the student's level of disruption and respond appropriately to deescalate the disruption. If a high level of anxiety is present, the staff will be empathic by offering non-judgmental assistance to help the student(s) remain in control. If the student(s) has become defensive (verbally abusive) the staff will become directive by offering choices, using three to five words for redirection (repeating as needed), will avoid verbal power struggles, and will remove the audience. If the student becomes a physical danger to self or others every attempt will be made to physically stop the aggressive act and the Program Supervisor will be notified immediately. After the event has occurred and the student experiences tension reduction, therapeutic rapport will be established to problem solve and goal set in hopes of preventing another disruptive episode.

## **Complaint Procedures:**

In the event of a complaint, initial contact should be made with the ASC Program Site Manager. After the incident or complaint has been discussed, the Site Manager will forward documentation to the Program Coordinator. Upon receiving the written documentation, the Program Coordinator will contact the Site Manager to review the complaint/request. If the parent or guardian does not feel the situation reached agreeable resolution; they may contact Jacque Helms, After School Programs Coordinator at the Bay Minette Office: (251) 580-0678. If the situation remains unresolved, the Prevention & Safety Coordinator over the ASC Program will be apprised of the problem and how it has been handled. Our desire is that all problems be resolved to the satisfaction of parent, student, and ASC Staff.

We have Amazing Site Managers and Workers in our  
Afterschool Care Program



**(251) 580-0678 Office**

(251) 379-3962 Cell

(251) 580-2969 Fax

***Thank you for choosing the After School Care Program!***

## **Summer Program Locations:**

Bay Minette Elementary	Elberta Elementary
Fairhope East Elementary	Fairhope West Elementary
Foley Elementary	
Loxley Elementary	Pine Grove Elementary
Robertsdale Elementary	Stonebridge Elementary

## **Summer 2023**

### **Parent Handbook**

This handbook is published by The After School Care Program.  
600 Blackburn Avenue, Bay Minette, Alabama