



Alabama Community Education Association

# AFTER SCHOOL CARE PROGRAM

in Baldwin County Public Schools

**2019-2020**

# PARENT HANDBOOK



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

# TABLE OF CONTENTS

<b><u>QUICK TIPS FOR PARENTS</u></b> .....	3
Letter from Cherry Penn, Programs Supervisor .....	5
Board Policy.....	6
<b><u>Getting Started</u></b> .....	6
Participation in other Programs during ASC hours .....	6
<b><u>Admission &amp; Registration</u></b> .....	7
Program Rules.....	8
<b><u>Program Schedule</u></b> .....	9
<b><u>Payment Policy</u></b> .....	9
Late Payment Fees .....	10
Rates.....	10
Rates: Family rate .....	10
Late Pickup Fees .....	10
Registration and Payment- Online .....	11
Personal Property .....	12
Communication .....	12
<b><u>Safety:</u></b> Sign-Out Policy .....	12
Illness/Medication .....	13
Emergency Procedures .....	14
Communicable Disease .....	14
Discipline/Dismissal/Suspension .....	14
De-Escalation Procedures for Discipline Issues .....	15
Complaint Procedures .....	16
<b><u>2018 Awards</u></b>	
Alabama Community Education Assn. Awards 2019 .....	17
After School Care Program Locations .....	21

## **Quick Tips for Parents**

1. Complete Online Registration, non-refundable Registration Fee and Tuition fee for the first week are due before the child can attend the program.
2. Payment Policy: NO CASH. Payments are made on-line with a Credit/Debit Card.
3. **Payments are due one week in advance of attendance.** Site Manager or designee can assist you at the site, if needed.
4. **Tuition rates are based on Registration and are not influenced by attendance.** No credit will be given for weather days when all schools close.
5. Rates:
  - \$35.00 Weekly
  - \$25.00 BCBE Employee Weekly Rate per child.
  - No other discounts applicable.
  - See page 10 for Family Rates
6. 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 tuition and late fee have been paid. (if Monday is a holiday, same applies on Tuesday.)
7. A \$5.00 late fee will incur if tuition is not received before midnight on Sunday.
8. The fine for late pick-up will be charged at \$2.00 per minute after 5:30 p.m. per child – due when you arrive to pick up the child.
9. Non-payment of fees will result in dismissal from the Program.

10. Repeated late pickup may result in dismissal from the Program.
11. It is your responsibility as parent or guardian to keep ASC informed with up to date contact information.
12. In general, no medication will be administered by After School Care Staff, unless your child's medical needs dictate it. Students should go to the school nurse prior to coming to Afterschool Care for medications. Should you feel your child would require medication during the Afterschool Care Program, contact the Afterschool Care Program Office so we can address his/her medical needs on a case-by-case basis.
13. **On Early Dismissal days the After School Care Program is NOT offered.** The Afterschool Care Program follows the same calendar as the school system and is closed when schools close.
14. ASC Registration is good for any Baldwin County Public School. If you relocate, you will NOT need to pay the registration fee again during the same school year.
15. If you relocate, acceptance into Afterschool is NOT guaranteed at the new school. If the Program is full at the school you move to, you will be added to the WAIT LIST.
16. Students cannot be checked in to school just to attend ASC. Students must attend school during the day to attend Afterschool Care.
17. If a student has been suspended from the bus, Principal's approval must be received prior to the student attending the Afterschool Program.
18. The After School Care Programs Supervisor or School Principal may at any time, at his or her sole discretion, permanently dismiss a student from the After School Care Program should a student's conduct merit dismissal.



Cherry Penn  
Afterschool Programs Supervisor

Dear Parents,

The Afterschool Care (ASC) Program continues to grow! In 2003, when I began working with ASC we were serving 762 students. In 2018-2019, we served over 2600 students in Afterschool Care. 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, After School Care (ASC) Programs operate every school day and follow the same calendar as the school system. Our Programs close when schools close and are NOT offered on early dismissal days. ASC is a service offered to public school parents who need care for their children after the school day ends. The goal of the After School Care Program is to provide a safe and secure place for your child. ASC maintains an adult to child ratio of one Worker to 15 students which provides a secure and enjoyable environment.

The term “parent” within this handbook shall encompass “parent(s)” or “legal guardian(s)”. It is the sole duty and responsibility of the parent or guardian to update contact information should it change.

This handbook outlines the policies and procedures followed by all 28 After School Care Program sites. These policies and procedures are subject to change as needed.

The non-refundable registration fee and tuition fee for the first week must be submitted 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. The Parent Handbook is also posted on the bcbe.org website under directory/after school care. If you have site specific questions, contact the Site Manager at the school or our office at (251) 972-8518. We look forward to serving you and your family in the months ahead.

Sincerely,  
*Cherry Penn*  
Afterschool Programs  
Supervisor

## **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.

## **Getting Started**

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

- Non-Refundable registration fee (\$20)
- Tuition payment for first week
- Completed On-line Registration
- Emergency contact person(s) other than parents

Once you register through the EZ Childtrack Program, the ASC Office must enroll your child into the program. Once that has been completed, you will receive email confirmation of registration and access to your account.

## **Participation in other Programs during ASC Hours**

Students must first come to ASC before attending other programs if the student will be returning to ASC at any time during the afternoon.

Last year we had several vendors during Afterschool Program hours at no additional expense to parents. These included art classes, yoga classes, and STEM classes for students with Legos.

## **Admission and Registration**

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

- **All students must attend the After School Care Program on the campus where they attend school during the day.**
- Student must be able to participate in group activities with other children and not require one-on-one supervision.
- 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 2-day wait begins for them to attend the program.
- Withdrawal from the Program: must be a written notification received one week prior to the first day of the change.
- Student must be enrolled in a Baldwin County school where the service is provided.
- Student must not be dangerous, disruptive, or a threat to self or others.
- Must respond to first name.
- Must be fully toilet trained.
- Must interact with other children and adults in a non-aggressive manner.
- 4 year old Pre-K students may attend After School Care on the campus where they attend during the day. A waiting period may be required if additional staff is needed.
- ASC Registration is good for any Baldwin County Public School. If you relocate, you will NOT need to pay the registration fee again during the same school year.
- If you relocate, acceptance into Afterschool is NOT guaranteed at the new school. If the Program is full at the school you move to, you will be added to the WAIT LIST.

## **Program Rules**

Students must follow the same rules that apply to the regular school program. Basic expectations include, but are not limited to, the following:

- Obedience to all staff and respect for students and adults;
- Running and playing in designated areas only;
- Remaining with supervising adult at all times;
- Leave the program site **ONLY** with parents **OR** their written designees.
- All students must be in attendance at the start of the Program each day. Students must come directly from their day school teacher or classroom to the Afterschool Program area.

## **Early Dismissal Days**

**On Early Dismissal days the Afterschool Program is NOT offered.** The Afterschool Program follows the same calendar as the school system and is closed when schools close.



JD Darby and Khilyn Jackson won first place in the Roar Winter Robotic Tournament at Foley Middle School (representing Foley Elementary Afterschool), winning them a spot in the Alabama State VEX IQ Robotics Championship (Elementary) March 2 & 3, 2019 1Division in Auburn. They will be the youngest team to represent Baldwin County.

## **Program Schedule**

The After-School Care Program operates on the same schedule as Baldwin County Public Schools. The program begins on the first day promptly after the school day ends and continues to 5:30 p.m. We have 8 sites that close at 6 p.m. The Program ends on the last day of school. The After-School Care Program closes on those days recognized by the schools as holidays, including teacher workdays. Hours are from 3:00 to 5:30 p.m., Monday through Friday. Each day's program schedule includes supervised homework time, a snack, supervised play time, and other special activities such as art, yoga, and music. Homework time is provided but we are not a tutoring service.

## **Payment Policy**

**NO CASH.** 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. You may pay by the month online. An overdue account may result in the suspension of your child from the program until full payment is received.

- \$20.00 Non-refundable Annual Registration per child.
- Tuition for the first week must be paid PRIOR to attendance.
- There is a 2-work day delay between Registration and the child being able to attend.
- 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.**
- If student's account ended the previous year with a balance, the student may not be registered in the Program until the balance has been paid in full.
- The criteria for participating in the After School Care 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.

## **Late Payment Fees**

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

## **Rates**

With online registration and payments, we are now able to provide a Family Rate (multiple children in one family, different sites. No other discounts applicable). We do not offer a daily rate.

## **Rates**

**WEEKLY RATE:** \$35.00 for 5:30 p.m. pickup  
\$42.00 for 6:00 p.m. pickup

**BCBE EMPLOYEE RATE:** \$25.00 per week  
No other discounts applicable.

**FAMILY RATE** for 5:30 pickup sites - (\$7 additional for 6 p.m. pickup)

2 CHILDREN \$ 60 per week  
3 CHILDREN \$ 90 per week  
4 CHILDREN \$100 per week

## **Late Pickup Fees**

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.

The After School Care Program ends promptly at 5:30 p.m. each day. (This closing time has been established because many of our staff members are classroom teachers who have already been on campus 10 hours and have families and additional responsibilities awaiting them at home.)

- Only two late pickups (over 15 minutes) are admissible before dismissal of your child from the program is considered.
- After 3 repetitive late pickups (5 to 10 minutes) dismissal will be considered for your child.
- Staff members are not permitted to transport students.
- Middle and High school students will be able to attend ASC on their school campus, *if the program is available*.
- If absent or checked in after 11:30 a.m. the student cannot attend the After School Care Program, without a doctor's excuse.

## **Registration and Payment - Online**

Registration and payments will utilize the EZ Child Track Program. The link is on the bcbe.org website under Directory/After School Child Care. You must use Chrome or Firefox with this software.

- 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. 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 ASC.
- You will receive an email confirmation of your payment. If you do not receive a confirmation your payment may not have went through successfully, confirm with the Site Manager.

- **If the Program is FULL**, you will automatically be placed on the **Wait List**.
- A Quick Start Guide is available on the bcbe.org website.
- If you have any questions, please contact the Site Manager at your school.

## **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 After School Care Program. Parents are responsible for securing book bags, lunchboxes, coats, etc. when picking up their child. We make every attempt to help children stay organized; however, we are not responsible for the loss of personal items.

## **Communication**

We work to maintain effective communications with all parties to ensure that quality care is given to students, and we encourage parents to offer suggestions and ideas that would enhance the program. To keep you informed, a monthly calendar or newsletter will be sent home detailing schedules and special events. Announcements are posted at the site for your convenience near the sign out area when picking up your child.

## **SAFETY: Sign-Out Policy**

In the interest of safety and security, all students must be checked out daily by parent, guardian, or someone listed as an authorized pick up on their account in EZChildTrack and be at least 16 years of age. All students will be checked out using assigned pin numbers. Should there be any difficulties due to power outage, etc., a paper form will be utilized for a temporary solution. It is the account holder's responsibility during registration, to setup PIN numbers for each pickup. **Each parent, guardian, or authorized pick up person should be assigned their own pin number and pin numbers are not to be shared for any circumstances**. If you are unable to access this information through the EZ Child Track Parent

Portal, please contact your Site Manager for assistance. You may include additional contact names and numbers if you desire; more is better than less. A driver's license will be requested as identification from those persons picking up a child. Failure to check out a child will be considered a serious rule infraction. In addition, it is a parent's duty and responsibility at all times to provide a fit, responsible, and unimpaired person to pick up the child from the After School program. By placing the child in the program, the parent agrees and certifies that any person who picks up the child shall be fit, responsible, unimpaired and shall not endanger the child. Law enforcement officials shall be notified if anyone impaired by drugs, alcohol, or any other reason attempts to pick up a child. In the event there is reasonable suspicion to believe that a child is being picked up by an impaired person, that child shall not be released until the situation has been resolved by the appropriate law enforcement officials.

## **Illness/Medication**

In general, no medication will be administered by After School Care Staff, unless your child's medical needs dictate it. Students should go to the school nurse prior to coming to Afterschool Care for medications. Should you feel your child would require medication during the Afterschool Care Program contact the Afterschool Care Program Office so we can address his/her medical needs on a case-by-case basis.

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.

## **Emergency Procedures**

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

## **Communicable Disease**

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.

## **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 After School Care 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 re-admission 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 After School Care Program based on guidance from the Program Supervisor. If the student is dismissed from the Program during the year, they are NOT eligible to attend Summer Program if it is offered at their school. The After School Care Programs Supervisor or School Principal may at any time, at his or her sole discretion, permanently dismiss a student from the After School Care 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 de-escalate 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 coordinator 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 Supervisor. Upon receiving the written documentation, the Program Supervisor 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 Cherry Penn, After School Programs Supervisor at the Bay Minette Office; (251) 972-8518. If the situation remains unresolved, the Federal Programs 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.



Bay Minette Elementary 21<sup>st</sup> CCLC Summer Program Students

*Baldwin County Afterschool Care Programs  
continue to grow and  
meet the needs of students and families.*

**Our Staff work hard to provide quality  
Afterschool Programs – and it shows!**

*Alabama Community Education Association Conference*

**2019 Statewide Afterschool  
Teacher of the Year, Lisa Hodges**



*Lisa Hodges (right), Afterschool Teacher at Robertsdale Elementary,  
Received the **Statewide Afterschool Teacher of the Year** award.  
Presenting the award is ACEA President, Monica Jefferies (left).*

# AWARDS!

## **2018:**

- Eddie Tyler, Superintendent of the Year, Southern Region Award.
- Teresa Ostrowski, Robertsdale Elementary, Extended Day Director of the Year, Southern Region Award.
- Carmyn Tucker, Foley Elementary, Statewide Extended Day Teacher of the Year Award.
- Leigh Ann Glass, Elsanor Elementary, Extended Day Teacher of the Year Award.
- Miss Michaela Pugh, Elsanor Elementary, Extended Day Student Worker Award.

## **2017:**

- Faye Sheppard, Principal, Robertsdale Elementary School - Principal of the Year, Southern Region Award.
- Michelle Henderson, Multi-Site Manager, Fairhope Elementary, Fairhope Intermediate and Daphne Elementary - Extended Day Director of the Year, Southern Region Award.
- Melanie Stout, Afterschool Teacher, Elberta Elementary - Statewide Extended Day Teacher of the Year Award.
- Miss Kristen Plato, Student Worker at Robertsdale Elementary - Statewide Extended Day Student Worker of the Year Award.

## **2016:**

- Keri Shofner, Principal, Delta Elementary School - State of Alabama Principal of the Year Award.
- Kathy McMillan, CCLC Site Manager, Elsanor Elementary - Extended Day Director of the Year, Southern Region Award.
- Jerry Ellis and Gary Klussman, Volunteers at Gulf Shores Elementary CCLC-Volunteer of the Year Awards.

## **2015:**

- Terry Beasley, Principal, Fairhope Elementary School - State of Alabama Principal of the Year Award.
- Crystal McKenzie, Site Manager, Elberta Elementary - Extended Day Director of the Year, Southern Region Award.
- Michele Hall, Site Manager, Baldwin County High School - Peggy Spain McDonald Bright Idea Award.

**2014:**

- Mark Pumphrey, Principal, Summerdale School -State of Alabama Principal of the Year Award.
- Rhonda Cryar, Site Manager at Bay Minette Middle School -Extended Day Director of the Year Award, Southern Region Award.
- Jimmy Ellis, Volunteer at Fairhope Intermediate School - Volunteer of the Year Award.
- Elsanor Elementary – The Bob Ritchey Go Green Award.

**2013:**

- Valerie Jones, Site Manager, Stapleton Elementary -Extended Day Director, Southern Region Award.
- Charlotte Beasley, Principal, Stapleton Elementary- Principal of the Year, Southern Region Award.

**2012:**

- Donna Byrd, Site Manager, Loxley Elementary -State of Alabama Extended Day Director of the Year Award.
- Dr. Bill Lawrence, Principal, Foley Elementary- Principal of the Year, Southern Region Award.

**2011:**

- Jessica Owens, Site Manager, Pine Grove Elementary - State of Alabama Extended Day Director of the Year Award.
- Julie Pierce, Principal, Gulf Shores Elementary- Principal of the Year, Southern Region Award.
- Cherry Penn, After School Programs Supervisor -Charles Stewart Mott Award.

**2010:**

- Sharry McDill- State of Alabama Extended Day Director of the Year Award.
  - Scott Langham- State of Alabama Principal of the Year Award.

**2009:**

- Stephanie Johnson- Extended Day Director of the Year, Southern Region Award.
- Robert Owen - Principal of the Year, Southern Region Award.

**2008:**

- Linda Williams -State Extended Day Director of the Year Award.
- Miss Heather Scott-Volunteer of the Year Award.

**2007:**

- Martha Rabon- Principal of the Year, Southern Region Award.
- Roxanne Delatte -Extended Day Director of the Year, Southern Region Award.

**2006:**

- Baldwin County Community Education – Award - Honorable Mention for Parent Awareness Fair.
- Dr. Connie Jo Williams -Principal of the Year, Southern Region Award.
- Brenda Acreman - Extended Day Director of the Year, Southern Region Award.

**2005:**

- Baldwin County Community Education receives Charles Stewart Mott Award for contributions and support to children and families after Hurricane Ivan
- Lee Mansell - Principal of the Year, Southern region
- Carolyn Moseley - Extended Day Director of the Year Award, Southern Region.

**2004:**

- Dr. Hollinger -Superintendent of the Year Award.
- Patrice Harris- Principal of the Year Award.
- Holly Morgan- State Extended Day Director of the Year Award.

Member of  
The Alabama Afterschool Community Network  
[www.alabamaacn.org](http://www.alabamaacn.org)



**21<sup>st</sup> Century Community Learning Center Grant  
After School Program Locations for 2019-2020**

Baldwin County High  
 Elberta Elementary  
 Elsanor Elementary

Loxley Elementary  
 Summerdale K-8

Grant Ends: 9/30/19:

Bay Minette Elementary  
 Pine Grove Elementary  
 Foley High/Middle

Silverhill Elementary  
 Stapleton Elementary  
 Robertsdale High

**Non-Grant After School Care Program Locations:**

Bay Minette Middle  
 Central Baldwin Middle  
 Daphne East Elementary  
 Daphne Elementary  
 Delta Elementary  
 Fairhope Elementary  
 Fairhope Intermediate  
 Foley Elementary  
 Foley Intermediate  
 Magnolia School  
 J. Larry Newton Elementary  
 Perdido School  
 Robertsdale Elementary  
 Rockwell Elementary  
 Rosinton Elementary  
 Spanish Fort Elementary  
 W. J. Carroll Intermediate

In the 2018-2019 school year, we had over 2600 students registered in our combined grant and non-grant After School Care Programs in Baldwin County.



Alabama Community Education Association

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

In Baldwin County Public Schools

## **2018-2019**

## **PARENT HANDBOOK**

**(251) 972-8518 Office**

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This handbook is published by The After School Care Program.