



Alabama Community Education Association

# BEFORE SCHOOL PROGRAM

Provided by: Dependent Care Grant  
Baldwin County Public Schools, Foley  
Elementary

# PARENT HANDBOOK



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

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## **Quick Tips for Parents**

1. The Before School Program is funded through a Dependent Care Grant for Foley Elementary, with no charge to parents. This grant is administered through the Afterschool Care Program Office and Foley Elementary School.
2. For your child to participate in the Before School Program you must complete Online Registration through the [bcbe.org](http://bcbe.org) website under Directory/Afterschool Care/Registration.
3. Once you register, the Afterschool Care 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.
4. 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.
5. Student must be enrolled in a Baldwin County school where the service is provided.
6. Student must not be dangerous, disruptive, or a threat to self or others.
7. Withdrawal from the Program - must be a written notification received one week prior to the first day of the change.
8. It is your responsibility as parent or guardian to keep Program staff informed if your contact information changes.
9. In general, no medication will be administered by Before School Staff. Should you feel your child would require medication during the Before School Program contact the Afterschool Care Program Office so we can address his/her medical needs on a case-by-case basis.
10. The Before School Program is offered beginning at 6:45 a.m. on school days.

11. If you have questions, contact the Site Manager at the school or our office at (251) 972-8518.
12. This Parent Handbook will also be posted on the bcbe.org website under Directory/Afterschool Care.
13. The Afterschool Care Programs Supervisor or School Principal may at any time, at his or her sole discretion, permanently dismiss a student from the Before School Program should a student's conduct merit dismissal.

## **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.

## **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;
- The criteria for participating in the Before School 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.

## Registration Online

Registration for the Before School Program 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 Foxfire 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.
- Select either Returning Parents Sign In or New Parents/Register. Once you make your selection it will take you to Select a Program to Register.
- Review Program Locations. Scroll down to Foley Elementary Before School Care/Register.
- If you select Returning Parent Sign In, enter the email address associated with your EZ Child Track account. Click Sign In.
- Then complete all available information boxes based on your Registration.
- **If the Program is FULL**, you will automatically be placed on a **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

Personal property such as toys, games, and jewelry should not be brought to the Before School Program. 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. The Site Manager will use Remind 101 to communicate with parents, as well as communicating in person.

## **Sign-In Policy**

In the interest of safety and security, all students must be checked in daily by parent, guardian, or someone listed on the account in EZ Child Track.

## **Sign-Out Policy**

Students will be escorted to their classroom by Before School Program staff each school day.

## **Illness/Medication**

In general, no medication will be administered by Before School Staff. Should you feel your child would require medication during the Before School 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:* Before School staff will call 911. A parent or guardian will be contacted. The Afterschool 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 Before School 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.

### **Before School Program Location:**

Foley Elementary

### **Dependent Care Grant Locations:**

Foley Elementary  
Robertsdale Elementary

## **21<sup>st</sup> Century Community Learning Center Grant**

### **After School Program Locations for 2018-2019**

Bay Minette Elementary	Baldwin County High
Foley High/Middle	Loxley Elementary
Elberta Elementary	Pine Grove Elementary
Elsanor Elementary	Robertsdale High
Silverhill Elementary	Stapleton Elementary
Summerdale K-8	Gulf Shores Elementary

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

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

# Thank you for choosing the Before School Program!

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**Baldwin County Public Schools**



## PARENT HANDBOOK

**(251) 972-8518 Office**  
**(251) 379-3962 Cell**  
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This handbook is published by Community Education  
and The After School Care Program

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

