

Disclaimer

This handbook is not intended to nor does it contain all rules, policies, procedures and/or regulations that relate to students. Every effort has been made to provide parents and students with complete and accurate information. However, the Baldwin County Board of Education (Board) and the AfterSchool Care program reserve the right to change program requirements, and to modify, amend, or revoke any rules, regulations, and schedules both academic and financial. The term “parent” within this handbook shall encompass a students’ parents or legal guardians.

Baldwin County Public School Mission Statement

To prepare ALL students to graduate College and Career Ready through a culture of equity and opportunity.

Baldwin County Public School Vision Statement

To follow a nurturing environment with high expectations for students to achieve potential & graduate with opportunities.



Jacque Helms
AfterSchool Programs Coordinator

Dear Parents,

Thank you for choosing Baldwin County's ASC for your AfterSchool Care! We appreciate that you entrust your children to our care. The ASC program strives to provide a fun, safe and secure place for your child beyond the school day. Our program stands connected to but separate from the BCPSS as we endeavor to bring quality programming and foster healthy environments for students and ASC workers.

Please read this handbook with your child so you both fully understand ASC policies and procedures. We also recommend you keep this handbook in a convenient place for future reference. The policies and procedures in the handbook guide our programs and set expectations for workers, parents, and students. In addition to this handbook, the ASC program also adheres to the policies and procedures presented in the Baldwin County Parent Student Handbook and Student Code of Conduct. If you have site specific questions, contact your program's Site Manager at the school or our office at (251) 580- 0678.

We look forward to serving you and your family with a fun, safe and secure AfterSchool Care experience. We welcome you to reach out to our offices!

Sincerely,

Jacque Helms

Afterschool Programs Coordinator

Baldwin County Public Schools offers fee-based Afterschool Care (ASC) programs to provide a safe environment with quality programming beyond the traditional school day. Most elementary schools and some intermediate schools in the district host ASC school year and summer programs. ASC programs serve BCPSS students, and students attend the program provided on the campus of their enrolled school. Participation in the ASC programs is a privilege, not a right, and space is limited based on staffing availability, location logistics, and programming needs. ASC programs include an application process prior to enrollment, and students are expected to follow program rules, guidelines, and procedures.

Enrollment Criteria

To be eligible for participation in the Baldwin County Public School's Afterschool Care programs, students should meet the following criteria:

- Be enrolled in a traditional setting/classroom within the Baldwin County Public School System.
- Respond to first name.
- Be fully toilet trained.
- Be able to interact with other children and adults in a non-aggressive manner. Should a child be a danger to himself or others he/she may be dismissed from the program.
- Be able to participate in group activities with other children with minimal additional adult support.

*If your child has any health, medical, or special needs, please document the need on the application form. If additional staff is needed to accommodate your child, there may be a delay in starting the program until adequate staff can be put in place to meet the child's need.

The criteria for participating in the Afterschool 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 the Baldwin County Board of Education.

Illness/Medication:

ASC follows the Baldwin County Public School System's sick day exclusions and general guidelines for medications at school. Please refer to the BCPSS *Student Handbook and Code of Conduct* for specifics.

In general, no medication will be administered by ASC staff unless your child's medical needs dictate it. No over-the-counter medications can be administered during ASC. Students should go to the school nurse prior to coming to Afterschool Care for prescribed medications.

If your child requires emergency medication (Benadryl, EPI pen, inhaler, etc.), parents must provide that medication for the Afterschool Care program PRIOR to the child attending the first day.

If a child becomes ill during the program time:

- The site leader will call the ASC nurse to discuss appropriate next steps.
- The site leader will communicate with the parent about the child's symptoms and the ASC nurse will make a follow-up phone call.
- If symptoms persist or worsen, the parent will be contacted to pick up the child. Arrangements need to be made for your child to be picked up within the hour of notification.
- Children cannot attend the ASC program for the day if the child has a fever of 100.4 or higher.

**In the event of a medical emergency, ASC staff will call 911. A parent or guardian will be contacted, as well as the ASC Coordinator and school administration.*

Student Conduct

ASC is committed to providing a safe, positive, and structured environment for all children in the Afterschool Care program. Activities in the afterschool care program are different than the regular school day in that they meet infrequently and are conducted usually in a less structured setting than the classroom environment, typically one to two hours a day and can include varying activities from week to week and varied group sizes. To make the most out of that limited time, we need all students to follow appropriate behavior from the first day. This allows us to maintain the quality and safety of every activity for all our participating students. The ASC program follows the BCPSS Student Code of Conduct.

Rules and expectations of all students:

- Always show respect to ASC staff and fellow students with your words and actions.
- Stay within your ASC assigned spaces and move appropriately throughout campus during ASC hours.
- Follow instructions given by ASC staff or workers.

- Demonstrate responsible care of school property and equipment.
- No disruptive or harmful behavior, including aggression of any kind, or inappropriate language.
- Comply with all other rules and regulations set by ASC staff, workers, school staff, or school administrators.

Consequences

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| First Infraction | <ul style="list-style-type: none"> • Immediate removal, i.e. a break, from the activity • Behavioral Incident Report signed by parent at pick up |
| Second Infraction | <ul style="list-style-type: none"> • Immediate removal, i.e. a break, from the activity • Behavioral Incident Report signed by parent at pick up • Parent conference • 1 to 3 day suspension from the program |
| Third Infraction | <ul style="list-style-type: none"> • Immediate removal, i.e. a break, from the activity • Behavioral Incident Report signed by parent at pick up • Parent conference • 5 day suspension from the program. |
| Fourth Infraction | Dismissal from the program based on guidance from the program coordinator and site manager. Students dismissed from the program during the school year will not be eligible to attend a summer program. |

*School administration will be notified of the incident at the third, and fourth infractions.

- Minor issues, such as disruptions to the ASC environment, may be handled by the ASC staff and not be reported on a Behavioral Incident Report.
- Corporal punishment is prohibited by the Baldwin County Board of Education.
- **Incidents involving threats, joking or serious, follow the BCPSS *Student Code of “Conduct Specific Discipline In Regards to Student Threats To Harm Others”* and can result in an immediate suspension or dismissal from the program.**
- The ASC Coordinator or School Principal may, at any time, at his or her sole discretion, dismiss a student from the ASC program should a student’s conduct merit dismissal.

Personal Property:

ASC follows the BCPSS Electronic Communications Devices policy (BOE Policy #6.21) which states that “The use of personal, wireless communication devices by students is prohibited on school grounds or while students are being transported.” Therefore, students are allowed to have phones, but they must be turned off and out of sight. In addition, personal property such as toys and games, should not be brought to the ASC program. Parents are responsible for labeling book bags, lunchboxes, coats, etc. and securing them when students are picked up. ASC assumes no responsibility for missing or damaged items.

Application, Admission and Registration

- Parents must complete all online application requirements through the appropriate online program when registration opens. The application fee will be charged when the applications are approved, and students are enrolled in the program.
- The first week's tuition is due prior to the first day of the program.
- If a student's account ended the previous year with a balance, the student may not apply for the program until the balance has been paid in full.
- If you relocate or change BCPSS schools, you will NOT need to pay the application fee again during the same school year, however, acceptance into the ASC program at the new school is NOT guaranteed. If the program is full at your new school, you will be placed on the wait list.

To Withdraw from the Program

On occasion, it becomes necessary for parents to withdraw their students from the ASC program during the school year. To withdraw your child from the ASC program, send an email to ascwithdraw@bcbe.org **one week prior to the last day your child will attend**. The timing is important so that you won't be charged. Once charges post, you will be responsible for paying. ASC offices only accept an email withdrawal, as the documentation is needed in case of an issue or dispute.

Program Schedule

The ASC Program follows the Baldwin County Public School System calendar and is closed on days that students are not on campus including teacher workdays, e-learning days, etc. The program begins on the first day for students and concludes on the last day for students. Each day's program schedule includes supervised homework time, a snack supervised play time, and occasionally other enrichment activities such as art, music, dance, and games. Snacks are provided through the district's Child Nutrition Program for students to take, or students may bring snacks from home. Please be mindful of student allergies when packing a

snack for our child. Homework time is provided and tutoring may be available at selected sites, but ASC is not a tutoring service.

If students attend other on-site classes during the ASC time, they must first come to the ASC program and be counted present before attending other programs. Students will also need to be checked out through the ASC program rather than leave campus from the on-site class. These check-in and check-out procedures help keep students safe.

Sign Out Policy

It is a parent's responsibility to provide a fit, responsible, and unimpaired person 16 years or older to pick up a child from the ASC program. By placing the child in the program, a parent agrees and certifies that any person who picks up the child will be fit, responsible, unimpaired, and at least 16 years old, and a person who will not endanger the child. Law enforcement officials may be notified in accordance with the law if anyone who seems impaired attempts to pick up a child.

- All students must be checked out daily by someone listed as an authorized pick up.
- All students will be checked out using the PIN number assigned to the person checking out the child. PIN numbers are not to be shared. Each authorized pick up person should have their own PIN number.
- If necessary due to technical difficulties, power outages, etc, a paper form will be utilized to sign students out.

Payment Policy

NO CASH. Payments are made online with a credit or debit card. The online company will charge a transaction fee each time a payment is processed online.

A \$25.00 non-refundable registration fee is due during the application process. Tuition for the first week must be paid in full PRIOR to the first day of attendance. Weekly tuition must be paid in full. Tuition is charged for each week whether or not the student attends; enrollment and tuition are not based on attendance.

Discounts are applied within the online system, so the rate that shows in your account includes your discounts.

Late Payment Fees:

Payments are due before midnight on Sunday nights. Payments can be set up as an automatic withdrawal or can be made far in advance to avoid late fees. A \$5 late fee per child is charged if payment is not received by the deadline. If payment is not made when the week starts, students can attend on the first day of the week; however, the person picking up will be notified that the **student may not return until the account balance has been paid in full**. Accounts three or more weeks overdue will result in the suspension of your child from the program until the account balance has been paid in full. If you have trouble with your account, ASC offices may be able to help. Please call 251-580-0678.

Late Pickup Fees:

Late Pickup Fees will be charged at \$2 per minute per child after 5:30. For families that choose the 5:45 pick up time at Spanish Fort Elementary, Loxley Elementary, or Elberta Elementary, the late charge begins after 5:45. The charge will be added to your account and must be paid by the next week's deadline. **After two late pickups, dismissal from the program will be considered.**

Complaint Procedures:

In the event of a complaint, initial contact should be made with the program site manager. After the incident or complaint has been discussed, the site manager will discuss the situation with the ASC Coordinator and forward any documentation. If the parent does not feel the situation reached an agreeable resolution, please contact Jacque Helms, ASC Coordinator at 251-580-0678 or jhelms1@bcbe.org.