Community Education
Shelby County Schools

After School Care
PARENT INFORMATION GUIDE

2016-2017

ABOUT US

Our goal is to provide a safe, fun and caring environment to foster physical, emotional and social growth in each child. Our After School Care Program is housed in 15 Shelby County Elementary and Intermediate Schools. We operate Monday-Friday from 3:00pm until 6:00pm. Enrichment classes are offered at various sites (see Enrichment section below).

DRESS CODE

We ask that the children dress appropriately. Wear comfortable clothes, closed toe shoes and socks. For more specific guidelines, refer to the Shelby County Schools Code of Conduct.

PERSONAL BELONGINGS

The Community Education Program is not responsible for personal belongings that are lost, damaged or stolen. Community Education reserves the right to remove items from children that are deemed unacceptable. Retrieved items will be returned to parents. All personal belongings should be clearly labeled with the child's name. Please do not permit your child to bring important, expensive, or dangerous items. Please, no toys, games, trading cards, electronic devices, etc…unless approved in advance by the In-Charge Teacher.

SAFETY

Your child's safety is of utmost importance. We have a low 15 to 1 student/counselor ratio, which allows for on-going supervision. The staff routinely practices fire, tornado and intruder drills. Our policy also requires the staff to ID anyone who is taking a child from our care.

INCLEMENT WEATHER/EARLY DISMISSAL

The Community Education Program follows the guidelines set by the Shelby County Board of Education for all Inclement Weather/Early Dismissal. Please make sure that we have current local telephone numbers to reach you via Blackboard Connect Rapid Notification System. Listen to local radio and television stations for weather conditions and closings, as it is not always possible to contact all parents. In the event of any emergency closing, you will need to make arrangements for your child to be picked up promptly.

ENRICHMENT

Enrichment classes are for students zoned for Shelby County Schools. There is a one-time $35.00 Community Education registration fee that **all** Enrichment students must pay. The fee is good throughout the school year.

Students must register with the Enrichment vendor and Community Education. ***Please register with the Enrichment vendor first. They will contact you as when to register with Community Education. The $35.00 Community Education fee is nonrefundable.***

If the student is a home schooled or a private school student, a copy of their ***Blue Card*** **must be provided** to Community Education in order for the child to attend an enrichment class.

The Enrichment schedule and vendor contact information may be found on the Shelby County Schools website at www.shelbyed.k12.al.us and then click on Community Education. Please contact vendor for information on registering for their class.

Why do I have to submit my banking information?

The $35.00 Community Ed registration fee will be (automatically) drafted out of your account. No other money will be taken out of your account by Community Education unless your child is not picked-up from an Enrichment activity on time and is sent to ASCP. A drop-in fee of $15.00 will then be debited from your account. If Money Order is selected, a money order must be mailed to Community Education the next day for the emergency drop-in fee. Your child may not attend class until the fee is received.

Does my child have to participate in ASCP in order to take an Enrichment class?

No, but they must be registered with Community Education.

Payment Information

The Community Education Program offers Full Time and Drop In status for the school year. Changing from full time to drop in or vice versa may be changed with the Community Education Bookkeeper, only one time per semester. This must be given in writing by the 20th of the month prior to the change. Full time monthly fees are divided into 10 equal payments (Aug - May) for your convenience.

- Unpaid balances after the 5th will result in suspension and the child may not attend ASC until balance is paid
- Unpaid balances after the 10th will result in dismissal from ASC for 1 year
- $30.00 Rejected transaction fee
- Sites cannot accept any form of payment
- Community Education does not prorate
- Refund requests must be made in writing. If approved, a check will be mailed to you from the Shelby County Board of Education. Please allow 10-14 business days for processing.

See Fee Schedule on website for payment amounts.

BEHAVIOR MANAGEMENT GUIDELINES

The Community Education Program adheres to the Shelby County School's Code of Conduct. In order to create a positive and safe environment for all, children are expected to follow the After School Care/Enrichment/Summer Camp rules. Be sure to obtain a copy from your After School Care/Enrichment/Summer Camp Site. It is imperative that parents and staff work together. To accomplish this, all concerns must be brought to the attention of the In-Charge Teacher.

Rule infractions will be dealt with in the following manner:

- Time-out
- Loss of privileges
- Verbal communication with parent

For significant or repeated minor offenses, written Infraction Notices will be issued to the student.

Serious offenses will result in:

- Disciplinary Notice #1
- Disciplinary Notice #2, with possible suspension and/or Parent Conference.
- Disciplinary Notice #3, with dismissal from the program for one year. Parent may appeal this within one week of notice.

Other grounds for dismissal may include:

- Habitual tardiness in picking up children.
- Verbally abusive language by parents toward staff or children.
- Unpaid balances.
- Parents approaching or disciplining any counselor or child in our care.

Please note: If your child is dismissed due to behavior issues, payment will not be refunded.

ILLNESS AND MEDICATION

Illness: For the health and well-being of our children and staff, please do not send your child to After School Care or Summer Camp if she/he is sick. Your child must be fever-free for 24 hours without the aid of a fever reducer before returning to our program. If your child becomes ill while in our care, please make arrangements for your child to be picked up within the hour of notification.

Medication: Community Education medication procedures were developed with your child's safety in mind and are in compliance with guidelines established by the Shelby County Board of Education, Alabama State Department of Education and the Alabama Board of Nursing. Due to the potential for allergic or asthmatic reactions, staff members are not allowed to apply sunscreen and insect repellant during After School Care or Summer Camp. Contact the Nurse Program Manager at 682-5966 if your student requires medication, on-site nursing services, or to discuss any health concerns relevant to your child.

SIGN IN/OUT INFORMATION

Community Education requires an authorized adult signature and a sign-in/out time before a child leaves the building. If the pick-up person is not familiar to the staff, he/she will be asked to show proper identification.

LATE PICK-UP

There is a late pick-up fee ($1 per min) for any child picked up after 6:00 pm. If we do not receive communication from a late parent, the local law enforcement agency will be called after 30 minutes to arrange for the child's supervision. Notification by parent of being late does not negate payment of the late pick-up fee with the exception of circumstances outside of your control. Habitual tardiness in picking up children will result in their dismissal.