

Community Education  
Shelby County Schools

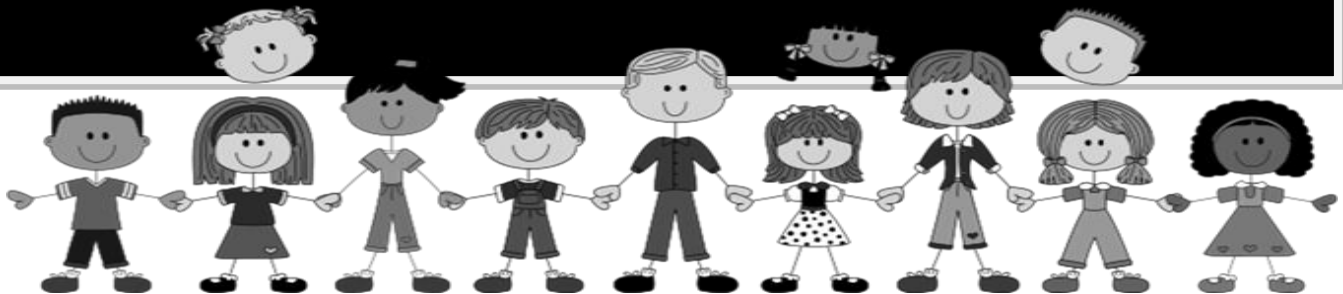
After School Care  
PARENT INFORMATION GUIDE

2017-2018

B e c a u s e

W e

C a r e



## ABOUT US

We operate After School Care Programs in 15 Elementary and Intermediate Schools. We are open Monday-Friday from 3:00pm until 6:00pm. Our goal is to provide a safe, fun and caring environment to foster physical, emotional and social growth in each child.

**The After School Care Program reserves the right to cap any site that has reached capacity as well as enforce a registration deadline for the safety of our students.**

**Following are a list of dates that After School Care will not be open:**

September 4<sup>th</sup> - Labor Day

October 6<sup>th</sup> – Teacher Workday/Professional Development

October 9<sup>th</sup> – Data Assessment/Instructional Planning

November 10<sup>th</sup> – Veterans Day

November 20<sup>th</sup>-24<sup>th</sup> – Thanksgiving Break

December 15<sup>th</sup> Early Dismissal

December 18<sup>th</sup> –January 1<sup>st</sup> - Christmas Holidays

January 2<sup>nd</sup> – Teacher Workday

January 15<sup>th</sup> – M.L. King, Jr. Birthday

February 16<sup>th</sup> -- Data Assessment/Instructional Planning

February 19<sup>th</sup> – Presidents Day

March 9<sup>th</sup> – Teacher Workday

March 26<sup>th</sup> – 30<sup>th</sup> – Spring Break

May 24<sup>th</sup> – Early Dismissal, Last Day of School

## **ADMINISTRATIVE CONTACT LIST**

|   |                 |
|---|-----------------|
| <b>Geri Antonio, Field Manager/Zone Coordinator</b>             | <b>682-5963</b> |
| <b>Sandy Boykin, Secretary</b>                                  | <b>682-5958</b> |
| <b>Kay Dummier, Adult Enrichment Manager</b>                    | <b>682-5843</b> |
| <b>Janet Gullede, Youth Enrichment Manager/Zone Coordinator</b> | <b>682-5941</b> |
| <b>Tammye Lantrip, RN, Nurse Manager/Zone Coordinator</b>       | <b>682-5966</b> |
| <b>Bobbie McCullers, Bookkeeper</b>                             | <b>682-5967</b> |
| <b>Robin Neal, Bookkeeper</b>                                   | <b>682-5939</b> |
| <b>Rhonda Schaefer, Program Manager/Zone Coordinator</b>        | <b>682-5959</b> |
| <b>Deborah Triplett, Bookkeeper</b>                             | <b>682-5968</b> |
| <b>Cindy Warner, Supervisor</b>                                 | <b>682-7084</b> |

## **AFTER SCHOOL CARE SITES and NUMBERS**

|   |                 |
|---|-----------------|
| <b>Calera Elementary.....</b>           | <b>682-6129</b> |
| <b>Calera Intermediate.....</b>         | <b>682-6509</b> |
| <b>Chelsea Park Elementary.....</b>     | <b>682-6709</b> |
| <b>Elvin Hill Elementary.....</b>       | <b>682-6629</b> |
| <b>Forest Oaks Elementary.....</b>      | <b>682-7229</b> |
| <b>Helena Elementary.....</b>           | <b>682-5549</b> |
| <b>Helena Intermediate.....</b>         | <b>682-5529</b> |
| <b>Inverness Elementary.....</b>        | <b>682-5249</b> |
| <b>Linda Nolen Learning Center.....</b> | <b>682-6162</b> |
| <b>Montevallo Elementary.....</b>       | <b>682-6429</b> |
| <b>Mt. Laurel Elementary.....</b>       | <b>682-7239</b> |
| <b>Oak Mt. Elementary.....</b>          | <b>682-5239</b> |
| <b>Oak Mt. Intermediate.....</b>        | <b>682-5229</b> |
| <b>Shelby Elementary.....</b>           | <b>682-6639</b> |
| <b>Vincent Elementary.....</b>          | <b>682-7329</b> |
| <b>Wilsonville Elementary.....</b>      | <b>682-6649</b> |

# DAILY SCHEDULE

The following is an example of our After School Care Daily Schedule. Times are subject to change based on the needs of each individual site.

|           |  |
|-----------|--|
| 3:00-3:30 | Put things away/Snack/Clean-up/Bathroom                    |
| 3:30-4:30 | Homework Time/Playground/Bathroom                          |
| 4:30-4:35 | Divide into groups   |
| 4:35-5:00 | Session 1 Activities (arts and crafts, games, gym, etc...) |
| 5:00-5:05 | Regroup  |
| 5:05-5:30 | Session 2 Activities (arts and crafts, games, gym, etc...) |
| 5:30-6:00 | Bathroom/Clean-up/End of the Day Activities                |

## **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 After School Care Program is not responsible for personal belongings that are lost, damaged or stolen. We reserve 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 allow 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 After School Care 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.

## **PAYMENT INFORMATION**

The After School Care 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 20<sup>th</sup> 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 5<sup>th</sup> will result in suspension and the child may not attend ASC until balance is paid
- Unpaid balances after the 10<sup>th</sup> 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 After School Care 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 rules. Be sure to obtain a copy from your After School Care 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 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:** Our 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 repellent during After School Care. 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**

The After School Care Program requires an authorized adult sign-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.