

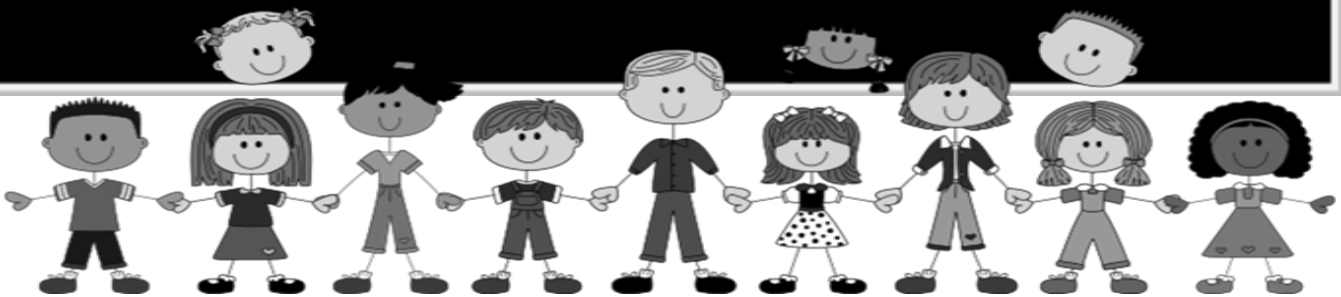
Community Education  
Shelby County Schools

After School Care  
PARENT INFORMATION GUIDE

B e c a u s e

W e

C a r e



## **ABOUT US**

The Community Education Program provides After School Care for students in grades \*PreK-5th in most Shelby County elementary and intermediate schools. We follow the school calendar and operate Monday-Friday until 6:00pm on regular school days. Our latchkey prevention program offers the service at a substantially lower rate for children on free and reduced lunch. A wide array of activities are offered including homework time, afternoon snacks, crafts, sports, games, and time to play. Our goal is to provide a safe, fun and caring environment to foster physical, emotional and social growth in each child.

\*For a PreK student to be eligible for After School Care, they must be enrolled in the PreK program at a Shelby County School.

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 7<sup>th</sup> - Labor Day

October 9<sup>th</sup> - Teacher Workday

November 11<sup>th</sup> - Veterans Day

November 23<sup>rd</sup> - 27<sup>th</sup> - Thanksgiving Break

December 17<sup>th</sup> - Early Dismissal

December 18<sup>th</sup> - January 4<sup>th</sup> - Christmas Holidays

January 18<sup>th</sup> - M.L. King, Jr. Birthday

February 15<sup>th</sup> - Presidents Day

March 12<sup>th</sup> - Teacher Workday

March 22<sup>nd</sup> - 26<sup>th</sup> - Spring Break

April 23<sup>rd</sup> - April Break

May 27<sup>th</sup> - Early Dismissal, Last Day of School

## **ADMINISTRATIVE CONTACT LIST**

<b>Kay Dummier, Adult Enrichment Manager</b>	<b>682-5843</b>
<b>Janet Gullledge, Enrichment Manager</b>	<b>682-5941</b>
<b>Tammye Lantrip, RN, Nurse Manager</b>	<b>682-5966</b>
<b>Bobbie McCullers, Bookkeeper</b>	<b>682-5967</b>
<b>Robin Neal, Pre-K Program Manager</b>	<b>682-5939</b>
<b>Rhonda Schaefer, Program Manager</b>	<b>682-5959</b>
<b>Cindy Warner, Supervisor</b>	<b>682-7084</b>

**601 1<sup>st</sup> Street South, Alabaster AL 35007**

**[www.shelbyed.k12.al.us/communityed.html](http://www.shelbyed.k12.al.us/communityed.html)**

## AFTER SCHOOL CARE SITES and NUMBERS

Calera Elementary.....	682-6129
Calera Intermediate.....	682-6509
Chelsea Park Elementary.....	682-6709
Elvin Hill Elementary.....	682-6629
Forest Oaks Elementary.....	682-7229
Helena Elementary.....	682-5549
Helena Intermediate.....	682-5529
Inverness Elementary.....	682-5249
Montevallo Elementary.....	682-6429
Mt. Laurel Elementary.....	682-7239
Oak Mt. Elementary.....	682-5239
Oak Mt. Intermediate.....	682-5229
Shelby Elementary.....	682-6639
Vincent Elementary.....	682-7329
Wilsonville Elementary.....	682-6695

# 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.

## **SAFETY**

Your child's safety is of utmost importance. We have a low 15 to 1 student/counselor ratio, (Pre-K ratio is 10 to 1) 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.

## **EMERGENCY/INCLEMENT WEATHER/EARLY DISMISSAL**

The After School Care Program follows the guidelines set by the Shelby County Board of Education for all Emergency/Inclement Weather/Early Dismissal. If Shelby County Schools dismiss early, After School Care will not be open. 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. Any changes (full time to drop in or vice versa and withdrawals) may be made 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.

### Fee Schedule:

<b>Registration Fee: \$50.00 (non-refundable)</b>		
<b>Full Time</b>	<b>\$190/month</b>	<b>*PreK \$195.00/month</b>
<b>Drop-In</b>	<b>\$25/day</b>	<b>*PreK \$25.00/day</b>
<b>Employee Rate</b>	<b>\$130/month</b>	<b>*PreK \$135.00/month</b>
<b>Free/Reduced lunch rate</b>	<b>\$130/month</b>	<b>*PreK \$135.00/month</b>

- Full Time monthly fees are due on the 1st of each month
- Drop-In fees (1 or 2 days per week only) are to be paid during week of attendance or if signed up for auto pay will be drafted on the 3rd of each month
- Unpaid balances after the 5<sup>th</sup> will result in a \$15.00 late fee and suspension, children 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

***\*Online Registration at [www.ezchildtrack.com/scscomed/parent](http://www.ezchildtrack.com/scscomed/parent)***

# BEHAVIOR MANAGEMENT GUIDELINES

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.

## **Students are expected to obey the rules:**

- Remain with assigned staff at all times.
- Remain in designated ASCP areas.
- Show respect for caregivers and other students.
- Keep their hands to themselves, not touching others or others' belongings.
- Not use profanity or display obscene gestures.
- Follow the rules and regulations of the Shelby County Code of Conduct and ASCP.

## **Rule infractions will be dealt with as they occur and 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. Parents 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. 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 each child to be checked out by an authorized adult 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 a 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.