



# AFTER SCHOOL CARE PARENT INFORMATION GUIDE

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)

205.682.5967

## **ABOUT US**

**Our After School Care Program is for students ages \*PreK-5th in Shelby County elementary and intermediate schools. After School Care is open Monday-Friday from 3:00pm until 6:00pm on regular school days. We offer a snack and a wide array of activities, including homework time, arts and crafts, games, gym and playground time and a low 15 to 1 student to counselor ratio. Our goal is to provide a safe, fun and caring environment to foster physical, emotional and social growth in each child.**

**Enrichment classes are available for an additional cost at various schools. For a current listing of classes and additional information, visit our website.**

***\*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.***

## **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>Bobbie McCullers, Bookkeeper</b>	<b>682-5967</b>
<b>Robin Neal, Activities Manager</b>	<b>682-5939</b>
<b>Rhonda Schaefer, Program Manager</b>	<b>682-5959</b>
<b>Sarah Gaches, BSN, RN, Nurse Manager</b>	<b>682-5966</b>
<b>Cindy Warner, Supervisor</b>	<b>682-5940</b>

## 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.

## **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, (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.

## **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. 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 status for the school year. Full time monthly fees are divided into 10 equal payments (Aug - May) for your convenience.

### Please note:

- Sites cannot accept any form of payment
- Unpaid balances after the 5<sup>th</sup> will result in a \$25.00 late fee and suspension. 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.
- Community Education does not prorate
- All written notification must be delivered via email ([communityed@shelbyed.org](mailto:communityed@shelbyed.org) or “contact us” tab on ezchildtrack) or mailed to: Community Education 601 1<sup>st</sup> Street South, Alabaster, AL 35007.

### Registration Fee:

\$65.00 (Non-refundable) - Payment is due upon completion of registration.

### Monthly Fees:

\$205.00 (Full pay) or \$165.00 (SCBOE Employee) or \$145.00 (Reduced/Free lunch) - *Proof of employment or lunch status required*

Pre-K: \$215.00 (Full pay) or \$175.00 (SCBOE Employee) or \$155.00 (Reduced/Free lunch) - Proof of employment or lunch status required

### Late Payment Fees:

\$25.00 - Will be billed to account one day after payment is due.

### Returned Transaction Fee:

\$30.00

# **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.

## **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. Contact Community Education 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 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.