

Baker Place Elementary
Before and After School Program Guidelines
2019-2020

After School Phone: 706-447-2115

We are pleased to offer both before and after school care for our students here at Baker Place Elementary. With great pleasure and enthusiasm our staff has accepted this responsibility to serve our school community. We will make every effort to ensure that your child has a safe and enjoyable experience while in our care. Thank you for your interest in our Before/After School Program.

Contact person for questions:

Sandi Deas sandra.deas@ccboe.net

Program Enrollment

During the school year, a **one week notice** is required before any child can be enrolled into our program. Due to limited space, acceptance into the program will be on a first come first serve basis. Enrollment procedures will require completion of intent to enroll form for each child that will be participating in the program. The Before and After School Program is designed to meet the needs of regular education students that attend Baker Place Elementary. Therefore, the program cannot accommodate students with special needs. We reserve the right to deny admittance to any child. We will dismiss any child who endangers the safety of other students.

Withdrawal from the Program

All students withdrawing from either program must notify Mrs. Deas in writing, one week prior to the date of withdrawal. Failure to do so will result in having to pay for an extra week. WE WILL CONTINUE TO CHARGE FOR WEEKS MISSED UNTIL WE HAVE A WRITTEN LETTER OF WITHDRAWAL.

Hours and Days of Operation

The Before School program opens at 7:00 AM each morning. Please do NOT drop off your child before 7:00 AM. Students are dismissed from the program at 8:10 AM to their classrooms. Parents may choose for their child to purchase breakfast and they will eat at 7:45 AM. The fee for breakfast will need to be paid to the lunchroom NOT the before school program. **Note-Before school does NOT provide snacks or meals. Students should not bring toys from home to play with in before/after school.**

The After School program begins at 3:40 PM and ends **promptly** at **6:00 PM** each evening. The afterschool program does provide a daily snack and drink to the students.

Both programs are only offered on regularly scheduled school days. We are closed on scheduled school holidays, staff development days, early release days and when the school is closed due to inclement weather. ***Note-on days when school is delayed or cancelled because of inclement weather Before/After School will be CANCELLED.** Make sure to fill out on the registration form the alternative way to go home on inclement weather days. If we are unable to reach you by phone on those days, we will send your child home on the bus. Please make sure we have current and updated contact numbers to reach you.

Discipline

Our PBIS school discipline rules apply to the Before/After School Program to ensure a safe environment. The staff treats the children with respect and encourages them to treat others with respect. We provide many activities and a safe environment.

- We will follow ALL of the regular county discipline guidelines. We will not allow running indoors, destruction of equipment, inappropriate language, disrespect toward adults, harm to others, etc.
Disrespect, defiance, disruptive and inappropriate behavior will be dealt with immediately.
- A child will be considered for dismissal from the program for inappropriate behavior at any time, at the discretion of the school principal or appointed persons.

- Incidences of inappropriate behavior will be given to the parent in writing.
- Attendance is a privilege based upon adhering to school rules.
- **Classroom discipline will not be carried over into the After School Program.**
- **Home discipline will not be carried out in the Before or After School Program.**

Drop-off /Pick-up

The drop-off/ pick-up area for the before school program is in the back of the school. ALL parents must use the **Warrior Way entrance**. Please do NOT drive through the High School parking lot. High school student will be entering the parking lot at that time, so you **MUST OBEY THE SPEED LIMIT!** After school pick up is in the front of the school, which is Hero Way. In the morning your child needs to sign in with the teacher on duty. In the afternoon, if you arrive between 3:00 PM and 4:00 PM to pick up your child/children, please **park in the parking lot** and not on the curb. The curb is a controlled loading zone and the safety of our children must be considered. You will need to "sign out" your child in the office. Students may NOT be signed out in after school between 3:40 PM and 4:00 PM due to student check-in. From 4:00 PM on, you will sign out your child on the after school program ipad.

In the Baker Place "After School" program, each child must be signed out daily by an adult listed on the child's registration sheet. **We will not allow your child to leave with anyone unless they are listed.** Please note: the adult that is picking up the child needs to have a picture ID as it will be requested. In instances when it is necessary for someone different to pick up your child, a signed note is required from the parent. Please have the note to us before or on the day that arrangements are different. Parents must pick up children no later than 6:00PM. **We will strictly enforce the following policy: Students who are not picked up by 6:00 PM will be charged \$1.00 per late minute after 6:00 PM. ABSOLUTELY NO EXCEPTIONS.** If this becomes a recurring problem, we will notify you in writing, and your child will be withdrawn from the program. Thank you for helping with these matters.

Payments- Please read carefully

- There is a required registration fee of \$25.00 per year for **each** child attending either program.
- The weekly fee for "Before School" is \$20.00 per student.
- The weekly fee for "After School" is \$45.00 per student.
- The weekly fee for both services is \$65.00 per student.
- Payment is **due each Monday by 6:00 PM** for the current week. If your payment is not received on Monday of the current week, a \$10.00 late fee, **per child**, will be assessed and billed to your account.
- Due to our low cost enrollment, payment for the entire week is required **whether your child attends the entire week or not**. We do not provide "drop in" service.
- If your child is absent from school, you must still pay for before and after school care.
- If you prefer to pay monthly, payments must be made by the 1st of each month.
- There is a \$25.00 returned check fee for checks returned by the bank. Report cards and all permanent records are held until the account is paid in full. NOTE: You are liable for these fees and court action may be necessary if the account is not paid.

Tax Information

A courtesy summary of your payment account can be found on RevTrak for the prior year tax filing information. If you need a monthly total for third party reimbursement purposes, please notify Mrs. Deas **in writing at least a week in advance**.

Emergencies

If we have an emergency involving your child, we will follow normal school emergency procedures. If your child is injured seriously, we will apply first aid, call 911, and contact you. Be sure to keep us updated as to changes in phone numbers, emergency contacts, and any other pertinent information so that we may contact you in the event of an emergency. All kindergarten students need to keep a change of clothes in afterschool.

Supplies

Students should bring all books, paper, pencils, and other necessary supplies to complete homework each day. The "After School" program does, however, keep a minimal amount of supplies on hand for student needs. **Children will follow the school guidelines and will not be permitted to leave the "After School" program and return to their classrooms at any time.**

Homework

We encourage students to work on their homework assignments while they are attending the "After School" program. **Assignments must be written down in some type of homework folder or planner.** The staff will help the students understand any homework directions. Homework will be worked on between 4:00 PM and 5:00 PM each day. If your child is consistently not doing homework assignments please inform Mrs. Deas. After the appropriate amount of time for your child's grade level has passed, we will move your child on to another activity, i.e. play or computer lab. Please check over your child's homework folder and assignments. The staff cannot be held responsible for completion or total accuracy of any child's homework. We do try to complete all assignments as accurately as possible. However, let us know if you find that your child is consistently having problems completing assignments. We encourage math facts or reading when your child has no homework.

Concerns

Should you have any concerns, please talk directly to Mrs. Deas. We appreciate you letting us know any concerns you may have in a timely manner.

Please note: On the days that we have faculty meetings (Thursday), homework may not be completed during After School.