

Ithica Elementary School After School Program

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Parent Handbook 2008-2009

Program Goal

The IES After School Program (ASP) is a structured extension of the regular school day. Our purpose is to provide students with enrichment activities and enhanced social time with peers in a well supervised and nurturing environment. The program is designed to strengthen, support and supplement the family, school and community.

Registration

All students must have an enrollment form on file before they can participate in ASP. It is very important for the form to be filled out completely and correctly. Each child in a household must have a separate registration form. The registration forms must be updated annually and are available in the front office. Only students currently attending Ithica Elementary School (Pre-K thru 5th grade) can participate in the After School Program.

Tuition

ASP payments are due in advance. The cost of the program is \$6.00 dollars per day, per student. All checks and money orders (the preferred methods of payment) should be made out to **Ithica Elementary ASP**. Cash is accepted when necessary. Payments should be sent to school in an envelope with the child's name and ASP clearly written on the outside. A receipt will be issued for all payments.

ASP is funded through tuition payments. Parents should take great care in ensuring that tuition is paid on time.

Attendance

Attendance is taken in ASP at the beginning of the program each day and is kept separately from regular school attendance. Credits will be forwarded to the following day for absences. If students are present for any portion of the program, they will be charged for a full day. A refund, less any fines or charges due, will be issued if a student is withdrawn from IES.

Returned Checks

If a check is returned due to insufficient funds, it must be picked up immediately and paid in cash. If the check is not paid, the student will be withdrawn from the program.

Late Payments

The ASP director will distribute notices after an account is delinquent for 3 days. If an account is delinquent for more the 5 days, the student will be dismissed from the program.

Hours of Operation

ASP will begin at the final dismissal bell each day school is in session and will end at 6:00 p.m. Any student that has not been picked by 6:01 p.m. will have a \$15.00 charge added to their account. \$1.00 will be added for each additional minute after 6:15 p.m.

Late Fees

All late fees are to be paid at the time the student is picked up. Students will not be able to return to ASP until all late fees are paid. This policy will be strictly enforced.

Drop-Ins

If a student needs to stay in ASP on a drop-in basis, payment should be sent the morning of the day that the student is ASP or when the student is picked up. Any student that is not picked up from Car Riders will be sent to ASP and payment is due immediately.

Sign-out Policy

*****Please read carefully*****

Each child must be signed out daily by a parent, guardian, or anyone listed on the registration form. An ASP staff member **will** ask everyone for identification. This is done for the protection of the student. Anyone that is rude or disruptive to the ASP staff for asking for identification will be asked to leave and that student will be dismissed from the program. Again, this policy is in place to protect our students.

If someone other than those listed on the registration form must pick up a student, a written permission form from a parent/guardian should be sent in with the student. The note stating who is to pick up the student that day must be brought to the ASP Director before the child leaves the premises. The note must also include a phone number for the parent/guardian so that the Director can get verbal confirmation. **Phone calls will not be accepted for changes as to who can pick up a student unless a last minute emergency arises.** All ASP staff

members are instructed to never allow a child to leave the school premises unless the Director notifies them that the student has permission to do so. All students must be signed out in the presence of an ASP staff member.

Early Dismissal

Early dismissal due to weather conditions or unanticipated hazards will be handled by the ASP staff according to the instructions provided by the parent/guardian on the registration form. Students will be placed on the bus (at regular dismissal time only) or be allowed to go home with someone listed on the registration form. Please discuss with your child how they are to get home if an unanticipated event occurs. Time may not allow school personnel to call each parent if an early dismissal is required.

Site Emergency

In the event of an emergency or natural disaster, the following procedures will be in effect:

- Students will remain at the school until they can be picked up by a parent or other authorized person.
- In the event of a school evacuation, students will be taken to the school's emergency location. This location will be posted on the school's door or made available through authorities left on the scene. Efforts will be made to contact parents should an evacuation become necessary.
- ASP staff will remain with the students until they are picked up by a parent or other authorized person.
- ASP will comply with Carroll County School System's Tornado and Fire Drill procedures.

Transportation

Transportation is the sole responsibility of the parent or guardian. ASP does not provide transportation for any reason.

Personal Articles

Students are prohibited from bringing toys, sporting equipment, money, valuable items, or pets to school unless prior permission from the ASP director or staff member has been given. Any item not allowed or banned during the regular school day is also banned in ASP. Neither the school nor ASP can be held responsible for lost, stolen or traded items.

Insurance

All students who participate in ASP must be adequately insured through the purchase of the Student Accident Insurance, offered at the beginning of the each school year, or through coverage with a private insurance policy. Proof of insurance may be requested at the time of registration. By signing the

registration form, parents/guardians authorize ASP to seek medical attention in the event of an emergency and the parent/guardian assumes liability for accidents and injuries incurred during ASP.

Health Requirements

It is the responsibility of the parent/guardian to let ASP know what activities their child can or cannot participate in while in ASP. If a student shows signs of illness, the parent/guardian will be contacted and arrangement should be made to pick up the student as soon as possible. The ASP staff will do whatever they can to make the student comfortable until a parent or emergency contact can pick up the student.

First Aid

The ASP staff will administer band-aids, ice packs, and antiseptic spray/cream for minor cuts, bumps, or scratches. Parents will be notified of all injuries upon arrival.

Medication

If a student is to receive medication during the hours of ASP, the ASP Director must have the following information or the medication cannot be given to the student:

- A written statement from the attending physician detailing the method, amount and frequency.
- Medication in its original container as delivered by the pharmacy. (a separate container should be sent so that the medication can be kept in the ASP room)
- A written and signed request from the parent or guardian.

All of the conditions must be met in order to dispense medication.

Discipline

In order to maintain a safe and fun environment for all students, the ASP 3-Strike discipline policy will be strictly enforced. Disruptive or disrespectful behavior will not be tolerated. The ASP staff will give students a verbal warning for minor infractions. Anything after a verbal warning is immediately handled by the Director and will initiate the 3-Strike Policy. The policy is as follows:

- 1st offense- Write up and notice sent home to parent
- 2nd offense – One day suspension from ASP
- 3rd offense – Dismissal from ASP

Major infractions, such as bullying, swearing, fighting, or any other abusive behavior, can result in immediate dismissal from the program at the discretion of the director.

Conferences

It is our goal to provide a safe and nurturing environment for all students. If you have any concerns about the program, please feel free to set up a conference with the ASP director and/or staff members. Please let the director know if you have any questions or concerns so that they can be addressed in a timely manner. Your opinions and concerns are very important to the success of our program!

Age-specific Groups

Each student will be assigned to a color coded group based on their age. The groups are as follows:

- Green Group: Pre-K – 1st Grade
- Yellow Group: 2nd Grade – 3rd Grade
- Blue Group: 4th Grade – 5th Grade

The students will spend the majority of time with their group. There will be times when the groups may be combined or divided.

Daily Activities

Each week there will be activities planned for the students. They will participate in these activities with other members of their group. Some activities scheduled are:

- Art
- Music
- Dance
- Sports
- Computer Education

Homework

Between 3:00 p.m. - 4:00 p.m., students can receive help with homework from an ASP staff member and/or a certified teacher. We have this time allotted in the schedule for the Yellow and Blue Groups; however students in the Green Group can take advantage of this service as well.

Snacks:

Each student will receive a snack while in ASP. We strive to provide variety and nutrition when selecting snacks. Please be sure to include all food allergies on the registration form.

Group Schedules (tentative)

Green

2:45 – 3:00 Snack
3:00 – 4:00 Daily Activity
4:00 – 5:00 Free Play
Activity
5:00 – 6:00 Closing Activity
Free Play

Yellow

2:50 – 3:00 Snack
3:00 – 3:30 Homework
3:30 – 4:30 Daily Activity
4:30 – 5:15 Free Play

Blue

3:00 – 3:10 Snack
3:10 – 4:00 Homework
4:00 – 5:00 Daily
5:00 – 6:00

Miscellaneous Information

Throughout the year, we will have special events planned for ASP, such as Dance Days and Fun Food Friday. We are also working on offering extracurricular activities such as Dance and Gymnastics to ASP. (These will require a separate fee to participate.) A note will be sent home once we add more programs. If you are interested in volunteering or have any suggestions on how to make our program better, please email the Director at kristy.gamble@carrollcountyschools.com