

Woodstation Elementary School
Student / Parent Handbook
2017-2018

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Message from Administration

It is our honor to welcome you to Woodstation Elementary School and let you know that you are always welcome. The teachers and staff here at WES have created a very supportive learning opportunity that provides students with a safe and nurturing environment.

The purpose of this student handbook is to provide you with useful information that can be used to answer questions that you may have. Please take the time to read the policies and procedures of Woodstation Elementary; it will help everyone, to communicate effectively about expectations concerning school matters. The agenda is designed to be used by your child to help learn organization and responsibilities for effectively communicating between school and home. Your child's teacher will help your child learn how to effectively use this agenda. Please support the request for your child to bring the agenda home daily, share with you, and return it the next day. For additional information concerning Catoosa County Schools student expectations please refer to the Catoosa County Student and Parent Handbook.

Your support and participation of our school is vital to our success, we invite you to please join our PTO and participate in our school wide fundraisers that have been organized to provide needed support to all programs and students. You are welcome to have lunch with your child at every opportunity available. Please come by the office and sign in before going to the lunchroom, for the safety of all students.

We will continue to make education a priority at Woodstation Elementary School. Please support that effort at home and provide support with homework assignments sent by your child's teacher. The homework assignments are an important drill and practice of the skills that have been taught at school.

We are excited about another school year at Woodstation Elementary and hope that you and your child have a great year and reach all of the goals that you have set.

Go Woodstation Generals!

Ernie Ellis – Principal

Amy Still – Asst. Principal

WES Administration

Woodstation Elementary Faculty and Staff 2017-2018

Principal	Ernie Ellis
Assistant Principal	Amy Still
Academic Coach	Kandy Carter
Administrative Secretary	Susan Edgeman
Administrative Bookkeeper	Julie Dietz
Receptionist	Becky Rzyk
Media Specialist	Donna Knight
School Counselor	Melody Pennington
School Nurse	Terri Huskey
Parent Involvement Coordinator	Jayne Black
Pre-K	Jessica Hackett
	Julie McMurry
Kindergarten	Lynn Jones
	Stephanie Daniel
	Candi Gracy
First Grade	Jennifer Loyd
	Leigh Watson
	Donna Troupe
Second Grade	Kristy McDaniel
	Leslie Peterson
	Rachel Rodgers
	Susan Bussey
Third Grade	Rebecca Barrett
	Nancy Riddell
	Julie Johnson
	Amanda Raines
Fourth Grade	Justin Crosby
	Laura Dawson
	Jenna Vaughn
Fifth Grade	Bailey Teem
	Shana Raburn
	Ellen Girod
Special Education Teachers	Alecia Pappas
	Afton Babb
	Beth Elleman
	Brittany Hewitt
	Emily Hawkins
	Deanna Gibson
	Jessi Callahan
	Carla Morris

Paraprofessional Teachers

Judy Sikes
Melinda McNish
Liz Bradford
Anna Kathas
Lauren Vick
Morgan Stanley
Brandi Kay
Susanna Yawn
Andrea Brown

Physical Education Teacher

Stacy Pickens

Music Teacher

Kevin Lane

Interventionist

Carrie Yates
Becky Thompson

Custodians

Dylan Walker
Cole Hodge
Kenneth Wyrick (Mailman)

Cafeteria Staff

Jana Adams, Manager

Cafeteria Bookkeeper

Denise Kinsey

**Catoosa County Public Schools
Central Office
207 N. Cleveland Street, P.O. Box 130
Ringgold, Georgia 30736
706-965-2297**

Denia Reese, School Superintendent

Board of Education

Don Dycus, Chairman

David Moeller

Jack Sims

Gloria Hunt

Suzan Gibson

Mission and PBIS Statement:

*Woodstation Elementary develops **every child** to be lifelong learners who are **Respectful, Responsible, Resourceful, Motivated, and Prepared.***

Vision Statement:

*Woodstation Elementary will prepare **every child** to reach their full potential, so they graduate prepared to be good citizens and leaders of the future.*

Student Code of Conduct

Woodstation 5 Star Generals are:

Respectful

Responsible

Resourceful

Motivated

Prepared

Parent and Family Engagement

- We encourage every parent to be involved at school. We hope to continue to build a tradition of having a strong, active parent volunteer program.
- Parents are always welcome at our school. However, please remember to check with the main office before going to the classroom or any other area within the building. This procedure is for the safety of all students
- "Room Mothers and Dads" is another way to volunteer at school. Please contact your child's teacher if you are interested in helping with the classroom.
- We urge every parent/grandparent/guardian to join WES PTO and attend our PTO meetings each month. Information about PTO will be sent home periodically.
- Teacher conferences are encouraged to keep communication open between parent and teacher. Please make an appointment before coming in for a conference. You are welcome to send a note or call the school and leave a request. Your child's teacher will follow up with you to schedule a date and time for a conference. Teachers are not allowed to have conferences during the instructional time. All before and after school conferences must be scheduled to be sure not to interfere with duties or responsibilities the teacher may have.
- Your child's teacher's email address will be sent home to you on the first day or you may find it on the schools web site.

Non-resident Students

Students with a non-resident status must maintain satisfactory attendance, grades and behavior with principal permission. Parental support and cooperation play a very important role also. Those unable to meet school expectations will be withdrawn and referred to their proper school district.

Attendance

The state allows excused absences for the following reasons only. Any other circumstances will have to be reviewed and acted on individually by the principal.

1. Illness of the student
2. Serious illness or death in the immediate family (mother, father, siblings or Grandparents)
3. Religious holidays
4. Conditions that make school attendance impossible or hazardous to the health and safety of students and school personnel, which will be announced on our local news media.

Any other circumstances will have to be reviewed and acted on individually by the principal. If your child is under a doctor's care or becomes seriously ill during the school year and must be out of school, please call to speak with an administrator. Please bring a note (within 3 days) from the attending physician as soon as possible. This notice will be shared with the student's teacher(s), and a copy will be placed in their file. WES has always had good attendance and it is a reflection of the priority that parents place on a good education for their child. We appreciate your support and emphasis on this key factor for a good education.

Absence Notes

If a child is absent, parents must send a note to the teacher within 3 days of the last date of the absence. The teacher will forward the note to the office to be filed. All notes must include the full name of the student, his/her grade, teacher, date(s) of absence(s), reason for absence, signature of parent or guardian and home/work phone numbers of the parent or guardian.

Woodstation is committed to student achievement therefore good attendance is top priority. We have the following procedure in place to assist with our goal:

- Daily phone contact to check on any student who is absent
- Letters are sent home when students have 3 or more absences
- A conference with parents at school when student has 5 or more absences
- Students that have met the following criteria will be taken to Catoosa County Attendance Review Team (CART)
 - Five or more absences
 - Eight to ten absences that are either unexcused or the notes have been written by parent
 - A combination of ten unexcused late arrivals and /or early dismissals

Make up work for students who are absence:

- If child is only absent one day, teacher will give make up work the next day and allow a few extra days to complete and turn in
- If child is absent for extended time (2 days or more) please call the school early and the teacher will put together some assignments for parents to pick up from the front office at the end of that day

School Hours

School officially begins at 8:00 a.m. each day. As the beginning of the day is prime learning time, we ask that parents have their children to school on time. Please remember that being tardy disrupts learning for everyone and stops learning for all students in the room. Being on time is very important. Students are dismissed from the gym to their classroom at 7:40 a.m. to begin their day.

Students may not arrive before 7:00 a.m. (school doors open) and must be picked up in car rider line no later than 3:00 p.m. (or student will be sent to Star Care)

Car riders who want to eat breakfast must be at school no later than 7:45 a.m. in order to be served a full breakfast.

Early Dismissals/Tardies

- For the purpose of attendance, each early dismissal counts the same as a tardy.
- **Due to safety concerns, students cannot be checked out after 2:15 p.m.**
- Per the state of Georgia any student that checks out before 11:00 a.m. or check in after 11:00 a.m. will be counted absent for the school day.
- Students must be checked out in the front office, not in the classroom, with the exception of special occasions where check out lists are provided by the office for the classroom.
- In the event of inclement weather, please listen to internet, local radio stations, text messages, or the TV news for school dismissals and times. Please complete the early dismissal form with your emergency information to notify us about how you want your child to go home in case of early dismissal for inclement weather.
- A student is tardy for school at 8:00 a.m. or after. A parent must come into the office and sign the student in for school. A student must have a tardy slip to enter class after the tardy bell has sounded at 8:00 a.m. Tardies are counted excused only for sickness, doctor or dentist notes, or illness in the immediate family.

Transportation

It is very important that all students know how they are to get home each and every day. Transportation should be arranged before a child arrives at school. If a child should go to the After School Program, they should know in the morning where they are to go in the afternoon. There should be no change in transportation during the school day as this confuses the child, and also other people who may be involved in transporting the child.

Any change in the "normal" transportation home **requires a written note from parent with a contact phone number or in the student's agenda.** No phone calls will be accepted for a change in transportation, we do accept faxed information with a signature in case of emergencies, and this should be limited and will not be an acceptable means to determine transportation on a regular basis.

After School Care (Star Care) is available at school. Please call the school for more information if needed. If your child is not picked up by 3:00 p.m. they will be sent to Star Care and the parent will be charged the normal rate.

Bus Policies and Procedures

Riding the bus is a privilege. Students who abuse the privilege of riding the bus may have this privilege taken from them. Students must board the bus in an orderly manner, talk quietly, and stay in their seats. Above all, students are expected to **obey the bus driver at all times**.

Upon the recommendation of the bus driver, the principal, after following due process as defined in File JDD and JDD-R of County Board Policy, shall suspend for a period of 5 to 10 days the bus riding privileges of any student found guilty of:

1. The use of tobacco on the bus.
2. The use of profanity, vulgar language, or cursing on the bus.
3. Fighting on the bus.
4. Throwing of any object, which might constitute a danger to others on or away from the bus.
5. Refusing to obey any order by the bus driver that is in accordance with Board Policy.

When students are guilty of offenses not listed above, the following procedures shall be taken:

1. First Offense – Principal's discretion
2. Second Offense – Parents will be contacted and the principal may take other actions.
3. Third Offense – The student will be suspended from the bus for a period of three to five days.
4. After the third offense, a conference may be held with the parents, driver, and the Director of Transportation to determine the length of suspension from the bus.

Please be aware that bus routes and schedules may be adjusted during the school year.

Students who live outside of the Woodstation school zone may not ride the school buses. Parents are required to provide transportation to and from school. Students who live within the Woodstation school zone may only be transported to their own homes. When a child is going home with another child and will be riding a bus, **the parent of the visiting child** must send a note telling which bus the child will be riding. The parent will be contacted and approval will be determined through the office. The approved note will be given to the bus driver by the child. Please list a phone number where you can be reached as the office will call you to confirm the note.

Phone Calls

In the event of an Emergency, students will be allowed to place calls from the office phone. Please understand forgetting homework or field trip permission notes are not considered an emergency. Calls will not be allowed for these types of reasons.

Students will not be allowed to accept phone calls at school. In the event of an emergency the office personnel will deliver a message to the student.

Students may not have cell phones out at school during the school day. Cell phones will be collected by the teacher from students if seen out during the school day and turned in to the office for parents to pick up.

Change of Address/Phone Numbers

It is important for us to maintain an up to date address and telephone record in our school office for every student. Please notify the school in writing immediately of changes of address or phone numbers.

Please send in writing any changes in persons who may pick up your child from school.

Illness or Injury at School

We currently have a full time nurse in our front office. Minor injuries will be treated at school, and the student returned to class. In case of serious accident or illness, we will try to contact parents/guardians immediately (good accurate phone numbers are very important). **Please keep the "emergency contact" list up to date.**

Medication Policy

All medications must be turned in to the clinic at the beginning of the day, and should be picked up daily when the student leaves school. An exception would be if the medication is prescribed by a doctor to be taken on a regular daily basis during the school year.

Medication will be dispensed at prescribed times in the prescribed method by school nurse or office personnel. No medication of any kind can be dispensed without a note from the parent. This includes non-prescription medications such as Tylenol.

Breakfast/Lunch Procedures

- Students may pay for meals daily or prepay weekly or monthly with check or online.
- Charges are not permitted. Students will call parents/guardians daily to provide lunch money in order for students to eat. We ask parents to please take care of this obligation, and communicate to the school if there is an issue concerning money. This will be kept confidential and temporary arrangements can be made with a Federal Free/Reduced lunch program.
- **Please separate** "After School Program-Star Care" checks from "lunch room" checks into separate envelopes.
- Parent/student lunches are welcomed and encouraged. We want to be sure to provide a pleasant atmosphere. We insist on good manners, proper conduct and good citizenship shown by students and visitors in the lunchroom. We expect and ask students to clean up after themselves.
- **NO FAST FOODS** brought in by visitors or parents are allowed during lunch time at WES.

Cafeteria

A nutritious breakfast is available every morning from 7:05 a.m. to 7:55 a.m. Students have a choice of lunch entrees and are encouraged to eat a hot, nutritious, school lunch and to try new foods. Menus will be sent home once a month and posted on the school website. Students who bring a lunch from home may still purchase milk from the cafeteria. Carbonated drinks should not be sent in a child's lunch.

We encourage parents to visit school and eat in the Family Resource Center (Room 120) with their children. Parents eating lunch should plan to purchase a school lunch or bring a sack lunch. **We ask that parents not bring or send fast food items into the cafeteria either at breakfast or lunch. No soda drinks in lunchroom.**

Lunch and breakfast money should be given to the cafeteria cashier. You may pay in advance by the week, month, or longer. If your child is absent one or more days, that money is carried over. Please put money in an envelope and write the child's name and the amount enclosed for breakfast and for lunch on the outside of the envelope. Please do not put snack or ice cream money on the check with lunch and breakfast money. You may also set-up and pay online for your child's meals through our K12 Payment Center.

Breakfast and lunch money can be combined in one check. If you have more than one child, you may combine their breakfast and lunch money in one check. Please list both children's names on the check if it is for more than one child. **Please do not combine payment for food services with other school payments.**

The cafeteria bookkeeper will charge breakfast and lunch. Parents will be notified of the loaned amount and are expected to repay the office the next school day. If a substantial amount of money is owed then a formal letter will be sent home. WES also reserves the right to contact the school social worker/DFACS if restitution is not made. Students with unpaid lunch loans will not be allowed to make purchases such as ice cream, bookstore, yearbooks, and will have report card holds, etc.

Free and reduced lunch applications will be mailed in summer or given to students the first day of school. Contact Mrs. Denise Kinsey, the cafeteria bookkeeper at any other time for the forms.

PAYMENTS TO SCHOOL

Any payment by check (other than those for the cafeteria or for Star Care) should be made payable to **"Woodstation Elementary School."** Please include your child's name on the check. If the payment is for multiple items, please note what the payment is for (i.e. supply donation, t-shirts, field trip. etc.) If it is necessary to send cash, please make sure the money is sealed in an envelope and **marked clearly with your child's name, classroom teacher, and the school event for which the money will be used.** Please do not combine payment for food services with other school payments.

Payments for breakfast and lunch should be made payable to **"Woodstation Elementary School Cafeteria.** If you combine payments for more than one child, please put the check in an envelope and write both names and amounts on the envelope. The cafeteria account is separate from the school account.

Payments for After School should be made payable to **"Woodstation Elementary Star Care or After School Program."** All ASP charges must be paid weekly. (Star Care Handbook)

Please note that all parents are expected to pay breakfast and lunch at the time of the meal (or before). **Star Care fees must be paid at the end of each week.** Other payments, such as fundraiser monies, must be paid according to announced due dates. Any delinquent accounts will result in your child's report card being held. A collection fee will be added to any check written to Woodstation Elementary School that is returned for insufficient funds. All bad checks and debts are processed through the legal system and are collected plus court costs.

The school bookkeeper will issue any necessary refunds (i.e. unused cafeteria account balances) at the end of the school year.

Student Insurance

WES will send home information about a student insurance policy available for you to purchase from a local insurance company. Purchasing this policy is optional. In order to participate in any school sponsored athletic groups, each student will be required to show proof of insurance and a recent physical exam. Please be aware that the school does not carry insurance on any children.

Lice

The school nurse and classroom teachers routinely check for lice. If a child has lice, that child's parents will be contacted and the child will be removed from the classroom until he or she has been treated, checked by school personnel and found to be rid of the lice. The parents of the other children in the

classroom will also be notified by letter. If you have any questions about the control of lice, please contact the school nurse.

Lost and Found

Unlabeled articles that are found will be taken to the lost and found. Labeled articles that are found will be returned to the student. Students who have lost an article should promptly check the lost and found as unclaimed articles are donated to charity at the end of each grading period. **Please put your child's name in all articles that might be lost so that we will be able to return items promptly.**

Physical Education

Physical education is an important part of your child's education and is required for all students. If your child is sick and cannot participate please send a note to the teacher. If your child must miss PE frequently, a doctor's excuse must be obtained. Students should wear tennis shoes on days that they have PE.

Residency

It is the parent's responsibility to give an accurate address, phone number and custody information to the school and to promptly report any change in any of those. A child's legal address is that of his/her legal guardian. Students who reside outside of the Battlefield school district must maintain the following to remain in an out-of-district school:

- Appropriate behavior
- Good attendance (including not being tardy or checked out early excessively)
- Working to his or her ability in the classroom

Out of district students will be routinely monitored to ensure that they are following the above guidelines. Those who are not will be withdrawn from school.

Students who reside outside Catoosa County must pay the \$400 tuition **before entering school.** Families moving out of the Woodstation school district are expected to notify the school as soon as residency status changes. **Students living out of the Woodstation district may not ride a school bus to or from school even to a babysitter or grandparent's home.** According to Catoosa County School Board Policy, school buses deliver students to the primary residence of the student.

Safety

Our priority in establishing all rules and regulations is to provide a safe environment for children.

With the exception of the front door, all exterior doors remain locked during the school day and all visitors are required to sign in at the office. The school is equipped with a digital security camera system 24 hours a day. Our school safety plan is reviewed annually and we practice evacuations with monthly fire drills. Specific school arrival and dismissal plans ensure that children arrive and leave school safely. Our school nurse monitors specific medical needs of students. We are very aware that, as important as planning for safety is, the most important thing is that every adult in the building be diligent in watching out for the children. We stress the importance of appropriate supervision at all times. If you have any specific needs (custody concerns, etc.) about your child, please contact an administrator immediately.

School Closings

In case of snow or bad weather, all radio and television stations are called regarding information about Catoosa County Schools. You may also sign up for our text program which will alert you to school closings as well. Please do not call the superintendent, principal, or other school personnel at home about school closings.

In the event of a school closing during the school day, the radio and television stations are notified as well as a mass text sent out. When there is a possibility of bad weather, please stay tuned to the radio or television. Please keep the school and your child informed of your family's plans for how the child will get

home from school in the event of the school closing during the day. Before winter weather occurs, the school will send home a form requesting this information.

There will be no After School Program (Star Care) on days school is either cancelled or dismissed early due to inclement weather.

School Nurse

Our school nurse is Mrs. Terri Huskey. She oversees the school's health and medication records, sees students who are sick or have had accidents and is available to talk with any student or parent about health concerns.

Student Grooming

A dress code for secondary students has been established by the Catoosa County Board of Education. Although the elementary schools are not as stringent about the dress code, we do prohibit any vulgar pictures and writing on clothing or any reference to violence (including wrestling, tobacco or alcohol). Hats and bandanas are prohibited. Pants and shorts must be worn at the waistline. We ask that shorts be fingertip length or longer and shirts should not show any exposed midriff. Tank tops are not permitted. If your child wears sandals or dress shoes to school, please send appropriate shoes for physical education or recess. Occasionally, on special dress days, some variance from these guidelines is permitted (example "Hat Day"). Refer to the calendar in this handbook and monthly newsletters for specific dates and guidelines.

Parent-Teacher Organization (PTO)

Goals:

- To strengthen parental involvement by making parents feel welcome and encouraging their support and assistance.
- To develop the values of **sharing and caring** to make a difference in our community, school, and homes.
- To foster a close working relationship among teachers, parents, and students.
- To facilitate parents' support of teachers through volunteering and funding classroom needs.
- To provide a variety of opportunities for parents to play an active role in their child's education.

Objectives:

- To promote the physical and mental well being of the children in the school.
- To promote better communication between the home and school, and encourage a cooperative relationship between parents and teachers in order to effectively benefit the education of the child.
- To promote and contribute to the enhancement of the educational environment so as to provide each student with the greatest advantage in physical, mental, social, and spiritual development.

Student Activities and Recognition

Renaissance Program – strives to recognize students in grade 2nd through 5th for academic achievement, good citizenship/behavior, and good attendance.

Renaissance Nine Weeks Celebration - designed for students in Grades 2-5 who make "gains" in grades from grading period to grading period. Students will be recognized and rewarded. This will be a lot of fun for the students and should build excitement which will hopefully improve grades for every grading period. This will take the place of our renaissance assemblies.

Perfect Attendance Reward – Students with perfect attendance and no unexcused tardies will be recognized by Administration.

Kindergarten and First grades efforts are recognized within the classroom. Administration will recognize students with good attendance.

Woodstation Singers – Made up of our third, fourth, and fifth grade students will be performing throughout the school year under the direction of Dr. Lane and Mrs. Vaughn.

Star Squad – Fifth grade students are eligible. Duties include providing support in our building during morning hours such as front door greeters, lunchroom assistance, and spirit store support. Other duties will be assigned during the school year. This is a very important job and students should always represent WES in an honorable way. The star squad is sponsored by Mrs. Girod.

Dance Team– Students in fourth and fifth grade will be performing throughout the school year under the direction of Mrs. Hewitt. Tryouts will be held in the spring for the following school year.

Media Center

The media center under the supervision of Mrs. Donna Knight is open for student use during the regular school hours Monday through Friday from 7:30 a.m. until 2:30 p.m. Students in 2nd – 5th grades may go to the Media Center mornings from 7:20 to 7:50 a.m. for additional reading time. Kindergarten and first grade students are allowed to check out one book for a period of one week. All other grades may check out a maximum of two books for a period of two weeks. Books may be returned or renewed at posted times during the day. Students are responsible for replacing lost or damaged books. Parents are also welcome to check out books. The Media Center offers access to fiction and nonfiction books, reference material and supervised computer time.

Guidance Counselor

Melody Pennington are our school guidance counselor. She meets with classes to teach lessons. They also meet with parents and students individually and in small groups. The Georgia Quality Core Curriculum for guidance can be viewed online at <http://www.glc.k12.us/qcc/homepages>

Articles Prohibited at School

Please do not allow your child to bring items to school that could be hazardous to the safety of others or that could interfere with learning. Items such as toys, pocket knives, hard balls, radios, wallet chains, footballs, or electronic games (bus only) are not allowed at school. Cell phones before arriving at school must be turned off before entering building and put away and not turned on again till after leaving school building. If brought these items will be confiscated and a parent/guardian will be notified to pick up in Mr. Ellis' office at the end of the school day.

Field Trips

Field trips are encouraged as an extension of the classroom lessons. The State Board of Education considers payment for field trips a voluntary contribution. No student will be penalized for nonpayment. **However, if sufficient contributions are not received, field trips may be cancelled.** Student conduct will be considered before each trip, students who do not have good conduct at school, will not be allowed to go on field trips. Learning experiences will be provided for them at school during field trip events.

Dress Code

Students should come to school wearing clothing that is appropriate for the weather conditions and conducive to maintaining the learning environment. If you have a question about the appropriateness of an article of clothing, please do not allow your child to wear it to school. Please refer to the Catoosa County Student and Parent Handbook for current dress code regulations. If inappropriate items are worn and a parent can't come or be reached during the school day to bring more clothes WES has scrubs that a student can wear for the day.

RTI/ SST (Student Support Team)

Sometimes students need additional academic support in core subjects, this team of teachers have been organized to offer that support as needed. This team will target specific skills needed to be successful with language arts and math work in the classroom. Please contact your child's teacher if you have question concerning this process and service for your child.

Report Cards

Report cards will be sent home per 9 weeks/grading period.

Progress reports will be sent home per 4 1/2 week/mid-term period.

The Catoosa County School System Grading Scale is as follows:

- A 90-100
- B 80-89
- C 74-79
- D 70-73
- F Below 70

A parent/guardian or teacher may request a conference at any time. Please schedule conferences by sending a note or email to your child's homeroom teacher. All scheduled conferences are before 7:40 a.m. or after school.

First Grade students will bring home a "standard based" report card and progress report. More information will be presented to you in a grade level meeting that will be held within the first few weeks of school. Please do not hesitate to contact the school for additional information if needed.

Returned Checks

If a check is returned to the office for insufficient funds, parents will be contacted to pick up the check and pay with cash. Also, a \$30.00 fee (per returned check) will be due upon picking up the check.

After School Program - Star Care

Woodstation Elementary After School Program is a voluntary, self-sustaining program that provides care for students during after school hours. The safe and caring environment is intended to meet the needs of students who would otherwise be home alone after school. Our Star Care program is also intended to be a safe and convenient, place for students to do homework, study and interact with other students until their parents' work day is complete.

Star Care Enrollment Procedures

To enroll in the Star Care Program, you must complete a registration form and return it to the school with **a \$5.00 non-refundable registration fee** per child. Each child **must be enrolled before** attending the Star Care Program. Please keep in mind that Woodstation Elementary School asks that you register your child for Star Care if he/she is participating in any after school clubs or activities OR if your child is a car rider. Please remember that NO transportation changes may be made over the phone. Each change **MUST** be in writing.

Please include all requested information in the enrollment form. Periodically it is necessary to change information on your student's information sheet. It is possible to do this by sending in a signed note to your child's teacher with the applicable changes. Once the enrollment procedure is complete, a child may attend Star Care as follows:

FULL TIME: Child attends Monday through Friday of each week. Send a one-time note to your child's teacher instructing him/her to send the child to Star Care every day.

PART TIME: Child attends Star Care on designated days. Send a one-time note to your child's teacher instructing him/her which days your child will be in after school and how he/she will be going home on the other days. Each child's safety is our top priority!

DROP-IN: Child attends on an irregular basis as needed by parents. Send a note to your child's teacher on days you wish him/her to go to Star Care.

Star Care Fees

Yearly Enrollment Fee - \$5 per child (non-refundable)

The cost of the program is \$3.50 per hour. The second child and each child thereafter, in the family will be \$1.75 per hour. There will be a minimum 1 hour charge per day per child. After the first hour the charges will accrue per half hour. Snack is provided daily to students at no extra charge.

	FULL PRICE		ADDITIONAL SIBLING(S)
2:45 – 4:00	1 hour	\$3.50	\$1.75
4:01 – 4:30	1.5 hours	\$5.25	\$2.63
4:31 – 5:00	2 hours	\$7.00	\$3.51
5:01 – 5:30	2.5 hours	\$8.75	\$4.39
5:31 – 6:00	3 hours	\$10.50	\$5.27
6:01 - ???	<u>\$2.00 PER MINUTE for EACH child</u>		

There is a late charge of \$2.00 per MINUTE per CHILD after 6:00PM. PAYMENT FOR A LATE PICK UP IS DUE WHEN YOU PICK UP YOUR CHILD.

Parents should note that fees may increase after December of the school year, *if and only if actual* program expenses increase. For any questions concerning billing, please contact Julie Dietz at the school at (706)-935-6700.

- **Weekly invoices cover Monday through Friday of the previous week.**
- **Statements will be given out each Wednesday in your child's Wednesday Folder.**
- **Payments are due in full no later than Friday of each week.**
- **Parents will be notified/reminded by phone of past due status the week it occurs.** If a student's account is past due on the Monday of the following week the student will not be allowed to stay for Star Care. Parents must make other arrangements for after school care and transportation from the school.
- **Please note that failure to pay any fees will result in termination of participation of the program. Any accounts that have a past due balance will be put on hold and the student will be withdrawn.**
- **STUDENTS CAN BE DENIED PARTICIPATION IN THE PROGRAM BASED ON AN UNPAID BALANCE. THIS DENIAL CAN BE BASED ON AN UNPAID BALANCE AT ANY CATOOSA COUNTY SCHOOL.**

Returned Check Guidelines

During 2010, Catoosa County Board of Education began using an automated check recovery system, ChecXchange, to manage the receipt of non-sufficient fund checks. Using ChecXchange is an effort by the school District to be fiscally accountable in a more efficient and cost effective manner. ChecXchange utilizes the federal and state laws allowing the electronic recovery process of NSF checks which results in a high rate of recovery at no cost to the school district. The cost becomes the responsibility of those who wrote the non-sufficient fund checks with the electronic recovery of the state fee from the bad check writer's bank account.

Catoosa County Board of Education will gladly accept checks. We ask that you include your full name, street address and phone number on each check. When a check is used as payment, the check writer authorizes us either to use the information from the check to make a one-time electronic fund transfer

from the check writer's account or to process the payment as a check transaction. The check writer authorizes us to collect a fee through an electronic fund transfer from the check writer's account if the payment is returned unpaid. The current fee rate is \$30 per returned item.

Star Care Typical Daily Activities

Woodstation's STAR CARE After-School Program is designed for the purpose of providing educational opportunities for students as an extension of the regular school day. This program is open to all school-aged students enrolled in Woodstation Elementary. Children will be involved in activities such as organized playtime, art instruction, computer time, reading time and an opportunity to play physical and/or quiet games. Students will be under the supervision of Woodstation Elementary teachers and paraprofessionals/ staff. A snack will be provided for the students each day.

Star Care Arrival/Attendance

Star Care operates from 2:45 p.m. until 6:00 p.m. each day that school is in session. Students attending the program will go directly to the designated Star Care Room. Students will be "checked in" on the roster as soon as they arrive. Once students have checked in to the Star Care Program, they are under the supervision of the Star Care Staff. Once a child has been checked in to the program and had snack, they are counted present and will be charged the 1 hour minimum stay for that day.*****The Star Care After-School Program will NOT be available during holidays; including in-service days or days that school will be closed due to inclement weather.**

Star Care Departure

A LATE CHARGE OF \$2.00 PER MINUTE IS CHARGED AFTER 6:00 PM FOR EACH CHILD.

Star Care Discipline

For the safety of all students and property, students are expected to comply with all school rules while participating in the Star Care After-School Program. Inappropriate behavior or failure to obey the teacher or staff member on duty will result in suspension from the program. Our discipline procedure will be in the following format:

- 1) Warning: A student will receive a warning for their first action contrary to school rules.
- 2) Discipline Referral: A second offense will result in a discipline referral, which will be sent home and signed by the parent.
- 3) Five-Day Suspension: A third offense will result in another discipline referral being sent home and the child will be suspended from the Star Care Program for a five-day period.
- 4) Ten-Day Suspension: A fourth offense will result in another discipline referral being sent home and the child will be suspended from the Star Care Program for a 10 day period.
- 5) One – Year Suspension: A fifth offense will result in a one-year suspension from the Star Care Program from the point of the offense.

***Repeated inappropriate behavior or failure to obey the teachers on duty can result in suspension from the program at the discretion of the administrators of the program / school.

Any questions about the program should be directed to Mrs. Black or Mr. Crosby at 706-935-6700. Our school administrators are Mr. Ernie Ellis and Mrs. Amy W. Still. Please be assured that each child attending this program will be engaging in activities that encourage creativity in a safe and caring environment. We look forward to providing opportunities for your child to grow and learn.

Woodstation Elementary School After-School – Star Care Staff

Woodstation Elementary School

2016-2017 Handbook

I have read and understand the expectations written in the 2016-2017 student hand book.

Students Name _____

Parent Signature _____

Date: _____