

**Douglas County School System
After School Program
Parent Handbook
2016-2017**

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Section 1: Mission

Mission Statement

Mission: The mission of the Douglas County School System is to provide a quality education for all students in a safe, supportive environment.

Vision: Our vision is to build a community of lifelong learners that become responsible individuals, independent thinkers, and productive citizens.

Goals:

- To provide a challenging, comprehensive instructional and curricular program for all learners
- To provide a school environment that is safe and supportive and enhances the learning process
- To improve communication through out the school community.

Beliefs:

- Understand how children and adults learn and continue learning,
- Build communities of life long learners
- Cultivate the leadership potential of every employee, student and parent in our school system
- Be creative, energetic visionaries, who respond quickly to diverse and evolving issues
- Meet the needs of our stakeholders (students, parent, employees, and community)
- Maintain efficient and effective administrative processes for instruction, operations, human resources and sound fiscal management.

The Douglas County School System mission for the After School Program (ASP) is to provide a safe, relaxed, and enjoyable environment for its elementary and middle school students. The ASP provides enrichment activities, social interaction with peers and homework help in a well supervised, structured setting for its elementary school students. ASP serves students who are enrolled in the school.

Students take part in experiences that encourage creativity, social relationships, appropriate behavior, and positive self-image. The After School Program does not provide educational services to students and is not intended to be an educational program. Rather, group activities in which students will participate include things such as movement, homework, computer games and story time. The ASP includes homework time and recreational activities.

Schools will develop goals specific to their ASP in line with the overall mission of the Douglas County School System.

Policies, Procedures and Guidelines

Each school's ASP will operate within policies, procedures and guidelines of the Douglas County School System.

Specific guidelines and procedures may be developed at each school within the parameters of system policies, procedures and guidelines.

Section 2: Registration

Registration Forms

Parents will need to complete a registration form on each child in their household. Students wishing to participate in ASP must be a registered student at that school. All school registration forms for the ASP will include:

- Student name
- Additional student names in the same family
- Grade
- Name of parent or guardian
- Home address
- Home phone number
- Parent's work phone number(s)/cell phone numbers
- Emergency contacts
- Authorized pick-up individuals with phone numbers
- Medical information/allergies
- Inclement and severe weather contacts
- How often student will attend

Schools may add additional information to the registration form, as they deem necessary.

Registration Fee

Each school's ASP will charge a \$10.00 registration fee per family (non-refundable).

Parent Information

All parents or guardians will be provided with an ASP information sheet upon enrollment of their student into the ASP to sign for school record and a copy for the parent for home use. These forms must be updated each school year. The form will include:

- Tuition and fees
- Grades Served
- Payment procedure
- Hours of operation
- Discipline policy
- Pick-up procedures
- Late pick-up penalties
- Activity schedule
- Name of the ASP Director or school contact and phone numbers
- Severe weather procedure

Section 3: Daily Operation

Program Times and Start Dates

Elementary School - 2:45-6:00 p.m.

Elementary sites may offer a morning before-school program at the schools discretion from 6:30 -7:15 a.m. in addition to the ASP based upon need. The decision to have a morning school program will be determined by the school site.

All elementary and middle schools will start their ASP on the first day of school. The last day of the ASP will be left up to the discretion of the school site, but must fall sometime during the last week of school.

Activities

Each school's ASP will provide:

- A daily nutritious snack
- Homework / enrichment time
- Recreational activities

Individual school sites will plan specific activities and the amount of time spent in each of the activity areas.

Attendance and Sign-Out Procedures

Each school's ASP will follow the Douglas County School System polices and procedures for keeping student and staff attendance records, signing students out and noting payment history.

Late Pick-up Fees

All schools will charge a \$1.00 per minute per family fee for late pick-up of students past 6:00 p.m. Continuous late pick-up could result in dismissal from the program.

Discipline Procedures

Each ASP will establish discipline guidelines at their school site. Students may be temporarily or permanently removed from the ASP depending upon the offense.

Section 4: Financial

Tuition Fees and Payment Procedure

\$8.00 per student per day

\$10.00 non-refundable registration fee per family

Tuition is due weekly on the Friday before except in emergency situations. If a student is absent and payment was made for that day, the daily fee will be considered a credit and roll over to the next week or days attendance. **We do not charge parents for days absent from the after school program.**

All ASP money will go directly from the student or parent to the ASP bookkeeper. School teachers or office personnel will not handle ASP money unless they are also employed as the ASP bookkeeper.

Payment by check, cash, or money order is preferred. No credit cards are accepted.

Scholarships

As funds may be available, partial scholarships for the ASP will be available to students based upon need. Parents in financial need will need to meet with the ASP director to complete a "Financial Assistance Request" form. ASP administrative staff will review application and notify parents if eligible.

All families will pay the \$10.00 registration fee regardless of financial status.

Past Due Payment Procedure

ASP balances should not exceed \$40. If an account is overdue, the student(s) will not be allowed to stay in the ASP program until payment is made on the overdue balance. Each school's ASP will follow the Douglas County School System procedure for handling returned checks. It is permissible to institute a "cash only" payment basis for individuals that write bad checks.

The school will notify parents or guardians, in writing, when they are one week behind in payment and the student will not be allowed to return to the program until all fees are paid. A \$10.00 late payment fee may be applied to accounts that are past due.

Children not registered for the ASP are not eligible to stay. Registered students must be picked up by 6:00 p.m. each day. The school will contact the Department of Family and Children Services, local law enforcement, or school social worker as appropriate for children who are left to attend the After School Program without advance registration, payment or not picked up by 6:00 p.m.

Section 5: Personnel

After School Program staff members are all school system employees that have been processed through the system human resources department. ASP staff may consist of the following:

Program Director
Certified Teachers
Classified Employees
College Students
High School Graduates
High School Students

Staff/Pupil Ratio

Maximum homework / enrichment time ratio is 1:15.
Recreational ratio can be increased above 1:15.

Supervision and Job Descriptions

Each school's ASP is under the supervision of the school administrators. The administrators shall designate responsibilities for the ASP director, teachers, para-professionals and other employees.

Supervision of students must be from personnel that are 18 years of age or older. High school students under 18 may serve as teacher assistants. Non-system contract personnel holding classes or in-services for students must be supervised by an ASP staff member.

Mentors

Adult mentors registered as official Douglas One-2-One mentors may mentor students at the school site during before / after school hours. Participants must stay on the school campus at all times.

Section 6: Provision of Services

Benefits and Services

The After School Program sponsored by the Douglas County School System is designed to provide adult supervision, in a group setting, to students whose parents work outside the home after school hours. The After School Program does not provide educational services to students and is not intended to be an educational program. Rather, group activities in which students will participate include things such as movement, homework, computer games and story time.

All after school programs in Douglas County School System are registered with Bright from the Start through the Georgia Department of Early Care and Learning. Each program is exempt from licensure and a letter of exemption is posted in the school office or after school room.

Eligible students with disabilities who enroll in the After School Program will be provided reasonable accommodations and/or modifications in order to afford them meaningful access to the Program. Accommodations are considered reasonable where the provision of them would not result in a fundamental alteration of the Program or the services offered by the Program or create an undue financial or administrative burden.

Terms and Conditions of Enrollment

1. Students must be registered in the prepaid program in order to attend. Students not registered in the prepaid ASP will not be allowed to attend.
2. Students are eligible to enroll in the After School Program at the school they attend during the school day if they are currently enrolled and attend a Douglas County school.
3. Enrollment in the program may be terminated or denied if:
 - a. A student's behavior is so disruptive or dangerous that, even with the provision of reasonable accommodations, continued enrollment poses a significant risk of physical or emotional harm to the student, other students or staff.
 - b. A student's participation in the Program requires removal of architectural barriers and such removal is not readily available.
 - c. A student's participation in the Program, even with reasonable accommodations, poses a significant health or safety risk to the student, other students or staff.
 - d. A student's needs require the provision of services that are determined to a "fundamental alteration" or an "undue burden."
 - e. A student's account balance is not paid when services are rendered.

4. Students may be denied admission to the After School Program based upon the lack of available space and may be placed on waiting lists for available openings on a first come first serve basis.
5. Parents of students participating in the After School Program are required to pay a registration fee and a weekly tuition fee, the amount of which is determined by the Douglas County Board of Education. Students may be withdrawn from the program for failure to meet payment requirements.
6. If there are any concerns of problems with ASP program decisions or financial matters, parents must schedule a private appointment with both the ASP director and school administrator.