

SOUTHMONT ELEMENTARY SCHOOL

AFTER SCHOOL CARE PARENT HANDBOOK 2019-2020

**Melissa Cox, ASC Co-Director
Karsyn Small, ASC Co-Director
Ms. Ann Carol Grant, Principal**

**After School Care Phone Number
336-625-3089**

**Southmont Office Number
336-625-1558**

The purpose of the After School Care Program (ASC) is to provide quality after school care for students in grades K-5. The program provides supervised enrichment and recreational activities in a safe and caring environment. Social skills, cooperation, and creativity are promoted. Participants are accepted on an approval basis by a committee headed by the principal. An adult to student ratio of 1:25 is maintained.

A balance between physical play and quieter activities is encouraged daily. Opportunities to participate in arts and crafts, blocks and building, dramatic play, and small group games are offered weekly. In addition, a homework period is provided for at least thirty minutes per day (Monday – Thursday). Participants enjoy outdoor activities that include climbing and stretching, sliding, swinging, running and jumping. A snack is provided daily. You may send an additional water bottle as well. Please inform personnel of special dietary needs and/or allergies of your child.

Typical Daily Schedule		
	Grades K - 2	Grades 3 - 5
2:40-3:00	Everyone check-in/Run & Play in the Gym	
3:00-3:30	Snack in the Cafeteria	Additional Play / Sports Games in the Gym
3:30-4:00	Homework/Reading/ Quiet Time	Snacks in the Cafeteria
4:00-4:30	Outside/Gym	Homework/Reading/Quiet Time
4:30-5:30	Combination of ages outside/gym/arts & crafts/computer room with someone either outside or in the room to assist parents with checkout	

The Hours and Days of Operation

The ASC program operates each school day including teacher workdays. The final day of care is the last teacher workday of the school year. On regular school days, ASC begins at dismissal and closes promptly at 5:30pm. If school is dismissed early due to inclement weather, ASC is not offered. If Southmont is closed for students due to inclement weather After School Care is closed.

On teacher workdays ASC opens at 7:30am and closes promptly at 5:30pm. The site director will provide a sign up form for participation on these dates. Lunch is not provided; therefore, students should bring a bag lunch, snack and drink. Please do not include items requiring refrigeration.

Safe Arrival and Departure of Children

Students leave their classrooms and go to ASC at the end of the school day. Parents may pick up their children at the school office until 4:00pm. After 4:00pm, parents pick up their children directly from the ASC Center or outside on the playground by 5:30pm. For safety reasons, all doors remained locked. The doorbell at the end of the yellow hallway is used to enter the building. Parents/guardians are required to sign their child(ren) out daily. If another adult is picking your child(ren) up, a note should be sent to the director to ensure the safety of all. Older children should not be sent into the building to pick up ASC children. Parents/guardians should not enter other areas of the building during ASC pick up.

Fees and Procedures for Payment

Individual student fees are \$35/week. The cost for care on teacher workdays is an *additional* \$15/day. Prepayment is due by 5:30pm each Friday for the coming week. Monthly advance payment is preferred. Children may not attend if prepayment is not received.

A charge of \$10.00 will be assessed for all late payments. If a child's account is unpaid for more than two weeks, he/she may not attend the ASC program as a waiting list exists. If a check is returned for insufficient funds a money order or cash will be required for future payments.

There is no fee for holidays or inclement weather days as ASC is not open on holidays or on days when the school is closed due to inclement weather. On early dismissal days when school is dismissed at 12:40pm ASC is extended. There is an additional \$3.00 charge if the child stays in ASC beyond 3:30pm. ASC is not offered on the day before Thanksgiving break, Christmas break, or the last day of school.

Students must be picked up by 5:30pm each day. A \$10.00 late pick up fee is assessed when the child is picked up between 5:31pm and 5:45pm. An additional \$1.00 per minute is assessed after 5:45pm. Please set your clocks by the time specified at 336-625-1340 to ensure prompt pick up.

Enrollment and Withdrawal from the ASC Program

Parents/guardians may access the ASC Parent Handbook on the school's website (<http://smes.randolph.k12.nc.us/>) and application from the front office. Registration is ongoing as long as the maximum enrollment capacity has not been reached. Prior to enrollment in ASC each child must have the following:

- Application for ASC Program
- Child's Medical Report or School Health Assessment Form
- Emergency Medical Care Plan and Medical Information/Instructions
- Signed Parent Agreement and Discipline Form

If a child is to be withdrawn the ASC director must be notified in advance. All fees should be paid to date or the child will not be able to return to the program in the future. Failure to notify the ASC director prior to withdrawal may also result in the child not being re-enrolled at a later date. If a child has not attended the program consecutively for two weeks without prior notification the child may be withdrawn to allow others to participate.

Health and Safety Policies

If your child or a family member has been exposed to a communicable disease such as chicken pox, impetigo, scabies, strep infections, etc., inform the ASC director. If the ASC center identifies a potential exposure to such diseases, all parents will be notified. Please remember that fever reducing medications do not prevent the spread of contagious illnesses.

If a child has any of the following symptoms, he/she will be isolated from other children until a parent arrives to pick him/her up in a timely manner.

- Suspected signs of a communicable disease include continued nausea or diarrhea, cough or difficulty breathing, complaints of a sore throat or chest discomfort, or discharge and/or inflamed tissue around the eyes or ears.

- Any visible rash or skin sore with suspicion of a communicable nature.
- Oral temperature of more than 100 degrees Fahrenheit.
- Continuing headaches and general malaise.

Please pick up your child promptly when notified of an illness. The child will be permitted to return to ASC following an illness when the symptoms are non-existent or upon authorization by a physician or nurse practitioner. If a child needs medication administered during ASC, the ASC director must have written permission from a doctor or physician's assistant.

In case of accidental injury or health emergency, an immediate attempt to contact a parent will be made. When a parent cannot be reached, the physician listed on the child's application will be notified. If necessary, the rescue squad will be contacted. Until the arrival of the parent, physician, or emergency personnel, the director will make decisions regarding the care of the child. The ASC center will maintain on file a parent's signed consent form agreeing to emergency medical care. In case of an accident or illness requiring hospitalization or emergency treatment, the emergency room of the nearest medical facility will be used.

By NC law, caregivers are required to report suspected cases of child abuse and/or neglect. If such cases arise, the ASC director will report the situation to the school administrator. The administrator or ASC director will notify the Protective Services Unit of the Randolph County Department of Social Services.

Discipline and Behavior Management Policy

ASC follows the Southmont school-wide behavior plan which promotes being Ready, Responsible, and Respectful. Children are taught to display self-discipline and to understand the rights and responsibilities of self and others. Good behavior is rewarded with praise, a smile, a pat on the back, etc.

When needed, individual students will be assigned time out to reflect on and change inappropriate behavior. This technique allows the child to calm down in another part of the room until he/she can function in an acceptable manner. No corporal punishment is utilized in our program.

Southmont After School Care Agreement

Please sign and return to school **prior to your child's first day in ASC.**

Child's Name: _____

I agree that I have read and understand the parent handbook for Southmont Elementary School's After School Care Program. Also, I agree to work with my child to ensure they follow all procedures and policies when participating in After School Care. If my child is referred to the principal's office, he/she may be temporarily suspended or permanently removed from ASC.

I will comply with the payment requirements. I realize that my child will not be able to attend ASC until all balances are paid in full. I understand that the ASC program closes promptly at 5:30pm. If I arrive after this time I agree to pay a late fee at the time I pick up my child.

Students may be withdrawn from the program if payment is not submitted on time, if children fail to attend regularly, and/or if inappropriate behavior is displayed.

Parent Name (Printed): _____

Parent Signature: _____

Date: _____