

# 2018-19

**B**ryan  
County  
Schools **Community Education**  
Before Care  & After School Program



*Before & After School*



## Parent and Student Handbook

Richmond Hill District



Bryan  
County  
Schools

Committed to Excellence & Success in All We Do



# Before School Care

## Before School Program

The Bryan County School System offers a **Before School Program** at two school sites for students enrolled in these three Bryan County Schools:

- Richmond Hill Primary School – Before School – 6:45 am – 8:25 am
- Richmond Hill Elementary and George Washington Carver Elementary – Before School at these two schools take place at **Richmond Hill Elementary School** – 6:45 am – 8:25 am
- An optional breakfast is offered at normal school fees at both sites.

## Requirements for Before School attendance

- All ASP students should be able to follow directions in a group setting
- Respond appropriately to adult supervision in a group setting
- Perform basic self-help behaviors such as toileting and feeding independently

## Fee and payment information for Before School

- Students from these three schools have three options for enrollment:
- Before School **and** After School Program (Full week) - \$60 per week
- Before School Only - \$30 per week
- Pre-payment for the upcoming week must be paid before students can attend the Before School Program

## Discipline procedures

Students in the Before School Care Program are expected to follow the behavior requirements set forth in the **Bryan County Schools Parent/Student Handbook**. If a student incurs a discipline infraction, the instructor will complete a discipline form to be signed by the instructor/supervisor and the parent. The Before School program follows a progressive discipline policy. If a student incurs multiple discipline infractions, he/she may be suspended or withdrawn from the Before School program.

### **Disciplinary guidelines:**

- Three discipline infractions - student may be suspended from the ASP program for one school day
- Four discipline infractions - student may be suspended from the ASP program for two school days
- Five discipline infractions - student may be suspended from the ASP program for three or more days

Depending on the severity of disciplinary incidents, a student may be suspended or withdrawn from the program at any time.

The Before School Program is coordinated by the Community Education Office and is a self-supporting program that relies on payment of weekly tuition fees for funding.

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# After School Program



## Program Information

The Bryan County School System offers an after-school program for students in pre-kindergarten through eighth grade who are enrolled in the school system. If there is insufficient enrollment in a specific grade level, the program may not be provided. The primary goal of the After School Program (ASP) is to provide academic, enrichment and extracurricular opportunities for children during the after-school hours in a safe, supervised environment. ASP is staffed with qualified adult instructors.



The After School Program is offered for students at three Bryan County School locations:

- Richmond Hill Community Education Center for students attending schools in the Richmond Hill district
- McAllister Elementary School for students attending McAllister
- Lanier Primary School for students attending school in the Pembroke area

Students attending RHPS, RHES, CES and RHMS will be transported to the Richmond Hill Community Education Center by shuttle bus each day. Students attending LPS, BCES and BCMS will be transported to the Lanier Primary ASP site.

The After School Program offers students an opportunity to study, begin homework assignments, attend extracurricular activities provided by the Community Education Office, and enjoy enrichment activities that focus on the fun of learning and socialization skills. The ASP is coordinated by the Community Education Office and is a self-supporting program that relies on the payment of weekly tuition fees for funding. **The rules, guidelines and procedures of the Bryan County School system outlined in the Bryan County Student/Parent Handbook are followed by the After School Program.**

## Our Goals

- To make quality after-school academic and enrichment activities available to children enrolled in pre-kindergarten through eighth grade
- To provide a structured and safe environment which stresses responsible behavior, respect for others, positive attitudes and educational enrichment for all students
- To provide a professional and caring staff of instructors who will interact with the students in group situations
- To provide a quality program which complements the regular school curriculum while offering activities that will stimulate new interests and creativity



### Curriculum and activities

- Academic activities include time for homework or review, with program instructors available to offer assistance, and/or a quiet time for study.
- A variety of activities are offered several times each week, including:
  - Outside play on two large, modern playgrounds (depending on weather conditions)
  - After School Program **Media Center** for STEM and iPad educational applications
  - Arts and Crafts room where students are encouraged to exercise creative skills
  - Game and arcade rooms where students enjoy games, basketball and other activities
  - ASP students may also participate in Community Education enrichment classes such as gymnastics, taekwondo, music lessons, dance, Snapology and study skills  
(Community Education classes are fee based)
- ASP students receive a daily snack and other special programs throughout the school year



### Requirements for ASP attendance

- ASP students should be able to follow directions in a group setting without one-on-one supervision
- Respond appropriately to adult supervision in a group setting
- Perform basic self-help behaviors such as toileting and feeding independently

### Enrollment Procedures

The After School Program is available to all students enrolled in Richmond Hill school district in pre-kindergarten through eighth grade. There must be sufficient students enrolled at each grade level to support the program's operation. Parents or legal guardians must complete and sign an enrollment registration/medical information form. There is usually a 24 to 48-hour processing time before a student can enroll in the program. If there are no available openings at the time of registration, the student will be placed on a waiting list and parents will be notified as soon as there is available space.

A parent must designate whether a child will attend full-week, three-days per week, two-days per week, one-day per week or three-days per month. **Payment is due in advance of attending ASP and is due every week** (for weekly students) and **monthly** (for three-day per month students.)

Parents must adhere to this attendance schedule unless the Community Education Office staff is notified in advance of any changes in the regular schedule. **Any requested change to a student's schedule must be made in writing** to the Community Education staff.

Payment is due every week ASP is in session regardless of student's attendance. All ASP students will continue to be billed at the rate unless notification of a change is received and processed by the Community Education Office.

### Authorization for pick up

Changes in the list of those authorized to pick up a student can only be made by parents or legal guardians who register the student. **Students will not be released to person(s) not designated as 'authorized' on the registration form.**

## Homework

It is the child's responsibility to provide accurate information regarding homework assignments. If a child has no homework to complete during the designated homework/study time, the staff will allow the student to participate in another academic-related activity. The homework segment of the program is for a limited time, and students may not have sufficient time to complete all homework or study assignments. It is not the After School Program's responsibility to make sure all homework assignments are completed.



## Fee and payment information

### Richmond Hill district:

- Before **and** After School: \$60 per week, due Friday before the next week's session
- After School Only:**
  - Full week (5-days per week): \$45 per week, due Friday before the next week's session
  - Three-days per week: \$45 per week, due Friday before the next week's session
  - Two-days per week: \$30 per week, due Friday before the next week's session
  - One-day per week: \$15 per week, due Friday before the next week's session
  - Three-days per month: \$45 per month, due the first Friday of each month
  - Students attending **EXTRA days will be charged \$15 per day**, due before attending
- All locations have an annual, non-refundable \$25 registration fee per child. **Registration forms can only be accepted with payment of the registration fee.**
- Parents must designate if their child will be attending the program on a full-week (5-day), three-day per week, two-day per week, one-day per week or three-day per month schedule and will be billed accordingly. Refunds for unused days will not be made. (No exceptions.)
- Parents who register the student are responsible for payment. One check may be written for multiple children enrolled. Please note each child's name, grade and ASP site on the bottom of the check.
- **After School Program fees are due in advance. Fees for students attending on a full-week, three-day, two-day or one-day per week schedule are due Friday before the next week's session. A \$10 late fee will be automatically assessed if payment is not paid by Tuesday.**
- **If payment is not made within the one-week period following the original payment due day (Friday), the student may be withdrawn from ASP. The student cannot return to the program until the account is paid in full or payment arrangements have been made.** Once the payment is made, the child may return to the program if there is an available opening.
  - **All ASP payments must be made Friday before the next week's session. (3-day per month students may make payments monthly, due the first Friday of each month.)**
  - ASP Students attending Community Education classes should pay ahead for the entire term of the class.
  - The recommended method of payment for the After School Program is for parents to pay online at *MyPaymentsPlus.com* or at the ASP site. No weekly or monthly bills will be issued.



- If your child is an AFDC child, financial aid may be available through the Department of Family and Children’s Services for the After School Program. Parents are responsible for payment until documentation is received from the DFCS.
- **Failure to keep Community Education and After School Program accounts current will result in your student being withdrawn from both programs.** ASP and Community Education class payments must be paid by separate checks. Late fees will be assessed if payments are not received prior to the second class.

### Scholarship program

Limited reduced-fee scholarship programs are available on a case-by-case basis with funding provided by the Community Education Office. Due to limited funding, the scholarship is only available to students enrolled in the After School Program. Parents may apply by contacting the Community Education Office to obtain paperwork. The completed paperwork and required documentation must be returned to the Community Education Office before a decision can be made to determine the fee status. Parents are expected to pay for any tuition fees until a decision is made pertaining to the scholarship funding.

### Absences

Parents are requested to call the Community Education Office at 912-459-5116 before noon when the child will not attend ASP. Voice mail is available during the hours the office is closed. **A child must attend school during the school day in order to attend an after-school activity. Once a student leaves the ASP campus (appointments, etc.), the student cannot return for that day.**

### Discipline procedures

Students in the After School Program are expected to follow the behavior requirements set forth in the **Bryan County Schools Parent/Student Handbook**. If a student incurs a discipline infraction, the instructor will complete a discipline form to be signed by the instructor/supervisor and the parent. The ASP program follows a progressive discipline policy. If a student incurs multiple discipline infractions, he/she may be suspended or withdrawn from the ASP program.



#### **Discipline guidelines:**

- Three discipline infractions - student may be suspended from the ASP program for one school day
- Four discipline infractions - student may be suspended from the ASP program for two school days
- Five discipline infractions - student may be suspended from the ASP program for three or more days

Depending on the severity of any discipline infraction, the Community Education System Coordinator may suspend a student at any time. The Coordinator will make the final decision on the suspension and/or withdrawal of a student depending on the severity of the discipline infraction.

### Changes in scheduled status

The student’s status remains in effect unless approval for any change has been made by the Community Education Office. Requested changes must be in writing to the Community Education Office. Parents will be billed at the original status unless the change in status request has been approved. **Parents will be charged EVERY WEEK (or month) ASP is in session. Enrollment in ASP requires weekly (or monthly) payment regardless of attendance.**

### Student pick-up

Students must be picked up no later than 6:30 p.m. each day. After 6:30 p.m., the following late fee schedule will be in effect:

- 6:30-6:45 p.m. = \$15.00 (No courtesy pick-up)
- 6:46-7:00 p.m. = \$20.00
- 7:00 p.m. = \$30.00 (Legal authorities may be called)
- Violations of the pick-up policy may result in a child being dismissed from the After School Program. In case of an emergency situation that will delay the prompt pick-up of a child, parents are urged to call the supervisors at their child's ASP site. Cards are available at the sign-out table providing phone numbers for the After School Program. Please remember that the ASP site office is not staffed until after 4:00 p.m. each day. **Violations of the pick-up policy may result in a child being dismissed from the program.**

### Inclement weather/Emergency closing

In case of inclement weather or school closing for an emergency reason during the school day, the After School Program will also be closed. It is essential that you have a plan of action for your child on file with the school. Limited time and personnel make it impossible for each parent whose child is enrolled in the ASP to be called. Make sure that you have completed the Inclement Weather section of the ASP registration form and keep it updated if there are changes. Parents should take the time to make their children aware of their emergency plans. If school is closed for an emergency reason during a school day, students will be sent home from school, and the ASP will not be in operation.



### Extra Activities

Some students enrolled in the After School Program may also be attending a Community Education course (art, gymnastics, dance, piano, martial arts and others.) The ASP staff will make every possible effort to ensure that your child gets to and from these extracurricular activities while attending the ASP. If your child's class is at a location other than his/her ASP site, transportation may be provided to and from the class. No transportation can be provided before 4:15 p.m. or after 5:45 p.m. No discounted fees will be available if a child leaves the ASP to attend any activity. **Parents of students not enrolled in ASP are responsible for transporting students to Community Education classes.**

### Noteworthy

- Since the After School Program provides a variety of toys and games, children are requested not to bring items from home. If items from home are brought to the ASP site, the staff cannot be responsible for their safe return.
- **Electronic devices are not permitted during homework time. Use of electronic devices (cell phones, tablets, etc.) are allowed at the discretion of the ASP instructor and should only be used for academic assistance.**
- Because there are many children involved in the After School Program, it is very important that all clothing, jackets, lunchboxes, backpacks and other items be clearly marked with your child's name.
- A snack will be served every day. If your child has certain food allergies, make

sure that the ASP staff members are aware of these problems and that this information is listed on the registration form. Every effort will be made to provide the food that your child is required to eat due to a medical problem. In extreme cases, parents may be asked to provide acceptable snacks.

### Important phone numbers

Parents should call the Community Education Office during regular school hours with questions or schedule changes. The ASP phones in the supervisor's office are not manned during the regular school day, but are usually activated by 4:00 p.m. each day. ASP families will be given phone numbers to ASP sites and the Community Education office.

- **Richmond Hill ASP supervisor office number is: 912-459-5089**
- **Richmond Hill ASP mobile number: 912-656-9120**

For more information on Community Education programs, call the  
Community Education Office at 912-459-5116.

