2020-21

Community Education Schools Before Care & After School Program





Parent and Student Handbook





Before School Program

The Bryan County School System offers a **Before School Program** at <u>three school sites</u> for students enrolled in these five Bryan County schools:

- Richmond Hill Primary School Before School 6:45 am 8:25 am
- Richmond Hill Elementary School and George Washington Carver Elementary School
 Before School for these two schools is located at Richmond Hill Elementary School –

 6:45 am 8:25 am
- Lanier Primary School and Bryan County Elementary School: Before School for these two schools is located at Lanier Primary School 6:15 a.m. 7:20 a.m. Students attending Bryan County Elementary will be transported by bus at 7:15 a.m. each day. Students not present in Before School by 7:00 a.m. must be transported by a parent or guardian to Bryan County Elementary.



An optional breakfast is offered at normal school fees at all three sites.

Student Requirements for Before School attendance

- Able to follow directions in a group setting
- Respond appropriately to adult supervision in a group setting
- Perform basic self-help behaviors such a toileting and feeding independently (Before and After School students must be toilet trained)

Fee and payment information for the Before School Program

Students from these five schools have two options for enrollment in Before School:

- Before School <u>and</u> After School Program (Full week) \$60 per week
- Before School Only \$30 per week for RHPS, RHES and GWCES students or
 Before School Only \$25 per week for LPS and BCES students



Fees for the upcoming week must be pre-paid before students can attend the Before School Program. The recommended method of payment for the Before School Program is for parents to pay online at https://bryan.ce.eleyo.com. Accounts can be maintained online by parents. Payments for both the Before and After School Program can be made online at this site. No weekly or monthly bills will be issued.

Discipline procedures

Students in the Before 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 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.





Program Information

The Bryan County School System offers an after-school program for students in pre-kindergarten through eighth grade who are enrolled in Bryan County Schools. 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.

After School

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

- Richmond Hill Community Education Center for students attending Richmond Hill Primary,
 George Washington Carver, Richmond Hill Elementary or Richmond Hill Middle School
- McAllister Elementary School for students attending McAllister
- NEW LOCATION: Frances Meeks Elementary School for students attending Frances Meeks
- Lanier Primary School for students attending school in the Pembroke area

Students attending RHPS, RHES, GWCES 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 After School Program follows the rules, guidelines and procedures of the Bryan County School system outlined in the Bryan County Student/Parent Handbook.

SPECIAL COVID-19 GUIDELINES:

The Before and After School Program will follow Bryan County Schools' reopening guidelines to create a safe environment for staff and students. These guidelines are available in full on the bryancountyschools.org/o/comed website.

In summary:

- All staff and students are required to wear masks while riding the bus and at school
- Accommodations will be made for students unable to wear a face mask
- Classroom desks and door handles will be regularly cleaned and disinfected
- To the extent possible, classroom configurations will support social distancing
- Staff will teach and reinforce good hygiene practices and will have access to hand sanitizer
- Water fountains will be disabled students are encouraged to bring refillable water bottles



- Following physical activity, students will be required to wash hands
- After School students will have snacks in their classroom student movement outside will be limited
- Student pick up will be from a car line at each ASP location, available after 4:00 pm.
- Any parent or visitor needing to meet with a staff member is required to have an appointment. Parents will not be allowed inside the building without an appointment
- Masks may be provided in emergency situations if a student forgets his or her mask
- Student behavior while riding a bus is critically important. Discipline infractions will
 result in immediate dismissal from the program
- Students who exhibit COVID-19 symptoms will be moved to a separate room, with supervision. Parents or authorized persons will be called to pick up the student. Parents or authorized person should arrive within 30 minutes. Parents are encouraged to identify alternate person(s), authorized through your online account, who can pick up a student if the parent cannot arrive within 30 minutes
- The Department of Public Health is responsible for contact tracing

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 scheduled each week, including:
 - Outside play on large, modern playgrounds (depending on weather conditions)
 - > STEM and iPad educational applications
 - > Arts and crafts activities where students are encouraged to exercise creative skills
 - ➤ ASP students may also participate in Community Education enrichment classes such as gymnastics, martial arts, STEM, music lessons, dance, Snapology and study skills. (Community Education classes are fee-based and location dependent.)
- AFTER School Snack

 ASP students receive a daily snack and other special programs throughout the school year



Student Requirements for ASP attendance

- 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
- (All Before and After School students must be toilet trained)

Enrollment Procedures

The After School Program is available to all students enrolled in Bryan County Schools in Pre-K 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. Please allow a 5-business day processing time before a student can enroll in the program. If there are no available openings at the time of registration, 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 or one-day per week. **Payment is due in advance of attending ASP** and is **due every week**.

Parents must adhere to this attendance schedule unless the Community Education Office staff is notified at least 5 days in advance of any changes in the regular schedule. Any requested change to a student's schedule <u>must be made in writing</u> to the Community Education staff or on the parent account at bryan.ce.eleyo.com.

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

<u>Authorization for pick up – PARENT PICK UP IS BY CAR LINE ONLY – NO PICKUP</u> <u>BEFORE 4:00 PM (4:30 pm for Richmond Hill ASP)</u>

Changes in the list of those authorized to pick up a student <u>can only be made by the student</u> <u>account owner</u>. Students will not be released to person(s) not designated as 'authorized' on the registration form. Legal documentation (restraining order or other legal documentation) is required when prohibiting pick up by a biological parent or legal guardian, <u>listed as such</u> on the registration form. Any change to an existing court order must be made through the Bryan County School system. Student(s) will not be released until change is made in Bryan County Schools.

<u>Homework</u>

It is the child's responsibility to provide accurate information regarding homework assignments. 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

NEW LOCATION: Frances Meeks Elementary location:

- Full week (5-day attendance per week): \$55 per week
- > Three-day week: \$45 per week
- > Two-days per week: \$30 per week
- > One-day per week: \$15 per week
- Students attending EXTRA days will be charged \$15 per day, due before attending

McAllister Elementary location:

- > Full week (5-day attendance per week): \$55 per week
- > Three-day week: \$45 per week
- > Two-days per week: \$30 per week
- > One-day per week: \$15 per week
- Students attending EXTRA days will be charged \$15 per day, due before attending

Lanier Primary location:

➤ Before <u>and</u> After School, full week: \$60 per week (open to LPS and BCES students only)

After School Only:

- > Full week (5-days per week): \$45 per week
- > Three-days per week: \$45 per week
- > Two-days per week: \$30 per week
- One-day per week: \$15 per week
- Students attending EXTRA days will be charged \$15 per day, due before attending

Richmond Hill district:

➢ Before <u>and</u> After School, full week: \$60 per week (open to RHPS, RHES and GWCES students only)

After School Only:

- Full week (5-days per week): \$45 per week
- > Three-days per week: \$45 per week
- > Two-days per week: \$30 per week
- > One-day per week: \$15 per week
- 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 will not be processed until registration fee is paid.

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 or one-day per week schedule. Refunds for unused days will not be made. (No exceptions.)



- Parents who register the student are responsible for payment.
- 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 Monday at 12 a.m.
- 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.
- ASP students attending Community Education classes should pay in advance for the entire term of the class.
- The recommended method of payment for the After School Program is for parents to pay online at https://bryan.ce.eleyo.com. Accounts can be maintained online by parents, payments for both the Before and After School Program can be made online at this 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.
- <u>Failure to keep Community Education and After School Program accounts current will</u>
 <u>result in your student being withdrawn from both programs.</u> 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 Before and 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 full tuition fees until a decision is made pertaining to the scholarship funding.

Absences

Parents should call the Community Education Office at 912-459-5116 or email communityEducation@bryan.k12.ga.us 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. Potentially harmful physical contact between students could result in suspension.

Student pick-up

Student pick up is by car line only. ASP students cannot be picked up before 4:00 pm (4:30 pm for Richmond Hill ASP students.) In case of emergency, call the After School site for direction. 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
- after 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 that will delay the prompt pick-up of a child, parents are urged to call the supervisors at their child's ASP site. Telephone numbers to each Before and After School location are listed at the end of this handbook. Please remember that the ASP site office at MES and FMES are not staffed until after 2:30 p.m. each day, the ASP site office at LPS is not staffed until after 3:00 p.m., and the Richmond Hill area ASP site office is not staffed until after 4:00 p.m. each day.

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 to be called. 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 <u>be clearly</u> 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 2:30 p.m. each day at the MES site, by 3:00 p.m. at the LPS site, and by 4:00 p.m. at the Richmond Hill area site. ASP families will be given phone numbers to ASP sites and the Community Education Office.

- Richmond Hill ASP supervisor office:
 912-459-5089 or 912-704-3872
- Richmond Hill ASP mobile number (signout location): 912-656-9120
- Frances Meeks Elementary: 912-851-4100
- McAllister ASP supervisor office: 912-851-4053

- Lanier Primary ASP supervisor office: 912-663-1907
- For more information on Community Education programs, call the Community Education Office at 912-5116

Please leave a message if before 2:30 pm

