



# Community Education

Before Care  & After School Program

Bryan County Schools offer a **Before Care** and **After School Program** for Bryan County School students. Students must be enrolled in Bryan County Schools in order to attend Before Care or the After School Program.

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. Students in the After School Program may participate in a variety of activities during After School Program hours:

- Daily academic (homework) review
- Daily snacks
- ASP students may register for a variety of Community Education classes (Transportation provided for appropriate classes)
- Weekly arts/crafts activity
- Weekly access to the Community Education Technology Center
- Weekly access to STEM activities
- Free outdoor playtime (weather permitting)

If there is insufficient enrollment in a specific grade level, the After School 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.

### **Before Care Program:**

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

- Richmond Hill Primary School – Before Care – 7:00 am – 8:10 am
- Richmond Hill Elementary and George Washington Carver Elementary – Before Care at these two schools take place at Richmond Hill Elementary School – 7:00 am – 8:10 am.

An optional breakfast is offered at normal school fees.

### **Before/After School Program Tuition:**

The **After School Program** is available for students in pre-kindergarten through eighth grade who are enrolled in the Bryan County School system. There are three After School Program sites:

**Richmond Hill Community Education Center** for student attending Richmond Hill Primary, Richmond Hill Elementary, George Washington Carver Elementary

- Students from these three schools have three options for enrollment:
  - 1) Before Care and After School Program (Full week) - \$55 per week
  - 2) Before Care Only - \$25 per week
  - 3) After Care Only (Full week) - \$45 per week
  - 4) After Care ONLY Scheduled Days or Drop-In - \$15 per day
  
- **McAllister Elementary School** for students attending McAllister Elementary
  - 1) After School Program (Full week) - \$55 per week
  - 2) Scheduled Days or Drop-In - \$15 per day
  
- **Lanier Primary School** for students attending Bryan County Middle, Bryan County Elementary and Lanier Primary.
  - 1) After School Program (Full week) - \$45 per week
  - 2) Scheduled Days or Drop-In - \$15 per day

All Before/After Care programs require a \$25 non-refundable registration fee before acceptance in the program.

# 2017-18

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



## Parent and Student Handbook



### **Before Care Program**

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

- Richmond Hill Primary School – Before Care – 7:00 am – 8:10 am
- Richmond Hill Elementary and George Washington Carver Elementary – Before Care at these two schools take place at **Richmond Hill Elementary School** – 7:00 am – 8:10 am.

An optional breakfast is offered at normal school fees.

### **Requirements for ASP attendance**

- All ASP student 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 a toileting and feeding independently

### **Fee and payment information**

- Students from these three schools have three options for enrollment:
- Before Care and After School Program (Full week) - \$55 per week
- Before Care Only - \$25 per week
- Scheduled days/Drop-in status is not available in the Before Care Program

### **Discipline procedures**

Students in the Before Care 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:

- 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

The Before Care 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, with program instructors available to offer assistance, and a quiet time for study.
- Physical activities are offered several times each week. Outside activities will be available depending on weather conditions. Activities may include any of the following: exercise, basketball, volleyball, jump rope, access to playground equipment, organized games and free play time.
- ASP students receive a daily snack, special project exercises, arts and crafts projects and media center and Community Education enrichment opportunities.

### Requirements for ASP attendance

- All ASP student 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 a toileting and feeding independently

### Enrollment Procedures

The After School Program is available to all students enrolled in the Bryan County School System 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 child can enroll in the program. If there are no available openings at the time of registration, the child 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, scheduled days or drop-in and will be billed accordingly. 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. Full-week students will continue to be billed at the full-week 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.

### 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 the parents' responsibility to make sure all homework assignments are completed.



### **Fee and payment information**

- **Richmond Hill and Lanier Primary locations:** Weekly fees for students enrolled five-days-per-week is \$45. The scheduled day or drop-in fee is \$15 per day.
- **McAllister location:** Weekly fees for students enrolled five-days-per-week is \$55. (Increased fee due to longer ASP hours.) The scheduled day or drop-in fee is \$15 per day.
- 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) or scheduled days or drop-in, and will be billed accordingly. Children scheduled for full-week attendance cannot be refunded for unused days except in cases of extreme illness or with approval by the Community Education Coordinator.
- 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 (5-days) basis are due on the preceding Friday for the upcoming week.** A \$10 late fee will be automatically assessed if the bill for full-week students is not paid by Tuesday. **If payment is not made within the next two-week period following the original payment due day (Friday), the student will be withdrawn from ASP. The student cannot return to the program until the account is paid in full.** Once the payment is made, the child may return to the program if there is an available opening.
  - **Parents whose children attend on a drop-in/scheduled day basis must pay in advance of attendance in the program.**
  - 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 at the ASP site. No weekly 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 a child 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 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:

- 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 an ASP supervisor or 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.

## 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. = \$10.00 (No courtesy pick-up)
- 6:46-7:00 p.m. = \$15.00
- 7:00 p.m. = \$20.00 (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.

### ***Miscellaneous***

- 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.) is not encouraged and may be monitored at ASP.
- 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 Community Education office.
- **Richmond Hill ASP supervisor office number is: 912-459-5089; mobile number: 912-704-3872**
- **McAllister ASP supervisor office number is: 912-851-4053**

For more information on Community Education programs call the Community Education Office – 459-5116.



 Committed to Excellence & Success in All We Do  
**Community Education**

**PROGRAM INFORMATION:** The Community Education Program provides educational, recreational and enrichment opportunities for the residents of Bryan County. Community Education allows participants to attend classes in their local community. A variety of classes are offered for children and adults with a staff of qualified instructors. The concept of community education is based on the principle that education is a never-ending process that should be available for learners of all ages, backgrounds and needs. The Community Education Program allows schools to become a place of learning for the entire community. The program encourages local citizens to share their many talents and resources as instructors.



A diverse curriculum is available for children and adults of all ages with a staff of qualified, caring instructors. Approximately 800 students attend weekly classes that include art adventures, gymnastics, dance, piano, karate, Taekwondo, soccer, Snapology and other activities. Classes such as dance, gymnastics, piano, tennis, karate and others are on-going classes held on a continuing basis throughout the school year. Shorter term classes such as baby-sitting or quilt-making are scheduled for several sessions throughout the year. A recital or exhibition is planned for most of the year-long classes during the school year. Students will receive a confirmation letter informing them of the beginning date and time of their class.

**REGISTRATION INFORMATION AND CLASS PLACEMENT:** All registrations must be received and processed by the Community Education Office staff. Program instructors cannot accept registration forms or place a child in a particular class until the paperwork has been processed by the Community Education Office staff. Payment is not required until just prior to the first class. Some smaller specialty classes may require payment earlier to verify enrollment numbers. All registration forms are dated and timed upon receipt in the Community Education Office, and students are placed on class roles according to when they were received. Students are placed in classes either according to age or ability levels determined by the individual instructors. If a class is filled, students will be placed on a waiting list. Registration forms must be signed by a parent or legal guardian. Legal guardians must provide legal documentation of guardianship.

**Registration information:**

- Parents or legal guardian who register the student is responsible for payment of Community Education tuition.

- Any requested changes to a student's Community Education schedule must be made in writing to the Community Education Office.
- Changes in the names of personnel authorized to pick up a student can only be made by the parent or legal guardian who registers the student.

#### FEE SCHEDULE AND PAYMENT INFORMATION:

- For convenience, class fees are divided over eight equal monthly payments for year-long classes.
- No billing will be sent aside from the class schedule.
- A non-refundable, annual registration fee of \$25 per child is assessed for year-long classes regardless of the number of classes taken.
- Community Education and ASP payments must be made on separate checks.
- Individual class descriptions and fees are listed in the class descriptions detailed on the Bryan County School's website ([www.bryan.k12.ga.us](http://www.bryan.k12.ga.us)).
- A yearly payment schedule will be attached to a student's confirmation of class enrollment.
- **Failure to keep Community Education and After School Program accounts current will result in a child being withdrawn from both programs.** Late fees will be assessed if payments are not received prior to the second class. Notice of withdrawal from Community Education classes must be made in writing to Community Education Office.
- Late pick up fees will be applied as follows:
  - 0 – 15 minutes after class ends: \$10.00 (No courtesy pick-up)
  - 15- 30 minutes after class ends: \$15.00
  - 30 minutes or over - \$20.00 (Legal authorities may be called)

Refunds will not be made if a student is unable to attend a Community Education class. If a child is absent for an extended time due to an illness or injury, a doctor's note must be delivered to the Community Education Office before the child can return to the class.

#### CLASS RULES:

- Students may not remain on campus while waiting for a Community Education class to begin. Transportation assistance is available on a drop-in basis through the After School Program.
- Parents, siblings or friends are not allowed to remain in the student's Community Education class or hallways. Parent observation days will be scheduled periodically.
- Children should arrive no sooner than five minutes before the beginning of their class.
- Transportation to and from Community Education classes is provided to children enrolled in the After School Program when possible between the hours of 4:15 p.m. and 6:00 p.m.

Thank you for your support of the Community Education Programs. Comments and/or suggestions are always welcomed by calling the Community Education Office at 912-459-5116.

**Community Education Office**  
**120 Constitution Way, Richmond Hill, GA 31324**