



# Parent Handbook

2018-19  
School Year

## **Welcome!**

Welcome to After School Plus! Thank you for selecting our program to meet your family's after-school needs. We look forward to an exciting year and are delighted to have your family join our program! We hope you'll find our teachers amazing and appreciate all the pluses under one roof. We are always open to your feedback and comments.

ASP has an active FaceBook page and uses texting to communicate with parents. Please join our VIP Club by texting *AFTER* to 51660.

## **Our program:**

After School Plus opened our doors to families in 2006. Our goal was to create more quality time for families by providing educational support and extra curricular activities all under one roof. We do this by providing over an hour of homework help in a classroom setting with a ratio of 1 teacher to every 12 students. After homework is done correctly and tests are studied for, extra activities are available on site- leaving busy parent's time to enjoy family time in the evenings!

Our teachers review school websites and weekly newsletters to determine assignments for the week. If your child's teacher emails information to you feel free to forward the email to Jennifer at [Jennifer@afterschoolplus.org](mailto:Jennifer@afterschoolplus.org) Parents are always welcome to stop in our classrooms and speak directly with teachers.

Our emphasis on education is outlined in our policy below-

## **Homework Policy at ASP:**

Students should utilize the entire time in the classroom working on homework, studying, and reading. Homework for most students can be divided into-

- 20 minutes of reading. This includes reading over notes, reading books assigned by school or reading for pleasure.
- 20 minutes of Math homework or assignments provided by ASP teacher.
- 20 minutes of ELA/writing assignments- same as above.

Students who do not complete their homework should remain in the classroom until homework is complete or their parent arrives for pick-up.

If a student says he/she does not have homework, teachers will:

- Have the student check on the website (if not already done).
- Student review agenda or newsletter and go through backpack.
- Student asks other students in the same grade/school.
- Review or rewrite notes for the day. 5<sup>th</sup> grade teachers consider this homework and preparation for middle school.
- Study for upcoming tests and quizzes.

If the student does not have homework or is not prepared 3 out of 5 days-

- Discuss with Jennifer
- Discuss issue with parents
- Develop a plan with the parents. Share copy with ASP office.
  - Monitoring of grades
  - Bringing books for student to leave at ASP
  - Daily notification

### **Registration and Rate Information:**

After School rates include pick-up from school, a healthy snack and one – one and a half hours of homework assistance.

An annual registration fee is required at the time of enrollment to reserve a place for your child. The registration fee covers the cost of yearly materials and **is not refundable.**

### **Fees:**

\$79.00	Weekly tuition.
\$150.00	Registration for new students.
\$25	Each additional student.
\$50.00	Registration for current student.

### **Method of payment:**

Payments are due on Friday for the upcoming week. We gladly accept checks, credit/debit card payments, bank drafts and dependant care account payments. You may place your tuition checks in the payment box near the ASP office door. Please do not place cash payments in the lock-box. Checks should be made payable to After School Plus or simply ASP!

**Hours of operation:**

Our facility closes promptly at 6 pm. At 6:15 families participating in dance and gymnastics classes at 6:30 pm will be escorted to their extra-curricular activity and dismissed to their care. Parents are responsible for making arrangements with DAG or Greenville Gymnastics if classes begin after 6:30 pm.

During school holidays, teacher work days or during the summer months students may arrive at the facility any time after 7:30 a.m.

Transportation is provided to school for students at Blythe Academy & Hughes Academy. Students attending these schools may be dropped off at 7:10 am. Our bus departs ASP at 7:20 am.

**Late Pick-up Policy:**

After School Plus closes at 6:00 pm. A late fee of \$10 will be incurred when a child is picked up after 6:15 pm. Cash or check payment is expected at the time of pick-up.

**Extracurricular Activities:**

Activities are available throughout the school year for an additional fee. Information will be shared by email, social media and our office.

- DanceArts is a traditional ballet studio offering a variety of classes for all levels. Visit their website for class schedules and fees at [www.DanceArtsGreenville.com](http://www.DanceArtsGreenville.com)
- Greenville Gymnastics offers a variety of tumbling, gymnastics and par-core classes for all levels. Visit their website for class schedules and fees at [www.greenvillegymnastics.com](http://www.greenvillegymnastics.com)
- Piano & Guitar lessons are \$20/\$25 for 30 minute private lessons. Classes are scheduled for your convenience.
- Tutoring is \$40.00 an hr. Please visit our website to complete the Tutor Inquiry Form. Sessions are 45-60 minutes.
- Art Workshops are offered throughout the school year to expose students to a variety of different art forms/genres. Workshops are held 5 days per week. Cost and level will vary depending on the project.

**Pick-up of Children:**

After School parents are asked to park their vehicle and come inside to sign out your child. The drop off lane in the front of the building is reserved for dance and gymnastics parents. Please do not park or idle in this area. A weekly sign-out sheet is located at the front desk. Only persons authorized in writing by you, the parent(s) and/or guardian(s), may remove your child from the facility. Staff members will request photo identification if the person picking up the child is unfamiliar and check the authorization form. Please be aware that we do this for the safety and protection of the children in our facility. Your child will not be released to anyone without prior written notice and/or a telephone call.

**Notification of Changes:**

It is extremely important that you notify the office immediately of any changes in home address, employment phone numbers, and cell phone numbers and pick up procedures. *If your child will be pick-up from school please contact our office by 1 pm.*

**Withdrawal:**

Parents may withdraw a child's enrollment by giving two weeks' notice in writing. Email the date of withdraw to [jennifer@afterschoolplus.org](mailto:jennifer@afterschoolplus.org).

If your child is absent for five days **and** we do not receive notification that your child will not attend ASP we will assume that you no longer require after school care. At that time your child's name will be removed from our class and bus list. A re-enrollment fee may apply.

If you find that you need a 'leave of absence' from after school care due to changes in your job situation, health, etc. please communicate with our office. A fee of \$20 per week is available to hold your spot in the program.

**Health/Safety/Medications:**

Our facility is equipped with a first aid kit. There are at least 2 staff members who are CPR/First Aid Certified. The Director will notify parents if there is evidence of serious injury or illness. In case of emergency, illness, or injury to a child, the parent or guardian will be notified immediately. If the

parents/guardian cannot be reached immediately, the emergency numbers on the registration form will be called.

In the event of an emergency warranting medical attention or considered life threatening, the Director will call 911 or take other necessary emergency procedures. Parents/guardians and/or emergency contacts will be contacted as well.

If your child must take a prescription medication of any kind, you must notify the Director and complete a Medical Authorization Form. All medication should be given to the Director to ensure proper usage. Children are not permitted to have medication in their possession to take on their own.

### **Discipline Policy:**

Our discipline focuses on techniques that include positive reinforcement, redirection, conflict resolution and rewards. A child with a consistent behavioral problem who is not responding to his or her teacher or who exhibits extreme or dangerous behavior will be sent to the Director, who will notify the child's parents and/or guardians with a Behavior Report. In extreme cases of behavior such as running away, fighting, extreme disruption, stealing, threats of violence, or destruction of school property, the parent and/or guardian may be called to pick up their child immediately and the child may be immediately suspended or dismissed from the after school program.

If the problem persists, a parent/guardian conference will be scheduled at which the areas of concern will be discussed and the steps which will be taken to help improve your child's behavior. If the situation does not improve, the child may be suspended or removed from the program.

### **Personal Belongings:**

All personal belongings, including jackets, lunch boxes, backpacks, etc. should be clearly labeled to help avoid loss. Our 'Lost and Found' is located behind the front desk. Please note that children are not permitted to bring any personal items or toys to after care (such as Game Boys, trading cards, etc) that they are not allowed to bring during the regular school day. The use of computers, tablets and phones is limited to school assignments/work. ASP cannot be responsible for any lost, damaged or stolen belongings.

**Bus Rules & Regulations:**

While children are on a bus, they are under the direct supervision of the driver and must obey the driver at all times. The bus driver has the authority to assign seats to students for safety or disciplinary reasons. Failure to follow the driver's rules will be considered an act of disobedience and will result in disciplinary action.

For the child's own protection, hands, head and arms must be kept inside the bus at all times. Feet and bags must be kept clear of the aisle. Conversations containing offensive language are not allowed and children should avoid any unnecessary, loud or boisterous talking.

Fighting or horse play is not permitted and will not be tolerated. General regulations pertaining to the restrictions on the use of tobacco, knives or other weapons, use of profanity and obscene gestures apply to all children riding the bus. Children are expected to help keep the bus clean, sanitary and orderly. Paper or other debris should not be left on the floor of the bus or thrown at other students. No materials should be thrown out of the bus windows or doors. Damages to seats or other bus equipment by a child will require compensation from the parent/guardian.

**Emergency information:**

In the event of emergency that requires evacuation (chemical spill, gas leak) all children will be transported to Mauldin Methodist gym at 100 E. Butler Road. From ASP, left towards Mauldin on 417/Main Street. At the second light take a right on Butler Road, Mauldin Methodist Church will be on the right.

In case of any emergency our directors can be reached by cell phone at the following numbers- 864-915-1756, 864-230-2157 & 864-504-5506.

**School Holidays:**

After School Plus is open 7:30 – 6:00 pm on school holidays. Families pay weekly tuition + \$15 for a full day or daily amounts. Field trips and activities are scheduled for each age group and additional fees apply. Children are expected to participate in the activities scheduled for their age group. Payments are trips/activities can be made by cash, check or added to automatic payments by bank draft or credit/debit cards.

Information regarding schedules and activities is shared with parents 7-10 days in advance. Information is emailed, posted on FaceBook, sent via text and posted in the facility. Please RSVP to all full days so that we are appropriately staffed!

One snack is provided and families are asked to bring in lunch for children. Students have access to a refrigerator and microwave at ASP. Pizza is offered on Fridays for \$1 per slice. Families must sign-up (order) and pay in advance.

Students are asked to leave personal items, games/toys, electronic devices, etc. at home during school holidays.

Families are eligible for one week of vacation each school year. Please contact Tim at [timbritt@afterschoolplus.org](mailto:timbritt@afterschoolplus.org) with questions or to redeem your vacation week!

## 2018 – 2019 Calendar

Week of August 20	Start of school	Weekly tuition
<i>August 20<sup>th</sup> – 24<sup>th</sup> K4 Half Days</i>	<i>Pick-up half days</i>	<i>\$110 week</i>
<b>September 3<sup>rd</sup> Labor Day</b>	<b>Closed</b>	<b>Weekly Tuition due</b>
<i>September 28<sup>th</sup> K4 Half Day</i>	<i>Pick-up half day</i>	<i>\$89 week</i>
October 22 Teacher Work Day	Open full day	Weekly Tuition + \$15 full day
November 5 <sup>th</sup> Teacher Work Day	Open full day	Weekly Tuition + \$15 full day
November 6 <sup>th</sup> Election Day	Open full day	Weekly Tuition + \$15 full day
November 21 <sup>st</sup> Thanksgiving Break	Open full day	Weekly tuition
<b>November 22<sup>nd</sup> &amp; 23<sup>rd</sup> Thanksgiving</b>	<b>Closed</b>	---
<i>November 30<sup>th</sup> K4 Half Day</i>	<i>Pick-up half day</i>	<i>\$89 week</i>
December 21 <sup>st</sup> Half Day Winter Break (all grades)	Pick up half day	Weekly tuition
<b>December 24<sup>th</sup> – 26<sup>th</sup></b>	<b>Closed</b>	---
December 27 <sup>th</sup> & 28 <sup>th</sup>	Open full days	\$35 per day
<b>December 31<sup>st</sup> &amp; January 1<sup>st</sup></b>	<b>Closed</b>	---
January 2 <sup>nd</sup> – 4 <sup>th</sup>	Open full day	\$35 per day
January 21 <sup>st</sup> Martin Luther King Day	Open full day	Weekly tuition plus \$15
February 18 <sup>th</sup> President's Day	Open full day	Weekly tuition plus \$15
<i>March 14<sup>th</sup> - 16<sup>th</sup> K4 Screening</i>	<i>Open full days</i>	<i>\$100 week</i>
March 22 <sup>nd</sup> Make-up Day 3	Open full day (if needed)	Weekly tuition plus \$15
March 25 <sup>th</sup> Make-up Day 2	Open full day (if needed)	Weekly tuition plus \$15
March 27 <sup>th</sup> -29 <sup>th</sup> K4 Screening	Open full days	\$105
<i>April 5<sup>th</sup> K4 Half Day</i>	<i>Pick-up half day</i>	<i>\$89 week</i>
April 15 <sup>th</sup> – 19 <sup>th</sup> Spring Break	Open full days	\$35 per day/\$135 week
April 22 <sup>nd</sup> Make-up Day 1	Open full day (if needed)	Weekly tuition plus \$15
<b>May 27<sup>th</sup> Memorial Day</b>	<b>Closed</b>	---
June 5 <sup>th</sup> Half day all grades	Pick up half day	Weekly tuition



**After School plus Daycare too!**  
**Parent Handbook Acknowledgement Form**

Dear Parent/Legal Guardian:

We ask that you thoroughly review this Parent Handbook. Please return this signed acknowledgement along with your registration forms.

I have reviewed and understand the policies stated within this handbook.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

**Photo Release**

I understand that my child may be photographed during normal activities and that these photos may be used in promotional materials including social media and website.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

**Liability Release**

I release all officials and representatives of After School Plus from all claims arising out of any damage or injury while participating in any activities.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date