



AFTER SCHOOL
Plus

Parent Handbook

2022-23
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 & Instagram page and uses a texting notification program similar to schools for communicating with parents.

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

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. 5th grade teachers consider this homework and preparation for middle school.
- Study for upcoming tests and quizzes.

In order to meet the academic needs of your child, families are asked to provide a copy of your child's IEP or 504 Plan. The 'accommodations' section has helpful information to provide your child with consistency and our staff with valued tools & resources. Where possible, ASP will replicate those accommodations in our classroom.

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:

\$350.00	Monthly tuition (August through May)
\$150.00	Registration for new students
\$25.00	Each additional student
\$75.00	Registration for current student

Payment information:

Tuition is \$350 per month and can be paid monthly or bi-weekly. Monthly payments are due on the first Friday. Bi-weekly payments are due the 1st and 3rd Fridays. We gladly accept credit/debit card payments, bank drafts and dependent care account payments, as well as checks. 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 6:00 pm during the school year. Our summer hours are 7:30 am till 5:30 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.

Late Pick-up Policy:

After School Plus closes at 6:00 pm. A late fee of \$20 will be incurred when a child is picked up after 6:06 pm.

Extracurricular Activities:

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

- ASPIRE Plus a collection of enrichment programs offered fall, winter and spring sessions. Classes meet 1 day per week. Visit our website for registration, schedules, and fees at www.afterschoolplus.com
- 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
- 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
- 1-1 Piano Lessons at \$25 per 30 minutes. Please visit our website to complete the Inquiry Form. Recitals are held during December and the end of the school year.

Pick-up of Children:

All dismissal is from the ASP lobby. If you pick-up before 5:45, please park in the parking lot and walk in. If you pick-up between 5:45-6 we run a carline and bring your child out to you. Pull up in the carline circle outside of our main lobby. 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.

Communication with After School Plus:

ASP staff -can be contact by email or direct phone lines.

Tim Britt: 864-881-4696 or TMBritt@afterschoolplus.org

- All financial questions
- Request receipts

Jennifer Britt: 864-881-4685 or Jennifer@afterschoolplus.org

- After School program
- Bus changes & updates

Sarah Bell: 864-881-4683 or Sarah@afterschoolplus.org

- Enrichment classes & school holidays
- Summer camps

Withdrawal:

Parents may withdraw a child's enrollment by giving two weeks' notice in writing. Email the date of withdraw to tmbritt@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.

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. Parents will be notified 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, the emergency contacts 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.

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, turn right on Service Bay Road, then 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- 864-230-2157, 864-303-8797 & 864-504-5506.

School Holidays:

After School Plus is open 7:30 – 6:00 pm on school holidays. Families pay a discounted rate for full day care on school holidays & half days. Field trips and themed activities are scheduled for each age group. Lunch, snack and all field trip fees are included. Children are expected to participate in the activities scheduled for their age group.

Information regarding schedules and activities is posted on our website. Families must register online at www.afterschoolplus.com. Additional information is emailed, posted on Facebook, sent via text and posted in the facility. Registration is required so that we are appropriately staffed!

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 to redeem your vacation week!

Summer Camp:

ASP offers enrichment summer camps all weeks of summer. Registration begins March 1 and information can be found at www.afterschoolplus.com.

After School Plus!

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