



**Pick Elementary School
After School Handbook
2016-2017**

PICK TIME

Pride Inspires Creative Knowledge

Program Coordinator

Michelle K. Ramsey

334-887-2119

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Office Hours: 1:15 to 5:45

Program Hours: 2:20 to 5:30pm

PICK Time Mission

PICK Time is committed to providing a safe, nurturing environment for children and strives to provide a program where students are happy and enriched academically, socially, and culturally.

PICK Time Goal

PICK Time seeks to offer engaging activities for all participants in an environment which encourages a positive self concept and promotes excellence, leadership, and pride.

Enrollment

Before a child can begin PICK Time, a registration form must be completed and a registration fee of \$25 must be paid. An alternate transportation card must be completed and returned to the office.

In order to keep your student's spot, you must pay the first month's payment in full within the first week. Failure to do so will result in your child's spot being opened up to the waiting list.

Fees

It is our goal to provide a quality After School Program with the best possible rate. Our fees are calculated per year and then divided into **10 equal payments** due at the beginning of each month.

Fees per Month

Meal Status	One Child	Two Children	Additional
Full Pay	\$250	\$370	\$65 each
Reduced	\$145	\$210	\$55 each
Free	\$100	\$120	\$55

This payment is due on the first school day of each month. A late fee of \$10.00 will be assessed if payment is received after the 10th of that month. Failure to pay by the 15th will result in your child not being able to attend the program until the balance is paid in full. Fees are charged for 10 months and are made payable by Cash, Check, or Money Order. Checks should be made payable to **ACS: Pick After School Program**. PLEASE PLACE YOUR CHILD'S FIRST AND LAST NAME IN THE 'FOR' LINE.

Another option for payment is online through Pick's homepage. Choose Menu, Parents, then School Fee Payments.

Returned Checks

Auburn City Schools uses a check recovery service to collect returned checks. By making a payment to the school, a person authorizes Auburn City Schools to recover

the face amount of a check returned unpaid for any reason. A returned check fee of \$30 will be charged by the school. **All checks will require name, address, and home phone number.**

Absences

To ensure the safety of your child, attendance is taken each day at the beginning of PICK Time. The After School Office must be notified if a student is not attending the program. You are responsible for this notification. Parents are asked to notify the Coordinator of your child's absence from the program. This can be communicated through email, a note, or calling the Coordinator directly, 334-887-2119.

Dates and Times of Operation

PICK Time begins on the first day of school, and will be in session each school day throughout the year. PICK Time will follow the Auburn City Schools' calendar, and will not be open on school holidays or teacher workdays. The program begins immediately after school and is open until 5:30 p.m.

Children must be picked up by 5:30 p.m. A **late fee of \$1.00 per minute** will be charged for late pick-ups beginning at **5:31 p.m.** ***If you are late more than 3 times picking your child up by 5:30, you could jeopardize your child's spot in the program.***

In the event of severe weather or other emergencies, the program will be closed on the day that schools are closed. When unforeseen closings occur during the school day, parents will be notified as quickly as possible for student pick-up. Please sign up for REMIND 101. This will be the first notification sent from the PICK Time office.

Sign-out and Dismissal

All students are to be signed-out at the end of each day. Children will be released only to parents or other persons authorized by the parents on the student's registration card. Children will not be allowed to leave with any person not authorized. It is essential that information be kept current, especially phone numbers. Be prepared to show your personal identification card, Driver's License, to the Front Desk Staff. Also, please inform any authorized people on your list to be prepared to show ID.

PICK Time students occupy many sections of the Pick School campus. It may take time for the student to walk to the checkout table. Please allow time for this during sign-out.

Parents are requested to read information posted at the sign-out table during pick-up time.

Cell phones must be used outside the building. Please do not receive or make phone calls during sign-out.

Daily Schedule

Students will have study hall, snacks, and activity time daily. Activities vary, but may include: art, computers, games, sports, or other specially planned activities. At

5:00 students pack up and enjoy free time until parent arrival. The schedule is subject to change due to unforeseen circumstances (i.e. weather).

Student Behavior

All students are expected to abide by all *school and classroom* rules set by the PES Student Handbook and used throughout the school day and after school hours.

Staff will handle most discipline issues during rotations. If the inappropriate behavior continues after being given a warning, the student will sit out for 10 minutes. After rejoining the activity and an inappropriate behavior continues, the student will be sent to the After School Coordinator to complete a Behavior Reflection Sheet. This will be discussed with the student's parent.

In order to maximize learning and fun, it is our primary goal to ensure safety. If there are serious or repetitive offenses, especially involving violence or bullying, the student will be sent to the After School Office for a referral. The Coordinator will notify the parents by discipline slip, phone call and conference when deemed necessary.

- 1st Notification: P.A.S.S. **PICK After School Suspension:** Time out from PICK Time activities for a determined amount of day/s. Parents will be notified.
- 2nd Notification: Student may not attend PICK Time for 3 days immediately following referral. Student may return after a parent meeting.
- 3rd Notification: Student is dismissed from PICK Time for the remainder of the year.

Discipline discussions will take place in a private area. Parents are encouraged to address problems with the Coordinator rather than individual staff members.

Study Hall

It is our goal to make every effort to support your child in completing assignments. Please notify the Coordinator if there are specific concerns relating to your child's academics needs. If the staff is aware of homework assignments, every effort will be made to help your child complete these assignments. Make sure your child is recording assignments in their student planner. PICK Time instructors are here to help your child with assignments, but it is the ultimate responsibility of the parent to ensure homework is complete and accurate.

Please make sure your child has supplies such as **pencil and paper** for study hall.

Health and Medical Concerns

If your child is sick, the Coordinator will call you for early pick-up. If you cannot be reached, your contact person will be called. Please keep all medical information up to date. Please alert the Coordinator of any food allergies. If your child is sick with a fever, they need to be fever-free for 24 hours before returning to the program. Children with communicable diseases may not return to the program without a written release

from their physician. Parents will be notified when their child has been exposed to a communicable disease.

If your child requires any daily or special medication (i.e. an inhaler or EPI pen) it is the responsibility of the parent to provide this to the After School Coordinator with a doctor's note. This will allow us to administer medication more efficiently, especially if an emergency should arise. PICK Time does not have access to medications that are administered by the nurse during the regular school day.

Snacks

A snack will be provided daily. Please notify the Coordinator if there are any dietary restrictions or food allergies. You may send an alternate snack with your child if you wish.

Emergency Contact

Please notify the PICK Time Office of any change in work numbers, cell phone numbers, authorized contacts, etc. We will not allow students to leave with any person not on the approved pick-up sheet.

Personal Belongings

Students are expected to keep up with their own personal items. Backpacks, lunch boxes, etc. are lined up in various areas of the school. PES and Auburn City Schools are not responsible for personal items that are lost, stolen, or damaged.

Electronic Devices, Phones, and Toys from home should not be brought to the After School Program.

Please return this page after reading the booklet and discussing the rules with your child.

The PICK Time After-School Handbook is to be signed by the parents or guardians **and** the student. This signature page is to be returned to the After School Office by Friday, August 12, 2016.

I have read and agree to abide by the rules as written in the **PICK Time After-School 2016-2017 Handbook.**

Parent Name, Printed _____

Parent Signature: _____

Student Signature: _____

Date: _____