

After School Parent Handbook

Cary Woods Elementary School

2024-2025

Program Coordinator:

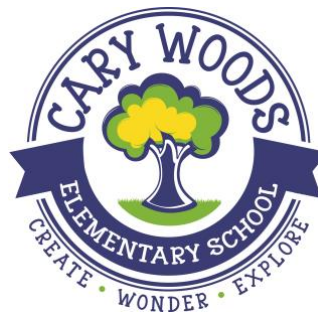
Merci Humphries

After School Phone: 887-4949

Office Hours: 1:00 – 6:00

Program Hours: 2:20 – 5:30

rkeel@auburnschools.org



Our Mission

The Cary Woods After School Program is committed to providing a safe, nurturing environment for children in after school care. In addition, the after-school program strives to provide an environment where students are happy and enriched academically, socially, and culturally.

Our Goal

Our goal is to offer engaging activities for all participants in an environment which encourages a positive self-concept and promotes excellence.

Enrollment

Before a child begins The After School Program (ASP), a registration form ***MUST*** be completed in the MSB Activities Portal. In addition, a registration fee of \$25 must be paid. Please make sure your child's classroom teacher is aware that your child attends after school.

In order to keep your student's spot in after school, you must pay the first month's payment in full within the first week of school. Failure to do so will result in your child's spot being opened to our waiting list. Please remember, until lunch status verification is received, you are expected to pay the full \$250 monthly fee.

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.

Fee Schedule/Month

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

1. This payment is due on the first school day of each month.
2. All students will begin the program as "full pay" until you can verify lunch status.
3. A late fee of \$25.00 will be assessed if payment is not received by the 10th of the month. Students may be dismissed by the 15th of the month if a full payment plus late fee is not received. Students will not be able to attend after the 10th of the month if there is a balance due.
4. Fees are charged for 10 months (August through May)
5. **Payments are accepted ONLY through the MySchoolBucks website.**

www.myschoolbucks.com

**FOR THE MONTH OF AUGUST, ALL PARTICIPANTS MUST PAY \$250
per MONTH UNTIL VERIFICATION OF MEAL STATUS IS PROVIDED**

Absences

To ensure the safety of your child, roll is taken each day at the beginning of after school. The After School office should 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 done through email, a note, or calling the Coordinator directly.

Dates and Times of Operation

The After School Program begins on the first day of school and will be in session each school day throughout the year. After School 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 \$1.00 per minute late fee will be charged for late pick-ups beginning at 5:31 P.M.

In the event of severe weather or other emergencies, the After School Program will be closed on the day that schools are closed. When unforeseen closings occur, parents will be notified as quickly as possible for student pick-up. Communication systems will be used to provide this information to parents as well as attempts being made by employees of the After School Program.

Daily Schedule

Students have academic time, recess, and activity time daily. Activities vary, but may include art, computers, games, sports, or other specially planned activities. At 5:00 students play games in the multipurpose room until parent arrival.

Activities vary throughout the year, and some special programs will be planned. The schedule is subject to change due to unforeseen circumstances (i.e. weather).

Sign Out and Dismissal

All students are to be signed out at the end of the day. Children will be released only to parents or legal guardians, or other persons authorized by the parents in the student's MSB Activities Portal. **Children will not be allowed to leave with any person not authorized on the registration card, or without permission given by the parent in emergency situations.** It is essential that information be kept current, especially work numbers and cell phone numbers. I.D. will be required for any person checking out a student that we do not recognize.

After school students occupy many sections of the CWES campus. It may take time for the students to walk to the checkout table. Please allow time for this at sign-out. After signing your student(s) out, they will be called to the checkout table. Please do not leave the checkout table for ASP classrooms. Students will not be allowed to leave the checkout table to go outside to waiting vehicles without a parent/guardian present for pick-up.

Parents are responsible for reading 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.

****PARENTS ARE NOT PERMITTED TO RETURN TO THE CHILD'S CLASSROOM****

Student Behavior

All students are expected to abide by **CWES Explorer Expectations-Be Responsible, Be Respectful, and Be Safe**- as set forth in the CWES Handbook and used throughout the school day and after school hours.

After school instructors try to handle discipline issues during rotations. Any significant behavior issues will be discussed daily with the student's parents. To maximize learning and fun, it is our primary goal to ensure safety. The CWES ASP Program expects all students to comply with the rules and procedures during all after school activities. If there are serious or repetitive offenses, especially those involving violence or bullying, the student will be sent to the After School Coordinator for a referral. The After School

Coordinator will notify the parents by discipline form, phone call, and conference when deemed necessary.

CWES ASP BEHAVIOR PLAN

1) OOPS SHEET*

1:1 WARNING

student: teacher

2) THINK SHEET*

Student/Parent/Coordinator

VERBAL WARNING

3) SIMPLE BEHAVIOR*

Coordinator/Parents

FINAL WARNING

4) Write-Up*

1 Day Suspension

5) Write-Up*

2 Day Suspension

6) Permanent Removal from ASP*

*Student will receive an immediate suspension if caught striking another student intentionally. (Ex. Spitting, hitting, kicking, striking another student with their bodies or objects in addition to anything deemed hostile by the ASP Coordinator.) We have a strict no contact policy in our after-school program for the safety and well-being of all people.

Discipline discussions will be with the coordinator whenever possible. Parents are encouraged to address problems and concerns with the After School Coordinator rather than after school instructors.

Academic Assistance

It is our goal to make every effort to support your child/children in completing assignments. If the after-school staff is aware of assignments, every effort will be made to help your child complete his/her assignments. However, we do not provide a tutoring program, and cannot guarantee that all assignments are completed or checked completely. It is important for parents to go over their child's assignments at home.

Also, each student should have a book to read if his/her homework is complete. It is important that our homework groups remain quiet and productive.

Health and Medical Concerns

If your child is sick, the After School Coordinator or Nurse will make every effort to contact you for early pick-up. If you cannot be reached, your contact person will be notified. Please keep all medical information up to date and current phone numbers with our After School Coordinator.

Please alert the Coordinator to any food allergies or other allergies concerning your child.

Students with communicable diseases should follow the procedures set forth by Auburn City Schools for returning to school.

If your child requires any daily or special medication (i.e. inhaler or EPI pen) it is the responsibility of the parent to provide this information to the After School Coordinator. All medications should be cleared with the school nurse by following the procedures set forth by Auburn City Schools. This will allow us to administer medication more efficiently, especially if an emergency should arise.

Snack

A snack will be provided daily. Notify the After School Coordinator if there are any dietary restrictions, or food allergies. Arrangements can be made for parents to send food from home if necessary.

Emergency Contact

Please notify the After School office of any change in work numbers, cell phone numbers, authorized contacts, etc. We will not allow students to leave with any persons not on the approved pick-up list in each student's MSB Activities Portal. Keep this information up to date and notify the After School Coordinator if there are any changes.

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. CWES ASP and Auburn City Schools are not responsible for personal items that are lost, stolen, or damaged. *Toys from home should not be brought to the After School Program unless special permission has been given. Students are responsible for their personal items.*

Your child's wellbeing is very important to us. Please contact the After School Coordinator with any questions, problems, or concerns. We want all Explorers to have a positive and meaningful experience in our After School Program.

Prior to Student Participation

Registration must be completed in full on MSB Activities and submitted to the After School Office. Remember to update this information when necessary, so that you may be reached in the event of sickness or accident. Make sure that phone numbers are legible and correct.

The CWES 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.

Return to the After School Program the following page after reading the handbook and discussing the rules with your child.

ASP Student and Parent Handbook Agreement and Acknowledgement 2024-2025

I have read and agree to abide by the rules as written in the CWES
After School Handbook 2024-2025.

Parent Name (Printed): _____

Parent Signature: _____

(1) Student Name (printed): _____

(1) Student Signature: _____

(2) Student Name (printed): _____

(2) Student Signature: _____

Date: _____

**THIS MUST BE SIGNED AND RETURNED TO THE
ASP COORDINATOR BEFORE THE FIRST FULL DAY OF ASP.**