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**After School Handbook**

**Wrights Mill Road Elementary School**

2019-2020

**Program Coordinator**

Kelly Chase

After School Phone: 334.887.1999

Office Hours: 2:00 to 6:00

**Our Mission**

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

FEES FOR THE 2019-2020 SCHOOL YEAR.

|  |  |  |  |
| --- | --- | --- | --- |
| Meal Status | One Child | Two Children | Additional |
| Full Pay | $250 | $370 | $65 each |
| Reduced | $145 | $210 | $55 each |
| Free | $100 | $120 | $55  |
| Employee | $145 | $235 | $100 |

· This payment is due on the first school day of each month.

· You must provide documentation of verified meal status.

· A late fee of $15.00 will be assessed if payment is received later than the 10th day of the month.

**PLEASE PAY YOUR TUITION ONLINE AT:**

**MySchoolBucks.com**

**This is the same site you use to load money onto your child’s lunch account.**

**If you have never used it, you will sign up and connect your child via their birth date. It will automatically connect you to this school.**

**Then you will see where you can click on WMR After School Tuition.**

**If you have ANY questions, do not hesitate to email or call me! I am happy to walk you through the process.**

 Fees are charged for 10 months. If you have any late fees that arise, you can pay by checks / or money orders. They should be made payable to **ACS After-School Program–WMR.**

**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, roll is taken each day at the beginning of After School**.** If your child has not attended for the day, After School is aware of this absence. **Otherwise, 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 their child’s intended absence from the program that day. This may be done through email, a note, or calling the Coordinator directly**. Email:** **kbchase@auburnschools.org** **or *Office: 334.887.1999***

**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 these unforeseen closings occur, parents will be notified as quickly as possible for student pick-up. The ACS communication system will be used to provide this information to parents.

**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 other persons as listed on the student’s registration card. It is essential that information be kept current, especially phone numbers and cell phone numbers.

After School students occupy many sections of the WMR School campus. It may take time for the student to walk to the checkout table. Please allow time for this at sign-out.

Important information may be posted at the sign-out table and bulletin board. We ask that you read what is posted.

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

**Daily Schedule**

Students begin each day with a snack and recess. Students then have homework and activity time daily. Activities vary, but may include: art, computers, games, sports, or other specially planned activities.

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).

**Snacks**

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

**Student Behavior**

**All students are expected to abide by all *school* *and classroom*** rules throughout the duration of the after school program.

The After School program expects all students to comply with the rules and procedures during all after school activities. If there are serious or repetitive offenses, the student will be sent to the After School office by referral. The After SchoolDirector will notify the parents by discipline slip when deemed necessary.

1st Notification: Time out from After School activities for the day. A copy of the referral will be given to the parents.

2nd Notification: Student may not attend After School for 3 days immediately following referral. Student may return to After School after a parent meeting.

3rd Notification: Student is dismissed from the After School program for the remainder of the year.

**Homework**

It is our goal for each After School student to complete all homework before parent pick-up. **Please notify the After School director if your child is not completing homework tasks**. If the After School staff is aware of the homework assignments, every effort is made to help your child complete these assignments**. Make sure your child is recording assignments in their WMR student planner.**

Please make sure your child has supplies such as pencil and paper for homework.

We ask that each student have a book to read if homework is completed before the end of the homework period.

**Health and Medical Concerns**

If your child is sick, the After School Director 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 with the After School program.

Please alert the Coordinator of any food allergies.

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 student 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. The after school program does not have access to medications that are administered by the nurse during the regular school day.**

**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 sheet. Please keep this info up to date, and notify the After School Director if there is a change.

**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. WMR and Auburn City Schools are not responsible for personal items that are lost, stolen, or damaged. **Only 2 small toys or cards from home should brought to the after school program per day. We do not allow electronics.**



**Prior to Student Participation**

Registration Cards must be completed and returned to the After School office. Please print all information clearly. 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 **WMR** 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 16, 2019

Please return this page after reading the Handbook Online at:

<https://www.auburnschools.org/domain/464>

Or go to the WMR, look under Services, and click on After School

Please read thru & discuss the rules with your child.

I have read and agree to abide by the rules as written in the **WMR** after-school 2019-2020 Handbook.

Parent Signature

Student Signature

Student Signature: ­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: