

# Auburn Early Education Center After School Handbook



**Program Coordinator**

Natalie Boman

After School Phone: 334-887-4959

Office Hours: 1:00 – 5:30 PM

[nboman@auburnschools.org](mailto:nboman@auburnschools.org)

### Our Mission

The AEEC After School Program is committed to providing a safe, nurturing environment for children in after school care. In addition to this, the After School Staff strives to provide a program 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, a registration form must be completed. In addition, a non-refundable registration fee of \$25.00 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 up 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 per Month

Meal Status	One Child	Two Children	Additional
Full Pay	\$250.00	\$370.00	\$ 65.00 each
Reduced	\$145.00	\$210.00	\$ 55.00 each
Free	\$100.00	\$120.00	\$ 55.00 each

- 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 10<sup>th</sup> day of the month. Students may be dismissed by the 15<sup>th</sup> of the month if a full payment plus late fee is not received.
- Fees are charged for 10 months (August – May).
- Payments are accepted only through MySchoolBucks [www.myschoolbucks.com](http://www.myschoolbucks.com). Please see the next page for instructions to set up a MySchoolBucks account.

**FOR THE MONTH OF AUGUST, ALL PARTICIPANTS MUST PAY \$250.00 UNTIL VERIFICATION OF MEAL STATUS IS PROVIDED.**

### **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 ends and is open until 5:30 PM.

Children must be picked up by 5:30 PM. **A \$1.00 per minute late fee will be charged for late pick-ups beginning at 5:31 PM.**

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 school's communication system will be used to provide this information to parents as well as attempts being made by employees of the after school program.

### **Sign-out and Dismissal**

All students are to be signed-out at the end of the day. **Children will only be released to parents or other persons authorized by the parents on the student's registration card. It is essential that information be kept current, especially work numbers and cell phone numbers.** Identification will be required for any person(s) we do not recognize.

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

### **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 school 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.** This may be done through email, a note, or calling the Coordinator directly (334-887-4959).

### **Daily Schedule**

Students begin each day with a snack and recess. Students then have 30 minutes of homework time to read, practice basic skills, and complete assignments. Next, students participate in activities such as story time and craft, language arts, mathematics, and computer/board games. At 5:00 PM, students enjoy physical activities 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.

### **Student Behavior**

All students are expected to abide by all *school and classroom* rules as set forth in the AEEC Handbook, and used throughout the school day and after school hours.

In order to maximize on learning and fun, it is our primary goal to ensure safety. The After School program expects all students to comply with the rules and procedures during all after school activities. Our After School Instructors will try their best to give clear expectations and directions to the students. They will work to redirect and guide students who might make poor choices. If any significant behavior issues occur, the student will be referred to the After School Coordinator and parents will be informed. These discussions will take place in a private location (i.e. the Coordinator's office).

- 1<sup>st</sup> Notification: Student will be removed from the regular After School activities for the remainder of the day. The student will be given alternate activities. Parents will be notified during pick up.
- 2<sup>nd</sup> Notification: Student may not attend After School for 3 days immediately following referral. Student may return to After School after a parent meeting with the After School Coordinator and Principal.
- 3<sup>rd</sup> Notification: Student may not attend After School for 5 days immediately following referral. Student may return to After School after a parent meeting with the After School Coordinator and Principal.
- 4<sup>th</sup> Notification: Student is dismissed from the After School program for the remainder of the year.

Discipline discussions will take place in the coordinator's office. Parents are to address behavior concerns with the Coordinator rather than individual After School Instructors.

### **Academic Assistance**

It is our goal to make every effort to support your child/children in completing assignments. Please notify the After School Coordinator if there are specific concerns relating to your child's academic needs. If the after school staff is aware of assignments, every effort will be made to help your child complete his/her assignments.

Each first and second grade student should have a book to read if his/her homework is complete. It is important that our homework groups remain focused and productive.

## **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. 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 pick-up area. AEEC 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.**

## **Health and Medical Concerns**

If your child is sick, the After School 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 and current phone numbers with our After School Coordinator.

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

Students with communicable diseases may not return to the program without a written release from their physician.

**If your student requires any daily or special medication (i.e. an inhaler or EPI pen) it is the responsibility of the parent coordinate with the school nurse and after school coordinator. This will allow us to administer medication more efficiently, especially if an emergency should arise.**

## **Snacks**

A healthy snack will be provided daily. We prefer that students consume the snack provided unless there is a dietary restriction or food allergy. If your child has a restriction or food allergy, please notify the After School Coordinator.

Verification that AEEC After School Handbook has been read

The **AEEC** 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 31, 2018.

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

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I have read and agree to abide by the rules as written in the **AEEC** After School 2018-2019 Handbook.

Parent Signature: \_\_\_\_\_

1<sup>st</sup> Student's Signature: \_\_\_\_\_

2<sup>nd</sup> Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_