

Woodland Pines Elementary School

After School Handbook

2023-2024



Melisa Montgomery

Program Coordinator

After School Phone: 334-887-4969

Office Hours: 1:30pm – 5:45pm

mmmontgomery@auburnschools.org

Our Mission

The Woodland Pines Elementary School After School Program 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.

Our Goal

Our goal is 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 begins the After School Program, a registration form must be completed. In addition, a non-refundable registration fee of \$25.00 must be paid through www.myschoolbucks.com. Please make sure your child's classroom teacher is aware that your child attends after school.

To be sure your child maintains their spot in the after-school program, 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 offered to the next student on our 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	\$250.00	\$370.00	\$65.00 each
Reduced	\$145.00	\$210.00	\$55.00 each
Free	\$100.00	\$120.00	\$55.00 each

Please note, until lunch status is verified, you are expected to pay the full \$250 monthly fee.

- This payment is due on the first school day of each month and will be invoiced through My School Bucks.

- A late fee of \$25.00 will be assessed if payment is received after the 10th of that month. Students may be dismissed from the program by the 15th of the month if a full payment plus late fee is not received.
- All payments and late fees are payable through www.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 WPES After School Tuition.

***** YOU MUST REGISTER YOUR STUDENT THROUGH MSB ACTIVITIES AND HAVE AN APPROVED ENROLLMENT FOR THE AFTER SCHOOL PROGRAM PRIOR TO ATTENDING*****

If you have ANY questions, do not hesitate to email or call me.

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 dismissal and is open until 5:30 PM.

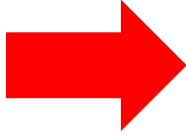
Student check-out will not begin until 3:15p to ensure our bus and car lines run smoothly. If you need to pick your child up prior to this time, you will need to complete a Change of Transportation Form and submit it to your child's teacher. You can then pick your child up in the car line. After School students will not be called to the main office for carline pickup if you have not completed a Change of Transportation Form.

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. *If you are late more than 3 times picking up your child by 5:30, you could jeopardize your child's spot in the program.*

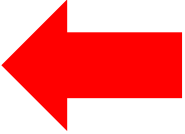
In the event of severe weather or other emergencies, the After School Program will be closed on the day that schools are closed. When these unforeseen closures occur, parents will be notified as quickly as possible for student pick-up. The school's communication system will be used to provide this information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

Sign-Out and Dismissal

Students will not be allowed to be checked out from the After School Program until 3:15p. This gives us time to clear out the buses and carline. All students are to be checked out via the Check-Out Kiosk at the end of the day. Children will be released only to parents, legal guardians or other persons as listed on the student's registration card. Children will not be allowed to leave with any person not authorized on the registration card. It is essential that information be kept current, especially work phone numbers and cell phone numbers.



*** Each parent or pick-up person will be issued a personal identification number (PIN) that they **MUST** use to check out a student. You are not allowed to use any other PIN on your contact form to check out a student. If you do not know your pin, you may show your ID to the program coordinator, who can then verify your status on the student's registration form. If you are a verified "pick-up person", you will be issued your own PIN.



After School students occupy many sections of the WPES School campus. It may take time for students 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 will have snack time, homework time if needed, recess and activity time daily. Activities vary, but may include art: computer lab, games, sports, or other specially planned activities. At 5:00 students begin cleaning and packing up and enjoy free time 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).

Snacks

A snack will be provided daily. Please notify the coordinator if there are any dietary restrictions or food allergies. Arrangements can be made for parents to send food from home for their child's snack time if necessary.

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 homework assignments, every effort will be made to help your child complete his/her assignments.

After School staff are here to help your child with assignments, but it is the ultimate responsibility of the parent to ensure homework is complete and accurate.

Each first and second grade student should have a book to read if his/her homework is complete.

Health and Medical Concerns

If your child is sick, the coordinator will make every effort to contact you for early pick up. If you cannot be reached, your contact person will be called. Sick students **MUST** be picked up within 30 minutes of parent contact.

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.

Please keep all medical information up to date and current phone numbers with the After School Coordinator.

If your child cannot physically participate in certain activities, a list of those activities **MUST** be provided to the after-school coordinator.

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.

Emergency Contacts

Please notify the After School Office of any changes in work phone numbers, cell phone numbers, authorized contacts, etc. If you change information in the school office, please let us know of the changes. The After School Program DOES NOT have access to the information provided in the Main Office.

Personal Belongings

Students are expected to keep up with their own personal items. Backpacks, lunchboxes, water bottles, etc. are lined up in various areas of the school. WPES and Auburn City Schools are not responsible for personal items that are lost, stolen, or damaged. Electronic devices are not allowed. Toys from home should not be brought to the After School Program unless specifically requested by the coordinator.

Student Behavior

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

While maximizing learning and having fun is important, our primary goal is 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 serious or repetitive behavior issues occur, the student will be referred to the After School Coordinator, and the parents will be informed. The After School Coordinator will notify the parents by discipline slip when deemed necessary.

1st Notification: Student will be removed from the regular After School activities for the remainder of the day. The student will be given alternate activities. Parent/Guardian will be notified during pick up.

2nd Notification: Student may not attend After School for 3 days immediately following referral. The student may return to After School after a meeting with the parents, After School Coordinator and Principal.

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

Discipline discussions will take place privately in the program coordinator's office.

Parents are encouraged to address problems with the program coordinator rather than individual staff members.

After reading and discussing the rules of the After School Program with your child, please sign & return the page below to the after-school coordinator during the first week of school.

By signing below, I confirm that I have read the guidelines and agree to abide by the rules as written in the WPES After School Handbook. I understand the actions that may take place if serious, repetitive behavior issues occur.

Parent/Guardian Signature

Parent/Guardian Print Name

Student Name

Date

For Office Use Only

Coordinator Signature

Date