

Auburn Early Education Center  
After School Handbook  
2023-2024



Program Coordinator

Beverly Pitt

After School Phone: 334-887-4959

Office Hours: 12:30 – 5:30 PM

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

### Our Mission

The AEEC 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 (ASP), a registration form must be completed. In addition, a non-refundable registration fee of \$25.00 must be paid through [www.myschoolbucks.com](http://www.myschoolbucks.com). **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.

### 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

**This payment is due on the first school day of each month.** A late fee of \$25.00 will be assessed if payment is received after the 10<sup>th</sup> of that month. Failure to pay by the 15<sup>th</sup> could result in your child not being able to attend the program until the balance is paid in full. Fees are payable through **[www.myschoolbucks.com](http://www.myschoolbucks.com)**.

FAILURE TO MAKE TIMELY PAYMENTS, RECEIVED AFTER THE 10<sup>TH</sup> OF THE MONTH TWO OR MORE TIMES DURING THE SCHOOL YEAR, COULD JEOPARDIZE YOUR CHILD'S SPOT IN THE PROGRAM.

IN AN ATTEMPT TO CLOSE OUT THE SCHOOL YEAR, THE MONTH OF MAY FEES MUST BE PAID BY THE 10<sup>TH</sup> OF MAY OR YOUR CHILD CANNOT ATTEND THE PROGRAM UNTIL IT IS PAID. LATE FEES

WILL STILL APPLY. LACK OF PAYMENT COULD JEOPARDIZE YOUR CHILD'S SPOT FOR THE NEXT SCHOOL YEAR.

### **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. *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**

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 or Driver's License to the front desk staff.** Also, please inform any authorized people on your list to be prepared to show ID. If any information is changed in the front office, please notify the After School Office as well.

### **Absences**

To ensure the safety of your child, attendance is taken at the beginning of After School each day. 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 at 334-887-4959.

### **Daily Schedule**

Students will have snack time, homework time, and activity time daily. Activities vary but may include: art, computer lab, 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 AEEC 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 any significant behavior issues occur, the student will be referred to the After School Coordinator, and parents will be informed.

- 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. Parent/Guardian 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 Program 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 privately. Parents are encouraged to address problems with the Coordinator rather than individual staff members.

## Academic Assistance

It is our goal to make every effort to support your child 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 these 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. Please make sure your child has supplies such as pencil and paper for study hall. 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.

### 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.

**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. After School DOES NOT have access to the information provided in the Main Office.

### Snacks

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

### 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. AEEC and Auburn City Schools are not responsible for personal items that are lost, stolen, or damaged. **Electronic devices, phones, spinners, and toys from home should not be brought to the After School Program.**