



AFTERSCHOOL CLASSÉ
THE HALLMARK OF EXCELLENCE



PARENT HANDBOOK

2018-19



2018 - 2019
PARENT HANDBOOK
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MISSION

The mission of AfterSchool CLASSE' (ASC) is to provide a safe and nurturing environment that enhances academic achievement, leadership skills and cultural awareness, creative skills through stimulating, challenging and FUN activities.

ORIENTATION

Family orientations are held to familiarize parents/guardians with the policies and procedures of ASC.

Parents are welcomed to schedule conferences with the staff as needed.

NOTE: Please be advised AfterSchool CLASSE is a Mandated Reporter of suspected child abuse.

ASC GENERAL POLICIES

1. ASC operates Monday through Friday, 2:30 p.m. until 6:30 p.m., August through May. We are closed on holidays, scheduled and emergency APS school closings. A copy of the Atlanta Public School's student calendar is posted for your convenience.
2. Registrants may complete the required registration packet on line at www.afterschoolclasse.com. Printed copies are available from the Site Director.
3. The assigned pickup person is expected to sign each child out at the end of the day. On the enrollment form you must list all persons authorized to pick up your child/children. In case of separation or divorce, we cannot deny releasing a child to either parent unless a court document is on record in our files expressly forbidding access to the child as deemed by one parent or the other; or detailing visitation rights.
4. **BEHAVIOR POLICIES:** ASC will take disciplinary action when it is appropriate. At no time will ASC, resort to cruel/corporal punishment, even at

the request of a parent or guardian. The following measures will be taken depending on the situation and generally in this order:

- Positive examples by staff
- Staff, with supervision will allow children to work out disagreements and only intervene when necessary
- Individual counseling with the child
- Redirection
- Isolation from activities
- Removal from area with supervision
- Parental notification (child is to be picked up as soon as possible)
- Any child who's behavior is inappropriate and puts other children or staff in harms way will be removed permanently from the after school program.
- **No Bullying Allowed. Bullying** is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can be carried out physically, verbally or socially/emotionally.

Once a bullying situation has been identified the following process will be implemented:

1. Intervene with the student(s) responsible for bullying.
2. Intervene to support the child who has been bullied.
5. 3. Notify the parents of the child who has been bullied and the parents of the child who has exhibited bullying behavior. It is the intent to teach children that any type of bullying is not acceptable and to reinforce pro-social skills, attitudes and behaviors.

Parents/Guardians have the right to discuss child's behavior or other concerns. Please feel free to set up an appointment with the Site Director.

6. Emergency Weather Plans & Evacuation Procedures (Emergency closing policy)

Severe weather/emergency procedures and fire safety evacuation procedures, developed for the public school will be used to take shelter or evacuate from the building. Staff and children will participate in periodic drills on an unscheduled basis. Copies of evacuation and shelter procedures are posted in all areas of the building used by ASC.

7. It is the parent's/guardian's responsibility to keep home and work telephone numbers, e-mails and contact information current. Please notify the staff/site director immediately of any changes.
8. ASC is not responsible for lost jewelry, hair clamps, toys, eyeglasses, clothing, etc. However, we will do everything possible to see that your child's property is

not damaged or lost. Please make sure that clothing, book bags, and other personal items are labeled.

9. The co-operation of parents is required in carrying out all governmental laws, rules and regulations. Special notices are posted. Please check these daily.
10. ASC staff will sign children in by roll call at the beginning of the after school program. All drop-in, including children who are not picked up by parent/guardian by 2:30 p.m. may be brought to ASC for care after a regular day school staff has contacted a parent/guardian. (a fee may apply)
11. Parents are welcome to join in if they arrive during the homework session. .

NO SMOKING, DRUGS OR WEAPONS ARE ALLOWED

ENROLLMENT

- AfterSchool CLASSE Program serves elementary school age children, regardless of race, creed, gender, religion or national origin. Program costs, as well as all forms needing parent/guardian signatures are outlined in detail under Tuition Policies in the Parent Handbook.
- The goal of our program is to provide a healthy, safe environment in which teachers provide quality care to all students. If special services are needed, the director and parent will discuss the child's needs and ASC will do everything possible to determine if we can adequately meet the needs of the student.
- ASC reserves the right to discontinue child care to any student in the program at any time, for any reason other than the basis of race, color, religion, gender or national origin

AFTERSCHOOL CLASSE PROGRAM PROVIDES

- Ample supervised time for students to work on homework assignments
- Time for children to interact socially with their peers and adults
- Supervised/Monitored playtime.
- Choices of challenging, fun games and activities
- Child safe supplies
- Nutritious snacks
- Our building meets the local health and safety guidelines as followed by Atlanta Public Schools
- Enrichment activities
- Individual tutoring when available

- Outside play, weather permitting
- Monitoring for changes in behavior or any conditions that would indicate the student is ill
- Weekly Schedule is posted at the school site

AFTERSCHOOL CLASSE SCHEDULE

2:30 p.m.-3:00 p.m.	Arrival/ Attendance/ Social Time/ Clubs
3:00 p.m.-3:20 p.m.	Snacks
3:30 p.m.-4:30 p.m.	Homework/Activity Choice
4:30 p.m.-5:30 p.m.	Enrichment, Technology, CFP (Cluster Focus Plan), Outside/ Games/ Exercises
5:30 p.m.-6:00 p.m.	Free Play/ Reading/ Arts and Crafts/ Special Projects
6:00 p.m.-6:30 p.m.	Clean up Dismissal

WEEKLY SCHEDULE POSTED ON SITE

HEALTH, EMERGENCY AND MEDICAL POLICIES

1. All enrollment forms must be completed and on file. If you registered online at **www.afterschoolclasse.com**, please see your site director to complete important forms i.e. emergency & medical information for your student. A shot record is also required.
2. Children who are ill may not remain in the program (the child will be removed from general population and parent/guardian will be called to come and pick the child up). This is for the protection of all children. An incident report or injury report will be made and given to parent/guardian and a copy will be placed in the child's file.
3. Medicine **will not** be administered in the AfterSchool CLASSE Program. Students with chronic or critical medical conditions cannot attend ASC as there is no onsite medical personnel during after school hours.
4. Staff trained in CPR and First Aid will be available at all times.
5. Parents will be notified by phone of their child's illness or injury. If your child is exposed to a communicable disease you will be notified by a letter that will be sent home in the child's book bag and a note posted next to the sign-out book.

6. In the event of an accident or injury, a report will be made and given to parent /guardian and a copy will be placed in child's file. Serious injury or accident reports will be sent to Bright From The Start within 24 hours.

SAFETY AND ACCIDENT REPORTING

Any accident concerning a child must be reported to the Site Director immediately. The Site Director will decide what action to take (e.g., call 911, doctor listed, etc). Parent(s) will be notified immediately.

In the event of a serious injury/illness, the child will be transported immediately to the nearest emergency facility. A staff member will accompany the student and the parent/guardian will be immediately notified of the incident and directed to the proper facility.

An incident report will be filled out completely by the person most familiar with the cause of the injury/illness.

TUITION POLICIES

1. Registration Fee: \$50.00 (non-refundable).
2. The first month tuition is due at the time of enrollment for full time students.
3. MONTHLY Fee: \$320.00 per month. Drop-in: \$30.00 per day. Payments are due on the 1st of each month. Tuition received after the 5th of each month is late and accounts will be charged an additional late fee of \$25.00. (Note: One day of attendance constitutes 1 week of service for regular attendees.)
4. A late pick-up fee of \$10.00 will be charged if your child is not picked up by 6:40 p.m. and \$25.00 if not picked up by 7:00 p.m. Late pick-up fees are due at time of pick-up. The proper authorities will be contacted if any child is not picked up by 7:05 p.m. Please contact site director if you have an emergency delay.
5. If a student is picked up late more than 5 times they may be subject to dismissal from the AfterSchool CLASSE program.
6. In the case of a returned check, a \$35.00 penalty is charged. If we receive two returned checks from your account, you will be required to pay fees by money order or cash.
7. If tuition goes unpaid for two weeks, your child may not be allowed to attend the program until this amount is paid in full. If this is not done, childcare in the program may be discontinued.
8. Tuition is NOT prorated for days missed or for days in which school is not in session.
9. Payments may be made on line at www.afterschoolclasse.com.

FOOD

TOYS

CLOTHING

1. Your fee includes an afternoon snack. In case of allergies, or special diets, parents should provide snack/food for child.
2. We will not accept liability for any personal items brought to ASC. NO TOYS, ELECTRONICS AND OTHER PERSONAL ITEMS.
3. Children should wear clothing in which they will be comfortable. All children must wear shoes.

TRANSPORTATION POLICIES

1. All field trips are scheduled periodically by Atlanta Public Schools.
2. Drop off and Pick up is the responsibility of the parent/guardian.

HOLIDAYS

See posted Atlanta Public School Student Schedule

VOLUNTEERS

Volunteers and Special Guests are welcomed and must adhere to APS background check guidelines.

ASC PARENT SURVEY

Parents may be asked to complete a random ASC survey.

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