

AFTERSCHOOL CARE SUMMER PROGRAMS

For Baldwin County Public Schools



SUMMER 2024

June 3 – July 19

PARENT HANDBOOK



Thank you for choosing the ASC Summer Program!

600 Blackburn Avenue, Bay Minette, AL
251-580-0678

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Mission of ASC of Baldwin County Public Schools

To support families in our communities, ASC provides BCPS students quality programming in a safe environment with caring staff beyond traditional school times.

Vision of ASC Summer Programs

ASC’s summer program vision is to keep BCPS students safely and positively engaged in a welcoming, fun environment beyond traditional school times.

BCPS’s AfterSchool Care is a member of the Alabama Community School Association and the Alabama Expanded Learning Alliance. ASC measures program success using the Alabama Expanded Learning Alliance’s Alabama Afterschool Quality Standards.



Jacque Helms
AfterSchool Care Coordinator

Dear Parents,

Thank you for choosing ASC's Summer Program! We appreciate that you entrust your children to our care. This year, ASC is operating 11 summer programs across Baldwin County with the goal to provide a fun, safe, welcoming place for your child.

Please read this handbook with your child so you both fully understand our policies. We recommend that you keep this handbook in a convenient place for future reference. The policies and procedures in this handbook guide our programs and set expectations for workers, parents, and students. In addition to this handbook, the ASC program also adheres to the school year policies and procedures presented in the Baldwin County Parent Student Handbook and Student Code of Conduct. If you have site specific questions, please contact your program's site manager, or call the ASC offices at 251-580-0678.

We look forward to serving you and your family with a fun, safe, and welcoming summer program experience. We welcome you to reach out to our offices!

Sincerely,
Jacque Helms
AfterSchool Care Coordinator

IMPORTANT INFO

The following items are needed to complete the registration process:

- Non-refundable registration fee (\$40) per child.
- Completed online registration and account set-up.
- At least two adults on the contact list, allowing them to pick up students.
- Emergency contact person(s) other than parents.

When registration is complete, students are ENROLLED in the program by the ASC office. The enrollment process can take 10 business days or longer.

Once registration reaches capacity, all applications will roll to a waitlist.

The \$40 non-refundable registration fee is due when registration is approved. You will receive a confirmation email from the EZ Childtrack platform with access to your account. Please check your email and your junk folder for this email.

Tuition is due Sundays at midnight for the next week. Payments can be made in advance, or parents can choose the option to pay the entire summer program at the beginning of the program.

Send your child a lunch and two snacks each day. Students must have their own water bottle, with their name on it. (If available, students may be provided a snack through the Child Nutrition Program Summer Feeding Program.)

Students are allowed to bring phones, but the phones must stay off and out of site during the program's duration. Personal property such as toys, games, and jewelry should not be brought; ASC Summer Program is not responsible for the loss of personal items.

Parents should attend the parent orientation meeting at the program's start. A program calendar, field trip forms, behavior expectations, check in/check out procedures, and other details are discussed at the parent orientation.

By registering for an ASC summer program, you are agreeing to participation in the full program. Students cannot withdraw once summer program has begun, and full payment is expected regardless of a student's attendance. Withdrawals are accepted until June 3rd, the first day of the ASC summer programs. See the Withdrawal section for procedural instructions.

All ASC Summer Program sites operate seven weeks, from June 3 to July 19

- Sites will be closed June 19, July 4 and tentatively July 3.
- 7:30 AM to 5:30 PM (Fairhope sites open at 7)
- Monday – Thursday

Baldwin County Public Schools offers tuition-based AfterSchool Care Summer Programs to provide a safe environment with quality programming beyond traditional school times. Several elementary schools host ASC summer programs. ASC programs serve BCPS students and students attend the program available at their base school, or their assigned overflow school. Participation in the ASC summer program is a privilege, not a right, and space is limited based on staffing availability, location logistics, and programming needs. ASC programs include an application process prior to enrollment, and student are expected to follow program rules, guidelines, and procedures.

ENROLLMENT CRITERIA

To be eligible for participation in ASC's summer programs, students should meet the following criteria:

- Be enrolled in a traditional setting/classroom within the Baldwin County Public Schools during the immediately prior school year.
- Be five years old by the first day of the summer program.
- Be fully toilet trained.
- Respond to first name.
- Be able to interact with other children and adults in a non-aggressive manner. Should a child be a danger to himself or others, he/she may be dismissed from the program.
- Be able to participate in group activities with other children with minimal additional adult support.

*If your child has any health, medical, or special needs, please document the need on the application form. If any additional staff is needed to accommodate your child, there may be a delay in starting the program until adequate staff can be put in place to meet the child's need.

*Students dismissed from the ASC program during the school year are not eligible to attend a summer program that year.

The criteria for participating in ASC's summer program and the policies by which the program is governed are subject to change at any time at the sole discretion of the AfterSchool Care administration or the Baldwin County Board of Education.

WITHDRAWAL FROM THE SUMMER PROGRAM

When you register your student, you are agreeing to pay tuition for a full, seven-week Summer Program.

All summer program withdrawals must be received by the ASC office **PRIOR to June 3rd, 2024**. Send an email to ascwithdraw@bcbe.org and include your students' full name and your EZ Childtrack account number **PRIOR to June 3rd**.

Only emailed withdrawals will be accepted, as the email serves as written confirmation of a parent's wish to withdraw the student.

No withdrawals will be accepted after the summer program begins, and full payment is expected.

PAYMENT POLICY

NO CASH OR CHECKS. Payments are made online with a credit or debit card. A transaction fee of \$1.00 will be charged each time a payment is processed.

An overdue account may result in the suspension of your student from the program until full payment is received. Accounts must be paid in full weekly. An overdue account of more than three weeks can result in a student's dismissal from the program.

A non-refundable \$40 registration fee per child is due upon application being approved. Approval should be immediate until the program reaches capacity, and then all applications will move immediately to a waitlist.

Fees are charged based on enrollment and are **NOT** influenced by attendance. You will be charged for each week whether the student attends or not.

No credit will be given for weather days when the district closes all sites.

If full payment for the week is not received and the student attends Monday, the person picking up the student will be notified that the student may not return until fee is paid.

LATE PAYMENT FEES

Weekly tuition is charged for the upcoming week. A \$5.00 per child late fee will be assessed each week if tuition is not received before midnight on Sunday.

RATES

\$75 per week or \$525 whole program

Bay Minette Elementary
Elsanor Elementary
Loxley Elementary
Magnolia Elementary
Pine Grove Elementary
Robertsdale Elementary
Summerdale Elementary

\$90 per week or \$630 whole program

Belforest Elementary
Elberta Elementary
Fairhope East Elementary
Fairhope West Elementary

DISCOUNTS

Two types of discounts are available for the summer programs: sibling and ASC worker.

- Sibling discount is \$5 tuition reduction per week for the second and subsequent children in an immediate family.
- ASC workers receive a percent discount according to the number of days they are scheduled to work:
 - 1 day – 25% discount
 - 2-3 days – 50% discount
 - 4 days – 100% discount

Scholarships are currently not available in the summer program due to program financial restrictions.

LATE PICK UP FEES

Summer programs end at 5:30 PM each day. Late pickup fees will be charged at \$2 per minute per child after 5:30 PM. After two late pickups of over 15 minutes, dismissal from the program is considered. If students are still left on campus 30 minutes past the program's end time and parents are not responding to contacts, the local police or sheriff's department will be called to transport the child to the station for parents to pick up the children there.

EMERGENCY PROCEDURES

In the event of a medical emergency, ASC staff will call 911. A parent will be contacted along with the ASC coordinator, school administration and ASC nurse.

SAFETY PROCEDURES

Appropriate safety drills will be conducted according to the state's safety drill schedule which include fire, lockdown, and severe weather drills.

MEDICATION

Medication is not administered by summer program staff unless a student's approved health plan so dictates. Parents must provide any emergency or routine medication as prescribed by a doctor prior to the child attending on the first day of the summer program. Students cannot attend without the proper medication checked in with the summer site manager.

ILLNESS

ASC summer program follows the health guidelines and sick day exclusions established during the school year. Students should be fever free for at least 24 hours. Any student with a fever of 100.4 or higher will need to be immediately picked up from the summer program. If a child has a contagious illness, a doctor's release may be required for re-admission.

STUDENT CONDUCT

ASC is committed to providing a safe, positive, and structured environment for all children in the AfterSchool Care summer program. The ASC summer program follows the BCPS Student Code of Conduct. Rules and expectations of all students:

- Always show respect to ASC staff and fellow students with your words and actions.
- Stay within your ASC assigned spaces and move appropriately throughout campus during ASC hours.
- Follow instructions given by ASC staff or workers.
- Demonstrate responsible care of school property and equipment.
- No disruptive or harmful behavior, including aggression of any kind, or inappropriate language.
- Comply with all other rules and regulations set by ASC staff, workers, school staff, or school administrators.

Consequences

First Infraction	<ul style="list-style-type: none">• Immediate removal, i.e. a break from the activity• Behavioral Incident Report signed by parent at pick up
Second Infraction	<ul style="list-style-type: none">• Immediate removal, i.e. a break from the activity• Behavioral Incident Report signed by parent at pick up• Parent Conference• 1 to 3 day suspension from the program
Third Infraction	<ul style="list-style-type: none">• Immediate removal, i.e. a break from the activity• Behavioral Incident Report signed by parent at pick up• Parent Conference• 5 day suspension from the program

Fourth Infraction	Dismissal from the program based on guidance from the program coordinator and site manager. Students who were dismissed from the program during the school year will not be eligible to attend a summer program.
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- School administration will be notified of the incident at the third, and fourth infractions.
- Minor issues, such as disruptions to the ASC environment, may be handled by the ASC staff and not be reported on a Behavioral Incident Report.
- Corporal punishment is prohibited by the Baldwin County Board of Education.
- **Incidents involving threats, joking or serious, follow the BCPSS Student Code of “Conduct Specific Discipline In Regards to Student Threats To Harm Others” and can result in an immediate suspension or dismissal from the program.**
- The ASC Coordinator or School Principal may, at any time, at his or her sole discretion, dismiss a student from the ASC program should a student’s conduct merit dismissal.

COMPLAINT PROCEDURES

In the event of a complaint, initial contact should be made with the program site manager. After the incident or complaint has been discussed, the site manager will discuss the situation with the ASC Coordinator and forward any documentation. If the parent does not feel the situation reached an agreeable resolution, please contact Jacque Helms, ASC Coordinator at 21-580-0678 or jhelms1@bcbe.org.

SUMMER PROGRAM SITES AND OVERFLOW

ASC administration and BCPS principals work diligently to offer as many programs as possible each year. The 11 sites for this year are listed below, with the overflow schools they will also be serving. Registration for students who attend the site schools opens on February 27, with overflow registration opening on March 12. Programs will accept applications until they reach capacity, and then applications will move directly to a wait list.

Bay Minette: Perdido, Stapleton, Delta

Belforest: Daphne, Daphne East, WJ Carroll

Elberta

Elsanor

Fairhope East & West: Newton

Loxley: Rosinton

Magnolia: Foley, Mathis

Pine Grove

Robertsdale: Silverhill

Summerdale

As of this publication date, no summer programs are available in the Spanish Fort feeder pattern.

This handbook is published by the AfterSchool Care program, Baldwin County Public Schools.