

# BEL AIR ELEMENTARY BEFORE & AFTER SCHOOL PROGRAM 2008-2009



Thank you for your interest in Bel Air's extended day program. We are pleased to offer both before and after school care for our students. Our staff has accepted this challenge and responsibility as a service to our school community. We will make every effort to ensure that your child has a safe and enjoyable experience in an educationally appropriate setting.

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## **HOURS & DAYS OF OPERATION**

The Before School Program opens at 7:00AM each morning. Students are dismissed to go to their classrooms at 8:00AM. The After School Program begins at 3:45PM and ends at 6:00PM each evening. The programs are **ONLY** offered on regularly scheduled school days. The programs are closed on **ALL** student holidays. The After School Program **IS OPEN** on the two Early Dismissal days for Parent/Teacher Conferences from the time of dismissal until 6:00PM.

## **COST & PAYMENTS**

There is no required registration fee for either of the programs. The weekly fees are as follows:

**Before School - \$10.00 per week**

**After School - \$35.00 per week**

**Before & After School - \$45.00 per week**

**Payments are due on the Friday prior to the week of service.** We will accept checks or money orders. **We will no longer accept cash payments.** You may pay monthly if you prefer to do so. We will send you a copy of your payment record on a monthly basis. Any accounts that are over two weeks past due will be subject to termination and your child may be withdrawn from the program. There will be a \$20 fee for returned checks.

### **MORNING PROGRAM ACTIVITIES**

In the Before School Program students will be asked to sit quietly while reading, drawing, coloring, working puzzles or playing games. Electronic games/items such as Gameboys, ipods, etc. **WILL NOT** be allowed in the morning or afternoon programs this year. Students may talk quietly with friends. It is important at this time of day to keep noise and excitement levels at a minimum as this sets the tone for the school day. There are always two staff members working in the mornings to supervise the students. Students enrolled in the Before School Program who eat breakfast at school will go through the breakfast line at 7:45AM.

### **DROP-OFF**

The drop-off area for the Before School Program is the front entrance to the school. **DO NOT** drop your child off at the door before 7:00AM and **DO NOT** drop your child off at any other entrance to the school. If you wish to walk your child into the school you may do so. We do not require you to sign your child in for the morning program.

### **AFTER SCHOOL ACTIVITIES**

The After School Program starts off with a snack right after checking in. Grades 1-5 are encouraged to complete their homework before going outside or engaging in other play activities. The computer lab will be opened several days a week and the gym will be open on rainy/cold days. Students will be allowed to play in the cafeteria **ONLY** when most of the students have completed homework.

### **HOMEWORK**

We will encourage students in grades 1-5 to work on their homework assignments while they are attending the After School Program. The staff will help the students understand any homework directions. **The staff IS NOT responsible for making sure any child's homework is complete or for checking all of any child's homework for accuracy.** The staff will make an effort to tutor and work with students on concepts with which the student is having difficulty understanding.

### **PICKING UP YOUR CHILD**

In the After School Program an adult listed on your child's registration form must sign your child out. We will not allow your child to leave with anyone not listed unless we can get in touch with you. In instances when it is necessary for someone different to pick your child up, a signed note is requested from the parent. **PARENTS MUST PICK CHILDREN UP BY 6:00PM.** There will be a \$1.00 per minute late charge for children that are picked up after 6:00PM. The After School phone number is **706-726-4406** if you need to call about changes in transportation home after 4:00PM.

### **SUPPLIES**

Students should bring all books, paper, pencils and other necessary supplies needed to complete homework each day. **Students will not be allowed to return to their classroom for books, supplies, etc. after checking in each day.** Please remind your child of this rule.

## **DISCIPLINE**

Students will be treated with respect and will be encouraged to treat others with respect. We will not allow running inside, destruction of equipment, foul language, etc. Disrespect, defiance and disruptive behavior will be dealt with immediately. **A child may be reviewed for dismissal from the program for inappropriate behavior at any time at the discretion of the principal and the program directors.**

## **EMERGENCIES**

If we have an emergency involving your child we will follow normal emergency procedures. If your child is injured seriously, we will apply first aid, call 911 and contact you. Be sure to keep phone numbers, emergency phone numbers and other pertinent information updated. **The After School phone number is 706-726-4406 if you need to contact us after 4:00PM.**

## **ABSENCES**

If your child attends at least **two** days during the school week, you must still pay for the entire week of care.

## **WITHDRAWAL FROM THE PROGRAM**

All students withdrawing from either program need to notify the directors in writing one week prior to the date of withdrawal. If you do not notify the directors of your child's withdrawal from the program you may be charged for an additional week of service.

## **TAX INFORMATION**

You may need the Bel Air tax ID number to receive child care tax credit. This information will be available to you during the last week of January. We will give you a copy of your child's payment records for the year at that time.

## **QUESTIONS?**

Please direct any questions you have about the program to the program directors. The best way to contact the directors is through email. (Email addresses are listed below the directors' names on the front page. If you don't have access to a computer you can call the school and leave either director a voicemail message. If it is an urgent matter please ask the school secretary to take down your name and number to give to one of us ASAP. The school phone number is 706-863-8724 or 706-868-3698.

**AFTER SCHOOL PHONE #706-726-4406**

## BEFORE AND AFTER SCHOOL ENROLLMENT

PLEASE CHECK ( ): \_\_\_\_\_ Before School \_\_\_\_\_ After School

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Child lives with:    Mother    Father    Both    Other \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mother works at: \_\_\_\_\_ Phone: \_\_\_\_\_

Father works at: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**IN CASE OF AN ACCIDENT OR SERIOUS ILLNESS, I REQUEST THE SCHOOL TO GIVE NECESSARY EMERGENCY ATTENTION AND CONTACT ME. IF THE SCHOOL IS UNABLE TO REACH ME, I AUTHORIZE THE SCHOOL TO CALL THE EMERGENCY NUMBER INDICATED ABOVE AND TO FOLLOW HIS/HER INSTRUCTIONS. IF IT IS IMPOSSIBLE TO CONTACT THE EMERGENCY PERSON, THE SCHOOL MAY MAKE WHATEVER ARRANGEMENTS NECESSARY FOR THE HEALTH AND WELFARE OF THE CHILD.**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

**Student MAY be released to:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Student MAY NOT be released to:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**I have read the Bel Air Before & After School Guidelines and understand that if they are not followed, my child may risk removal from the program.**

**Parent(s) Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

If you give permission for your child to use the Internet in the computer lab during After School please initial here: \_\_\_\_\_