

After School Program Public Policies and Procedures



## General

After School Program Daily Schedule:	2:45 – 3:45PM	- Check-In/Homework/Quiet Activities
	3:45 – 4:15PM	- Snack
	4:15 – 6:00PM	- Gym/Playground

Prices are as follows and are per week per child:

One Day	- \$15.00
Two Days	- \$30.00
Three to Five Days	- \$40.00

A 1:15 staff to child ratio will be maintained at all times.

The After School Program is held at each of the three elementary schools in Lumpkin County. Middle school students are also welcome to the After School Program, but they must walk to Lumpkin County Elementary School to attend.

## General Rules

A counselor will review the expected behavior and rules with the participants each week.

- 1) Children are expected to follow directions by staff.
- 2) Children are expected to treat peers, counselors, facilities and equipment with respect.
- 3) Children must stay within the designated area and should never leave the group or area without an After School Program Counselor.
- 4) Any behavior that jeopardizes the safety of other children or staff will not be tolerated (i.e. spitting, throwing objects, pushing, hitting, biting, threatening violence, bullying, etc.).
- 5) No foul language, drugs, or inappropriate clothing is allowed at After School Program.

## Discipline

In the event that general rules are not followed, a counselor will:

1. **Counseling:** When a discipline incident occurs, the student will be counseled and given a description of the behavior change required.
2. **Time-Out:** If another incidents occur the student may be asked to take a "Time Out". A "Time Out" is a 5 to 10 minute period that the student spends quietly reflecting on the incident. The child then rejoins the group. Child may be written up depending on the frequency or severity of incident.
3. **Parent Contact:** If a series of discipline situations occur, the child's parent or guardian will be contacted. Parents will receive a written Disciplinary Report Form explaining the unacceptable behavior.
4. **Suspension:** A student who continually disregards instructions will be suspended for 1 day. The parent / guardian will be advised.
5. **Termination:** If the child's behavior remains unacceptable then the parent or guardian will be informed and the child will be dropped from the program.

Parents may be notified of disciplinary issues with a report form, by phone, or by a parent conference. Children who receive 3 disciplinary reports are subject to dismissal from camp depending on the severity of behaviors. Lumpkin County Parks and Recreation Department reserves the right for immediate dismissal of any child. If child is dismissed from program on two different occasions, Lumpkin County Parks and Recreation Department has the right to refuse admittance to other Breaks Camps and the After School Program.

## Participant Drop-Off and Pick-Up

- A photo ID is required every time a child is picked up from After School Program.

- Only persons specified on a participant's registration form will be allowed to pick a participant up.
- To add a person to the pick-up list, you must come into Lumpkin County Park and Rec. No phone calls will be accepted.
- If a child has not be picked up by 6:00PM, counselors will wait with that child until 6:15PM at the school. At 6:15PM, if the child has not been picked up, counselors will inform the Program Coordinator, who will pick the child up and take him/her to Lumpkin County Parks and Recreation Department's Community Center where the child can be picked up.
- Late fees will be issued per child should they be picked up after 6:00pm. If parents/guardians are more than five minutes late, the charge will be \$5.00 for every ten minutes past 6:00PM. After thirty minutes, the charge will be a dollar a minute.

### **Payment**

- For children in attendance of Lumpkin County Parks and Recreation's After School Program, a payment should be made by a parent or guardian during that week for the set price of the service. Payments can be made at Lumpkin County Parks and Recreation Department Community Center, over-the-phone, to an After School Program Counselor, or online using Rec1 at <https://secure.rec1.com/GA/Lumpkin-County/>.
- It is recommended that you get a paper receipt anytime you give a payment to an After School Program Counselor. Checks are the preferred method when giving a payment to an After School Program Counselor.
- The previous week's balance will be updated by 5:00PM on Wednesday of the following week. Likewise, invoices for unpaid balances will be e-mailed out each Wednesday at 5:00PM. For those without e-mail, a paper invoice will be sent to the school with the Counselors the week after service.
- Balances must be paid each week. If an account reaches a \$200.00, any child on the account with the balance will not be admitted to the After School Program until the balance is paid.
- Any account with any unpaid balance on it will not be allowed to register any children for a new semester of After School Program until the balance is paid in full or a payment plan is filled out.
- Any breach in a payment plan will result in any children on the account being dismissed from After School Program until the balance is paid in full.

### **Children's Belongings**

- Participants should have all of their belongings labeled. Participants should keep their belongings in a backpack/bag and placed in a designated area. Staff is not responsible for lost or stolen items.
- Because of their high value, we ask that your child does not have any electronic device. This includes: tablets, Gameboys, iPhones, iPods, etc.

### **Sick/ill Children**

Campers who are ill and may be contagious or who require a level of care that compromises the care and supervision of other children will be excluded from activities and cared for individually until the parents arrive. Please do not send your child to After School Program if they have a contagious sickness or are running a fever of 100° or more. It is required that parents retrieve their child as quickly as possible upon notification of illness.

### **Injury**

Any major injury or accident that occurs during scheduled After School Program hours will be handled in the following manner:

1. 911 will be called immediately.
2. Parent/Guardian will be called next.
3. Based upon the professional decision of the EMT unit, the child may be transported to the closest medical facility for immediate care.
4. EMT may advise the parent/guardian or counselor how to care for the child - and what additional follow-up care is required.

Minor injuries will be treated by CPR and First Aid Certified Lumpkin County Counselor.

### **Zero Tolerance Policy**

We want to ensure the overall protection and safety of every child and staff member in our program. A Zero Tolerance Policy is in place for inappropriate behaviors such as intimidation, physical aggression, vandalism and continual disciplinary issues. Every parent can help by reminding their child the seriousness of these types of behaviors. Any persons found engaged in any of these behaviors may be dismissed from After School Counselor and any other appropriate actions will take place.

### **Parent Concerns**

Any Parent/Guardian concerns should be shared with the Program Coordinator as soon as possible. The Program Coordinator and the parent/guardian will discuss the concerns and work together to find a resolution to the issues.