



AFTER SCHOOL
Plus

Parent Handbook

2023-24
School Year

Welcome!

Welcome to After School Plus! Thank you for selecting our program to meet your family's after-school needs. We look forward to an exciting year and are delighted to have your family join our program! Our goal is to help families have more time to spend at home together. We provide the PLUS of assisting with homework and providing enrichment programs for your child. We hope you'll find our teachers amazing and appreciate all the pluses under one roof. We are always open to your feedback and comments.

ASP has an active Facebook & Instagram page and uses a texting notification program for communicating with parents.

Our program:

After School Plus was established in 2006. Our goal is to create more quality time for families by providing educational support and extra curricular activities all under one roof. We do this by providing over an hour of homework help in a classroom setting with a ratio of 1 teacher to every 12 students. After homework is done correctly and tests are studied for, extra activities are available on site- leaving busy parent's time to enjoy family time in the evenings!

Our teachers review school websites and weekly newsletters to determine assignments for the week. If your child's teacher emails information to you feel free to forward the email to Sara at Sara@afterschoolplus.org

Our emphasis on education is outlined in our policy below-

Homework Policy at ASP:

Students should utilize the entire time in the classroom working on homework, studying, and reading. Homework for most students can be divided into-

- 20 minutes of reading. This includes reading over notes, reading books assigned by school or reading for pleasure.
- 20 minutes of Math homework or assignments provided by ASP teacher.
- 20 minutes of ELA/writing assignments- same as above.

Students who do not complete their homework should remain in the classroom until homework is complete or their parent arrives for pick-up. If a student says he/she does not have homework, teachers will:

- Have the student check on the website (if not already done).
- Review student agenda or newsletter.
- Check their backpacks for homework.
- Review or rewrite notes for the day. 5th grade teachers consider this homework and preparation for middle school.
- Study for upcoming tests and quizzes.

In order to meet the academic needs of your child, families are asked to provide a copy of your child's IEP or 504 Plan. The 'accommodations' section has helpful information to provide your child with consistency and our staff with valued tools & resources. Where possible, ASP will replicate those accommodations in our classroom.

Registration and Rate Information:

After School rates include pick-up from school, a snack, and up to one hour of homework assistance.

An annual registration fee is required at the time of enrollment to reserve a place for your child. The registration fee covers the cost of yearly materials and **is not refundable**.

Fees:

\$350.00	Monthly tuition (August through May)
\$150.00	Registration for new students
\$75.00	Re-Registration for current student

Payment information:

Tuition is \$350 per month and can be paid monthly or bi-weekly. Monthly payments are due on the first Friday. Bi-weekly payments are due the 1st and 3rd Fridays. We gladly accept credit/debit card payments and bank drafts.

Please note there are no deductions/proration for absences or holidays.

**If tuition is unpaid 7 days after due date a late fee of \$100 will be applied to your account. If your tuition is 30 days past due, your child could be removed from the program.

****Any past due balances must be paid prior to re-enrollment.**

ASP now offers a multi-child family discount. Your first child's tuition would be regular priced. For every additional child, a 10% discount to monthly tuition would be applied. This does not apply to registration/re-registration fees.

Hours of operation:

Our facility closes promptly at 6:00 pm during the school year.

For school holiday camps or during the summer months students may arrive at the facility any time after 7:30 a.m.

**In the event Greenville County Schools are closed and/or dismiss early due to inclement weather or emergencies, ASP bus routes will not operate.

Late Pick-up Policy:

After School Plus closes at 6:00 pm. After 6:05 pm a late fee of \$1 per minute will be incurred per child.

Extracurricular Activities:

Activities are available throughout the school year for an additional fee. Information will be shared by email, social media, and our office.

- Soccer Shots is an introduction to soccer skills and focuses on character development. Visit our website for registration, schedules, and fees at www.afterschoolplus.com
- Enrichment programs offered fall, winter, and spring sessions. Classes meet 1 day per week. Visit our website for registration, schedules, and fees at www.afterschoolplus.com
- DanceArts is a traditional ballet studio offering a variety of classes for all levels. Visit their website for class schedules and fees at www.DanceArtsGreenville.com
- Greenville Gymnastics offers a variety of tumbling, gymnastics, and par-core classes for all levels. Visit their website for class schedules and fees at www.greenvillegymnastics.com

- 1-1 Piano Lessons at \$25 per 30 minutes. Please visit our website to complete the Inquiry Form. Recitals are held during December and the end of the school year.

Pick-up of Children:

If you pick-up before 5:45, please park in the parking lot and walk in. Our carline begins at 5:45. Please pull up in the carline circle outside of our main lobby and a member of our staff will bring your child out to you. Only persons authorized in writing by parent(s) and/or guardian(s), may remove your child from the facility. Staff members will request photo identification and check the authorization form. Please be aware that we do this for the safety and protection of the children in our facility. Your child will not be released to anyone without prior written notice and/or a telephone call.

Communication with After School Plus:

ASP staff -can be contact by email or direct phone lines.

Sara Swilling: 864-881-4685 or Sara@afterschoolplus.org

- After School program
- Bus changes & updates
- Enrichment classes

Myoshie Downer: 864-881-4683 or myoshie@afterschoolplus.org

- School holidays Camps
- Summer camps

Withdrawal:

Parents may withdraw a child's enrollment by giving two weeks' notice in writing. Email the date of withdraw to Sara@afterschoolplus.org

**Will be responsible for that month's payment.

If your child is absent for five days **and** we do not receive notification that your child will not attend ASP, we will assume that you no longer require after school care. At that time your child's name will be removed from our class and bus list. A re-enrollment fee may apply.

Health/Safety/Medications:

Our facility is equipped with a first aid kit. There are at least 2 staff members who are CPR/First Aid Certified. Parents will be notified if there is evidence of serious injury or illness. In case of emergency, illness, or injury to a child, the parent or guardian will be notified immediately. If the parents/guardian cannot be reached, the emergency contacts will be called. In the event of an emergency warranting medical attention or considered life threatening, the Director will call 911 or take other necessary emergency procedures.

If your child must take a prescription medication of any kind, you must notify the Director and complete a Medical Authorization Form. All medication should be given to the Director to ensure proper usage. Children are not permitted to have medication in their possession to take on their own.

Discipline Policy:

ASP is committed to providing a safe, positive, and structured environment for all children in the after-school program.

Please review the following general rules and disciplinary consequences that will guide the program. It is imperative that students and parents and staff understand the expectations of the program as well as the potential consequences. We ask that you discuss the information listed below with your child. We appreciate your efforts and thank you for continued support in making appropriate behavior a priority for all children.

General rules:

1. Follow ASP behavior expectations. (ALL STAR)
Act appropriately, Listen, Lead, Show kindness, Take responsibility, Always follow directions, Respect.
2. Always show respect to teachers/counselors and fellow students and always use respectful language when addressing staff and students.
3. Stay with your activity at all times and move appropriately throughout campus during after-school hours.
4. Always follow instructions set forth by after-school teachers or counselors for each activity.
5. Demonstrate responsible care of school property and equipment.

6. No disruptive behavior, including fighting, violence of any kind, or inappropriate language.
7. Cell phones are not permitted unless granted permission by your teacher or counselor to use.
8. No soda/vending machine items in the classroom.

Outlined below are minor and major infractions. Along with how they will be handled according to the manner of behavior.

Minor Infractions (Teacher/Counselor/ Bus Driver Managed)	Major Infractions (Office Managed)
Minor Disruption - talking out, out-of-seat, blurting, low-intensity behaviors that cause inappropriate disturbances.	Chronic or Major Disruption - screaming, yelling, throwing objects that have potential to harm, sustained out-of-seat behavior.
Defiance or Disrespect - rolling eyes, refusing to participate, huffing/sighing, not following directions.	Blatant/Excessive Defiance or Disrespect - includes non-compliance, insubordination.
Physical Aggression/Contact - intentional bumping, pushing, shoving, touching, poking, tripping, scratching, pinching another person, aggressive interactions, play hitting/horseplay/flicking, unwanted or inappropriate touching.	Abusive Language / Profanity - includes verbal threats and intimidation, excessive swearing, hate language.
Inappropriate Language	Physical Fighting / Hurtful Touching or Threat of Physical Violence - includes spitting, biting, unwanted inappropriate touching.
Lying/Cheating	Bullying
Stealing	Chronic Lying/Cheating
Wandering	Chronic Stealing
	Chronic or Major Safety Violation
	Harassment
	Arson
	Weapons
	Drugs/Alcohol/Tobacco

If the problem persists, a parent/guardian conference will be scheduled at which the areas of concern will be discussed and the steps which will be taken to help improve your child's behavior. If the situation does not improve, the child may be suspended or removed from the program.

Personal Belongings:

All personal belongings, including jackets, lunch boxes, backpacks, etc. should be clearly labeled to help avoid loss. Our 'Lost and Found' is in the ASP lobby. Please note that children are not permitted to bring any personal items or toys to after care (such as Game Boys, trading cards, etc) that they are not allowed to bring during the regular school day. The use of computers, tablets and phones is limited to school assignments/work. ASP cannot be responsible for any lost, damaged, or stolen belongings.

Bus Rules & Regulations:

While children are on a bus, they are under the direct supervision of the driver and must always obey the driver. The bus driver has the authority to assign seats to students for safety or disciplinary reasons. Repeated failure to follow the driver's rules will result in a parent conference.

For the child's own protection, hands, head, and arms must be kept inside the bus at all times. Feet and bags must be kept clear of the aisle.

The behavior expectations of ASP apply to each student riding the bus. Conversations containing offensive language are not allowed and children should avoid any unnecessary, loud, or boisterous talking, fighting or horse play is not permitted and will not be tolerated.

Children are expected to help keep the bus clean, sanitary, and orderly. Paper or other debris should not be left on the floor of the bus or thrown at other students. No materials should be thrown out of the bus windows or doors. Damages to seats or other bus equipment by a child will require compensation from the parent/guardian.

Emergency information:

In the event of emergency that requires evacuation (chemical spill, gas leak) all children will be transported to Mauldin Methodist gym at 100 E. Butler Road. From ASP, turn right on Service Bay Road, then right on Butler Road. Mauldin Methodist Church will be on the right.

School Holiday Camp:

After School Plus is open 7:30 – 6:00 pm during school holidays camps. ASP Families pay a discounted rate for full day care on school holidays. Each

school holiday camp has themed activities scheduled for each age group. Lunch and snack are included. Children are expected to participate in the activities scheduled for their age group.

Information regarding schedules and activities is posted on our website. Families must register online at www.afterschoolplus.com. Additional information is emailed, posted on Facebook, sent via text, and posted in the facility. Registration is required so that we are appropriately staffed!

Students are asked to leave personal items, games/toys, electronic devices, etc. at home during school holidays.

Summer Camp:

Registration and information can be found at www.afterschoolplus.com.

After School Plus!
Parent Handbook Acknowledgement Form

Dear Parent/Legal Guardian:

We ask that you thoroughly review this Parent Handbook. Please return this signed acknowledgement.

I have reviewed and understand the policies stated within this handbook.

Signature of parent or guardian

Date

Photo Release

I understand that my child may be photographed during normal activities and that these photos may be used in promotional materials including social media and website.

Signature of parent or guardian

Date

Liability Release

I release all officials and representatives of After School Plus from all claims arising out of any damage or injury while participating in any activities.

Signature of parent or guardian

Date