



After School Program Parent Handbook 2022-2023

Dear Parents and Guardians,

South Georgia Athletics is pleased to offer After School Program to provide services to your children in the after school hours to assist parents in having a safe, fun, physically active space for your children to go.

Here at the SGA, our programs are well balanced with recreational activities, strength training and character development.

This handbook has been designed to answer your questions, promote communication between our staff and your family, and to assist you in understanding our policies and procedures. The policies outlined in this handbook are intended to protect your child and to ensure that his/her experience is positive and rewarding.

Please read this handbook carefully and refer to it as needed. We hope to not only meet, but to exceed, the expectations of you and your family. Thank you for this opportunity.

Sincerely,

Beth Norman and Ariel Harmon

South Georgia Athletics
Owners

SGA Licensure Exemption

The After School program is not a licensed childcare facility. We have however received licensing exemption through *Bright from the Start, Georgia Department of Early Care and Learning*.

Guidelines are set forth by this licensing agency and our site is subject to visitation by a *Bright from the Start* childcare consultant who ensures the quality of our program.

Non-Discrimination Statement

South Georgia Athletics recognizes the worth of all persons, regardless of race, religion, sex, age, physical disability, special needs or economic circumstances.

Children with Special Needs

South Georgia Athletics and the staff members do not discriminate against any children, adults, or families. All children and families are welcome into our program. In some cases, there may be a level of care that our staff is not trained for. Please contact the Child Care Director with any special needs.

Eligibility

The After School program is for school age children (ages 5-12) who are enrolled at a participating elementary school. The program is in session during the school calendar: Monday through Friday, August through May. Parents are responsible for maintaining accurate record information as well as escorting their child from the site daily.

Registration Process

Parents and guardians can register their child at the facility on James Road, or online by visiting: southgeorgiaathletics.com
Sibling discounts must be completed by registering over the phone at 229-232-4113 or at the physical location. Registration must be completed 24 hours before your child begins the program and paperwork must be submitted listing: emergency contacts, authorized persons that can pick-up each child, physician's information, signed parent agreement, transportation agreement (if applicable).

Hours of Operation

After School Program operates on-site every full day that school is in session. Please refer to our Holiday schedule at the end of this handbook for a list of school breaks and holidays we will be offering full day Holiday Camp for an additional fee.

Hours: Immediately following school dismissal until 6:00 PM.

***(Not including early dismissal days and school holidays) ***

Fees:

- After School Care: \$200 for first child and \$160 for each additional child per month.
- Credit Card draft registration: 1st month is due at registration.
- Drop-In Care: \$20 per day for a maximum of ten days per school year. After ten days, the child must pay the above listed regular monthly fee. No transportation available for drop in athletes.
- Pro-Rate: All months where care is available for 16+ days will be the full price. 15 days or less will be prorated.
- Early Dismissal days: Children that are registered and paid for the month with an early dismissal day may attend early dismissal camp at no additional cost.

Payment Policy

- Monthly fees are paid through **Credit Card Draft Only**. Monthly drafts are withdrawn **every 1st day of the month** for the entire school year.
- Should any debit not be honored by my bank for any reason, I understand that I am still responsible for the payment, plus a \$25.00 service charge applied by SGA. This is in addition to any service fee my bank may require.
- In the event of three draft declines....
 - a one-month pre-payment balance must always be maintained.

Location

After School Program 2403 James Rd

Phone Number: 229-232-4113

Transportation

Transportation may be provided from certain area schools to the After School Enrichment Program (minimum of 5 children is required to begin a van pick up). An additional \$20 per month will be charged if utilizing can transportation. If your child will not be riding the van on a certain day, please call us at 232-4113. Please adhere to this policy so that the vans are not delayed. Habitual no-call could lead to loss of van privileges.

Students attending WestSide Elementary School will need to ride the bus to the gym. Bus stop drop off is right next to the gym and a staff member will be present to get them off the bus. It is your responsibility to make sure the school knows which bus your child needs to ride and where they will be dropped off.

Check-In Procedure

Roll will be taken and electronically documented on computer as children arrive at the location. In order to make this more efficient for the staff, please call the Child Care Director at 232-4113 to inform them if your child will be absent.

Authorization for Release of a Child

Only persons listed on a child's enrollment agreement are authorized to pick-up and sign out the child. ID's of all individuals picking up children will be checked every day and is strictly enforced. Once the

authorized pick-up person's ID is verified, they will sign the child out via sign out sheet.

If the parent(s) or person(s) authorized by the parent appears to be physically and/or emotionally impaired to the extent that, in the judgment of the Site Leader and/or staff member, the child would be placed in harm if released to such an individual, the Program shall ensure that:

1. The child is not released to such an impaired individual;
2. Staff members attempt to contact the child's other parent (if listed) or an alternate person authorized by the parent(s);
3. If the center is unable to make alternative arrangements, a staff member shall call DFCS to seek assistance in caring for the child.

In the event of an emergency, when a child must be picked up by someone not authorized in the enrollment agreement, we require the following:

1. Parents must call or visit SGA to add additional authorized individuals to pick-up your child.
2. The person picking up the child must present an identification card with his/her photo and must sign out the child.

Under no circumstances will your child be allowed to leave with an unauthorized person. Any change in family status which impacts authorized parties for pickup will require official documentation from the **parent or guardian that originally registered the child**. Permission must be submitted in advance, specifying days and departure times. We are not responsible for the child's safety and supervision once they have left the program.

Late Pick Up and Charges

ALL CHILDREN MUST BE PICKED UP BY 6:00PM. Late pick-up will be assessed an additional fee of \$5.00 for the first 15 minutes plus \$1 per minute thereafter. Late pick up fees will be applied to the following months bank draft.

If your child has not been picked up by 6:45 pm and we have not been notified of your delay, and you cannot be reached by phone we will call the police to take your child home and DFCS will be called for

assistance. ***Continual late pick-up may result in dismissal from the program.***

Program Withdrawals

A 7-day written notice is required if your child is being withdrawn from the program. Please come to the site and fill out a cancellation form.

Daily Absence

If your child is going to be absent, it is extremely important that you call us to notify the staff of the absence. Repeated failure to alert us of absences may result in termination from the Program.

Supervision Qualifications

SGA staff must be 18 years or older, possess a high school diploma or GED and are subject to random drug screening. Each staff member needs to display effective communication skills with parents, children and in a group setting. References are contacted to verify an applicant's honesty, character, and ability to work with children.

Staff Services:

- **Tumbling, Wellness, Fitness-** encourage all participants to participate in structured and unstructured Physical Fitness Activities, Games, and Tumbling etc.
- **Nutritious Snack/Meal-**
If any child has food restrictions, due to allergies, please get a doctor's note so we may request a substitute snack.
Mentoring- Provide the opportunity for students to work with an adult on tumbling and social skills, conflict resolution.

What Not To Bring To SGA

Children are not permitted to bring toys, electronic games, MP3 players, cellular phones, smart watches or other personal articles. If items of this nature are brought to after school they will be held by the Site Leader until pick-up and handed over to a parent/guardian.

SGA is not responsible for items lost, broken or stolen during program hours.

Contact Information: 229-232-4113

The After School Director may be reached at the number above. Please leave a message if the Director is unavailable so your call may be returned as soon as possible.

Medication/Special Conditions

All medical or special conditions (Allergies, ADHD, Autism, etc.) must be listed on the registration form with the plan of action. We can only administer prescription medication for life-threatening instances, for example- epi-pens and inhalers, provided by the parents/guardians. If the medication is to go home with the child at the end of the day or week, parents/guardians are responsible for picking it up from the site leader.

Accident/Injury

If an accident should occur, the Site Leader will advise the parent at the time of pick up. The staff member caring for the child will complete a written report of any accident considered serious, detailing the medical procedure that was followed. We require that parents read and sign this document. If emergency treatment is warranted, the Director will immediately notify the parent or guardian and the child will be transported by ambulance to South Georgia Medical Center, if necessary.

Illness

The illness policy is the same as the schools' policy. A sick child is to be kept at home for his or her own sake and that of others.

A CHILD SHALL NOT BE ACCEPTED OR ALLOWED TO REMAIN AT THE SITE IF THE CHILD HAS THE EQUIVALENT OF A ONE HUNDRED AND ONE (100) DEGREE OR HIGHER ORAL TEMPERATURE OR ANOTHER CONTAGIOUS SYMPTOM, SUCH AS, BUT NOT LIMITED TO, A RASH, DIARRHEA, OR A SORE THROAT.

THE PARENT/GUARDIAN WILL BE CALLED TO PICK UP THE CHILD. If a child becomes sick during the program, they will be separated from the group until they are picked up. **Child must be picked up within 30 minutes.** If your child has a communicable disease, please notify the Site Leader before he/she first arrives. If your child has a suspected case of a notifiable communicable disease, the staff is required to notify the local county Health Department, and, if confirmed, a letter to all parents of participating children stating possible exposure to a communicable disease will be sent out.

No Release of Information to Third Parties

Personal information will not be released to third parties except if release is required by law or is pertinent to judicial or governmental investigations or proceedings. There are no other circumstances under which we will provide or sell personal information to third parties.

Review of Children's Files

Your child's file is available for review by the Department of Family and Children Services (DFCS) and Bright from the Start Georgia Department of Early Care and Learning.

Behavior Guidelines for Participants:

Staff will provide clear, reasonable limits for children's behavior. Each child is expected to maintain proper behaviors while in our program. Positive behaviors will be reinforced; negative behaviors will be identified and redirected. Children will be taught to recognize and identify their feelings as valid and acceptable, but emphasis will be put on appropriate ways of dealing with those feelings.

Your child will be disciplined as follows:

1. **Redirection** - The child will be redirected in the most respectable way, from a disruptive behavior to an acceptable behavior.
 2. **Reflection** - If the child does not respond to encouragement from the staff to stop inappropriate behavior, the child will be asked to take a short reflection time to think about more appropriate behavior.
 3. **Removal from Activity** - If the behavior continues, or a child continues to be disruptive and not showing responsibility for their behavior, the child will be removed from the group or activity and be given something to do individually. Depending upon the severity of the action, a parent may be called for immediate pick-up. The staff will discuss with the parent what occurred and what further actions may be taken.
 4. **Conference** - If a child continues to be disruptive or exhibits inappropriate behavior/attitude over a series of days, then a conference will be set up between the parent, staff, and owner or Program Director.
 5. Should a child's behavior/attitude continue to disrupt the program, and progress is not being made to correct the behavior/attitude, the parent
-
- will be asked to pick up the child.

6. We will not tolerate bullying, swearing, hitting, name calling, or any type of abuse or disrespect towards authority or other participants.

STATEMENT REGARDING INVOLUNTARY DISENROLLMENT:

SGA reserves the right to remove a participant from the program for the reasons detailed in this handbook. Participants may also be removed for other circumstances during the school year that are deemed to be pertinent and relevant to the safety and well-being of all. The Director will make these decisions on an individual basis.

The following are some reasons we may have to terminate or suspend a child from the Program:

Parental Actions for child's suspension/expulsion

- Failure to pay/ habitual lateness in payments
- Failure to complete required forms
- Habitual tardiness when picking up child
- Physical or verbal abuse to participants or staff

Child's Actions for suspension/expulsion

- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children

Child Abuse Policy

SGA personnel having reasonable cause to believe that a child under the age of 18 has had physical injury inflicted upon him/her by other than accidental means by a parent or a guardian, or has been neglected or exploited by a parent/guardian, or has been sexually assaulted or sexually exploited, **MUST** be reported or cause reports to be made to the Department of Human Resources, Child Protection Agency.

Keeping Kids Safe

In order to keep your child safe, our staff adheres to the following code of conduct:

To protect our staff, volunteers, and program members, at no time during the program may a staff person be alone with a single child

where he or she cannot be observed by others. As staff supervise

children, they should space themselves in such a way that other staff can see them.

No staff shall ever leave a child unsupervised.

Grievance Policy

For the purposes of this policy a grievance is a complaint/conflict over an alleged violation of an approved personnel policy, procedure or practice, or applicable local, state or federal law. Any grievance procedure from a child or youth must begin with the Program Director, if the grievance is with the Program Director the youth or child can contact, or have their parent/guardian contact one of the Owners. The Owners have an open-door policy if you ever have a grievance or need to talk; you are welcomed and encouraged to do so. All grievances must be made in writing within 30 days of the alleged violation. A response, at each step, is required within 5 working days.

Photo Release

SGA takes photos throughout the program. Some of these photos may be used in marketing material. Please be aware that by registering your child, you grant permission for their image to be used by SGA

Parent Acknowledgement Form

As the parent or legal guardian of _____,
I understand, agree to and/or acknowledge the following:

1. SGA agrees to provide after school care for my child Monday through Friday from 2:45PM to 6:00PM during the school months of August through May.
2. I understand that program fees are payable through credit card draft only. Monthly drafts are done the first of every month for the entire school year.
3. If there is an emergency shutdown of the program there will not be a prorated amount for that week.
4. My child must be picked up no later than 6:00 PM. I also understand that I will be charged \$5 late fee for the first fifteen minutes and plus an additional \$1 per minute after that. I also understand that if I am habitually late, my child will no longer be allowed to participate in the program.
5. Only medications that deal with life threatening instances will be dispensed (epi-pen and asthma inhaler)

6. My child will not be allowed to enter or leave the facility without being escorted by me or the person I designate. ID's must be checked when your child is being picked up from the program.
7. It is my responsibility to keep my child's records current to reflect changes as they occur, e.g. telephone numbers, work location, emergency contact, child's physician, child's health status, etc. If I do not keep all information up to date this could lead to withdraw of my child from the program.
8. SGA agrees to keep me informed of my child's progress and any incidents, including illness, injuries, adverse reactions to medications, etc. which involve my child.
9. If my child's behavior becomes a danger to other children and cannot be corrected or if my child is habitually unruly or disobedient, he/she will no longer be allowed to attend the program.
10. I have received a copy of this agreement and the parent handbook and agree to abide by the policies set forth in them.
11. My child will be provided with a snack each day.
12. I understand that my child(ren) may be photographed while at SGA & the photographs may appear in social media.
13. Should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. (Please do not put staff in a position where they must make this judgment call.)
14. SGA is mandated by state law to report any suspected child abuse or neglect to the appropriate authorities for investigation.
15. Per state regulations, my child's file is available for review by the Department of Family and Children Services and their representatives. In addition, Law Enforcement personnel may request the information listed in your file. A copy of official request for information will be kept in the child's record you may request a copy from the YMCA.
16. SGA may terminate my child's enrollment for any reason at any time.
18. SGA and the staff employed by SGA will not become involved in any custodial disputes between parent/guardian. If SGA documents are requested, the court must request them. The staff's responsibility is to provide a safe environment for children.
19. Registration fees are Non-Refundable.