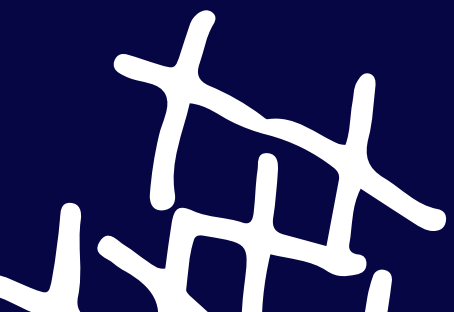


Parent Handbook 2026/2027



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.





Our Program

At After School Plus, our goal is to create more quality time for families by providing educational support and extracurricular activities all under one roof. We do this by providing homework help in a classroom setting with a low student teacher ratio. After homework is finished, extra activities are available on site- leaving busy parent's time to enjoy family time in the evenings!
If your child's teacher shares information about their current curriculum with you, feel free to forward the email to Ms. Natalie at natalie@afterschoolplus.com or office@afterschoolplus.com so we can better support your child.

Core Values

CORE VALUES

INTEGRITY

Honesty
Trust

EMPATHY

Understandiong
Compassion

TEAMWORK

Collaboration
Listening

PERSEVERANCE

Overcomming
Obstacles

COMMUNITY

Togetherness
Support

Core Focus

Creating a safe, structured environment where children grow into healthy, happy, and confident individuals.

Homework Policy

When students arrive in the classroom, our staff asks each child whether they have homework. If a student lets us know that their homework has already been completed or that they do not have homework, they will be assigned an activity or asked to read quietly during homework time.

We serve students from a wide variety of schools, and we recognize that homework expectations and policies differ from school to school. Because of this, we take students at their word when they communicate that they do not have homework. We do not routinely search through children's backpacks, especially for our older students, and we rely on their communication and honesty.

If you discover that your child is not completing homework while at ASP, please let us know so we can partner with you to support them. Open communication helps us better meet each child's needs.



Registration and Rate Information

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

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

Installment Plan Options	Price
Bi-Weekly Installment Plan	$205 (Payment due every two weeks)
Monthly Installment Plan	$395 (Payment due on the first of each month)
Weekly Installment Plan	$108 (Payment due every Friday)

With registration, ASP offers a 10% multiple child discount to begin after the first month of installments. This discount applies to tuition installments only.





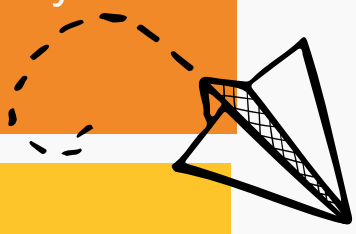
Camp and Activity Fees

Holiday Camps	Price
Full Day Camp	$80 per day for ASP Families
Half Day Camp	$40 per day for ASP Families
Additional Costs	**Price**
Non-Refundable Student Annual Enrollment Fee	$250 New Students/ $100 Returning Students
Tutoring	$40 for 30 minute session
Piano/Voice Lessons	$40 for 30-minute lesson
Various on-site activities	Prices vary
Late Payment Fee	$25 (Applied on the fourth day past invoice due date)

Bi-Weekly Tuition Installment Due Dates

August 7, August 21, September 4, September 18, October 2, October 16, October 30, November 13, November 27, December 11, December 25, January 8, January 22, February 5, February 19, March 5, March 19, April 2, April 16, April 30, May 14.

There are a total of 21 Installments in the Bi-Weekly Tuition Installment Plan.



Monthly Tuition Installment Due Dates

August 1, September 1, October 1, November 1, December 1, January 1, February 1, March 1, April 1, and May 1.

There are a total of 10 installments in the Monthly Tuition Installment Plan.

Weekly Tuition Installment Due Dates

August 7,14,21,28, September 4, 11, 18, 25, October 2, 9, 16, 23, 30, November 6, 13, 20, 27, December 4, 11, 18, 25, January 1, 8, 15, 22, 29, February 5, 12, 19, 26, March 5, 12, 19, 26, April 2, 9, 16, 23, May 7, 14. 21

There are a total of 42 Installments in the Weekly Tuition Installment Plan.

Late Payment Policy

Timely payment of tuition and fees is essential to the continued operation of our program and allows us to maintain high-quality care, staffing, and resources for all students.

- Payment Due Date: All payments are due by the agreed-upon due date listed in your enrollment agreement or invoice.
- Late Fee (After 4 Days): Payments not received within 4 calendar days of the due date will be considered late and will incur a late fee. Late fees will be added to the outstanding balance and must be paid in full along with the original amount due.
- Program Removal : Accounts that remain unpaid 7 calendar days after the due date will result in automatic removal of the student from the program. Continued attendance will not be permitted until the full outstanding balance, including any late fees, is paid.
- Reinstatement: Re-enrollment after removal is not guaranteed and, if approved, may be subject to space availability and additional fees.
- Communication & Responsibility: It is the responsibility of the parent/guardian to ensure payments are made on time. Failure to receive reminders, invoices, or notices does not waive late fees or enforcement of this policy.
- Financial Concerns: Families experiencing temporary financial hardship are encouraged to contact the program administration before the payment due date to discuss possible arrangements. Requests made after balances become overdue may not be accommodated.

By enrolling in the program, families acknowledge and agree to comply with this Late Payment Policy.

Refund Policy

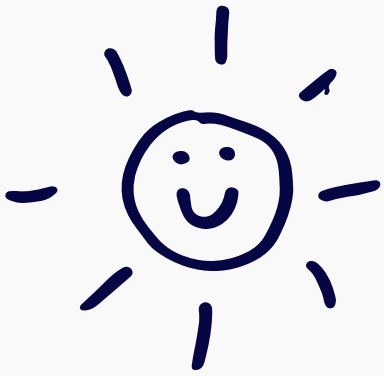
We do not issue refunds for failure to communicate your withdrawal from ASP. All refund requests are subject to a 10% Refund Fee. Once you have submitted the Annual Enrollment Fee, you will automatically be enrolled in the next school year and your card will be charged on August 1st. Failure to inform ASP of enrollment changes prior to August 1st will result in a 50% refund fee. Please submit all refund requests to nataliew@afterschoolplus.org.

Withdrawal Policy

Parents may withdraw a child's enrollment by giving two weeks' notice via email to natalie@afterschoolplus.com and office@afterschoolplus.com. Please include your child's last day attending ASP. Parents are responsible for any balance due based on the last date attending ASP, and the card on file will be charged the remaining balance on this date.

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.

Hours of Operation



Available by phone - 9:30 AM to 6:00 PM

Office Hours - 2:00 PM to 6:00 PM

Student Pick-Up Begins at 3:15 PM

1-on-1 Meetings - By appointment only

Our facility closes promptly at 6:00 PM during the school year and the summer.

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

Contact Us

ASP staff - can be contacted via email, phone, or Procare

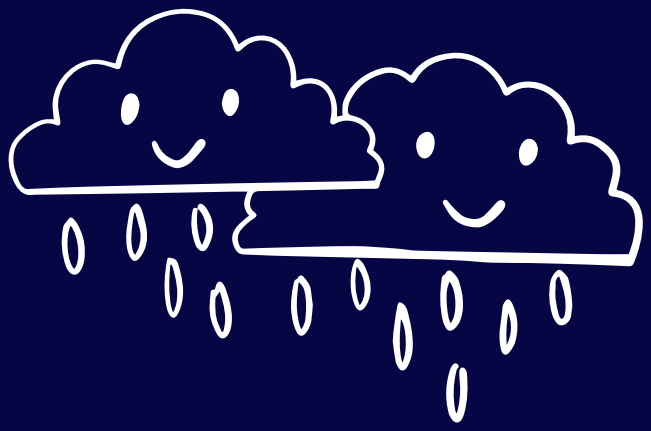
Natalie Warthman - CEO
864-881-4666 or natalie@afterschoolplus.com

Inclement Weather Policy

After School Plus follows Greenville County's emergency closing procedures. If Greenville County schools and activities are canceled due to inclement weather, After School Plus will also be closed. No refunds will be issued for these cancellations.

If school is closed due to eLearning, ASP will also close.

However, if it is deemed safe to open during certain situations, we may offer full-day care at an additional charge.



Late Pick Up Policy

After School Plus closes at 6:00 pm. A late fee of $1 per minute will be incurred when a child is picked up after 6:05 pm.

Pick Up Procedures

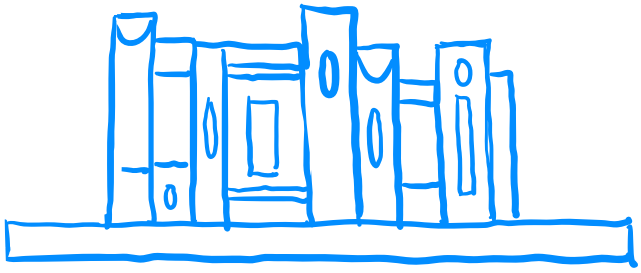
When picking up a student please park in the parking lot and walk in. Please refrain from parking in the bus loop. Only persons authorized in ProCare may remove your child from the facility. Staff members can request photo identification at any time. Please be aware that we do this for the safety and protection of the children in our facility.

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 handheld gaming consoles, 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 and/ or homework. ASP is not responsible for any lost, damaged, or stolen belongings.

Technology Policy

No use of cell phones, video game devices, or any other technological device is permitted in the classroom, gym, or cafe at After School Plus. Chrome Books issued by the school district can be used to complete homework or play approved games during appropriate times in the classroom only. Devices can be collected when entering the classroom to minimize disruption if the teacher deems it necessary. Any device can be collected by the ASP Administration if they deem it to be disruptive to the learning of others.



Bus Rules and 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 and/ 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.



Health & Safety

Our facility is equipped with a first aid kit. Staff members 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.



Extracurricular Activities

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

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/ Voice Lessons at $40 per 30 minutes. Please visit our website to complete the Inquiry Form. Recitals are held during December and the end of the school year.
1-on-1 Tutoring - $40 per 30 minutes. Please visit our website to complete the Inquiry Form.



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.

Behavior Guidelines

1. **Follow ASP behavior expectations. (ALL STAR)**
Act appropriately, Listen, Lead, Show kindness, Take responsibility, Always follow directions, Respect.

2. **Show respect to teachers, coaches, and fellow students at all times. 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.**



ASP reserves the right to remove any child from the program if they are a danger to themseleves or others.

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.

Emergency Information

ASP will conduct routine fire drills to ensure the studnet and faculty are proficent in the evacution procedures in the event of a fire.

In the event of an 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 Camps

After School Plus is open 7:30 am – 6:00 pm during school holiday camps.Each school holiday camp has themed activities scheduled for each age group. Snacks are included with each holiday camp. 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 messaging in KT Connect and posted in the facility. Registration is required so that we are appropriately staffed!

Students are asked not to bring personal items, games/toys, electronic devices, etc. to ASP during school holidays.

We offer summer camps and the information is posted on our website in January