



Parent Handbook

2024-2025

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.

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 Mrs. Lucas at gclucas@afterschoolplus.org or office@afterschoolplus.org so we can better support your child.

Homework Policy at ASP:

Students should utilize the entire time in the classroom working on homework, studying, and reading.

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.
- 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 and 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 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 Plans and Enrollment Fees:

Installment Plan Options	Price
Weekly Installment Plan	\$98 per week
Bi-Weekly Installment Plan	\$189 every two weeks (See handbook for fee schedule)
Monthly Installment Plan	\$375 (Payment due on the first of each month)
Monthly Installment Plan + Holiday Camps* *Does not include Spring Break Camp	\$455 (Payment due on the first of each month. See handbook for holiday camp schedule.)
Holiday Camps	Price
Full Day Camp	\$80 per day for ASP Families/ \$100 per day for non-members
Half Day Camp	\$40 per day for ASP Families / \$50 per day for non-members
Additional Costs	Price
Non-Refundable Application Fee	\$50 per child
Non-Refundable New Student Annual Enrollment Fee	\$155 (\$50 Application fee is deducted) \$80 for each additional child
Non-Refundable Returning Student Annual Enrollment Fee	\$80 (\$50 Application fee is deducted) \$55 for each additional child
Tutoring	\$35 for 30 minute session
Piano/Voice Lessons	\$35 for 30-minute lesson
Various on-site activities	Prices vary
Late Payment Fee	\$25 (Applied on the seventh day past invoice due date)

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

Installment Plan Information and Auto Draft Dates

Weekly Installment Plan- \$98 -Auto drafted every week on Friday

8/1/24, 8/9/24, 8/16/24, 8/23/24, 8/30/24, 9/6/24, 9/13/24, 9/20/24, 9/27/24, 10/4/24, 10/11/24, 10/18/24, 10/25/24, 11/1/24, 11/8/24, 11/15/24, 11/22/24, 11/29/24, 12/6/24, 12/13/24, 12/20/24, 12/27/24, 1/3/25, 1/10/25, 1/17/25, 1/24/25, 1/31/25, 2/7/25, 2/14/25, 2/21/25, 2/28/25, 3/7/25, 3/14/25, 3/21/25, 3/28/25, 4/4/25, 4/11/25, 4/18/25, 4/25/25, 5/2/25, 5/9/25, 5/16/25, 5/23/25

Bi-Weekly Installment Plan - \$189 - Auto drafted every other week of Friday

8/1/24, 8/16/24, 8/30/24, 9/13/24, 9/27/24, 10/11/24, 10/25/24, 11/8/24, 11/22/24, 12/6/24, 12/20/24, 1/3/25, 1/17/25, 1/31/25, 2/14/25, 2/28/25, 3/14/25, 3/28/25, 4/11/25, 4/25/25, 5/9/25, 5/23/25

Monthly Installment Plan - \$375 Auto drafted on the 1st of each month

8/1/24, 9/1/24, 10/1/24, 11/1/24, 12/1/24, 1/1/25, 2/1/25, 3/1/25, 4/1/25, 5/1/25

Monthly Installment Play + Holiday Camps - \$455 - Auto drafted on the 1st of each month

8/1/24, 9/1/24, 10/1/24, 11/1/24, 12/1/24, 1/1/25, 2/1/25, 3/1/25, 4/1/25, 5/1/25

Payment Method Updates

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 amanda@afterschoolplus.org.

Withdrawal:

Parents may withdraw a child's enrollment by giving two weeks' notice via email to gclucas@afterschoolplus.org and office@afterschoolplus.org. 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 - 9:00 AM to 6:00 PM

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

1-on-1 Meetings - By appointment only

- Our facility closes promptly at 6:00 PM during the school year and 5:30 PM during the summer.

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

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 6:06 pm.

Extracurricular Activities:

- Activities are available throughout the school year for an additional fee. Information will be shared by email, social media, and our office.
 - ASPire Plus is a collection of enrichment programs offered during the school year. Classes meet 1 day per week. Prices vary.
 - 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 \$35 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 - \$35 per 30 minutes. Please visit our website to complete the Inquiry Form.

Pick-up Procedure:

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.

Communication with After School Plus:

ASP staff - can be contacted via email or our office phone line.

Grace Catherine Lucas- Director

864-881-4666 or gclucas@afterschoolplus.org

Faith Harrison- Assistant Director

864-881-4666 or faith@afterschoolplus.org

Health/Safety/Medications:

Our facility is equipped with a first aid kit. There are 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. 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.

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 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 & 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.

Emergency information:

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 Camp:

After School Plus is open 7:30 am – 5:30 pm during school holiday camps. ASP Families pay a discounted rate for full day and half day care on school holidays (Code provided). 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 ProCare 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.

Summer Camp:

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