



STATESBORO-BULLOCH

Parks and Recreation

AFTER SCHOOL PROGRAMS PARENT HANDBOOK

R.E.C.E.S.

Specialists

Our Time

Programs Sponsored By:
Statesboro-Bulloch County Parks and Recreation Department

(912) 764-5637

www.bullochrec.com

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Our Mission is to meet the social, emotional, and recreational needs of children, as well as to plan creative, age-appropriate activities that facilitate the developmental needs of children.

The SBCPRD After School Program will:

- Offer activities that will promote self-esteem, confidence, and responsibility.
- Encourage children’s individual interests in creativity and develop decision – making skills by permitting freedom of choice within set limits.
- Provide children with a secure environment staffed by warm, friendly caregivers.
- Offer a nutritional daily snack.

The Statesboro - Bulloch County Parks and Recreation Department does not discriminate on the basis of race, color, national origin, sex, religion, age, and disability in employment or the provisions of services!

After School Programs are currently held at the following locations:

Brooklet Elementary (Pre-k-3rd)
Sallie Z. Elementary
Mattie Lively Elementary
Portal Elementary
Langston Chapel Elementary
Nevils Elementary

Brooklet Recreation Center (4th-5th)
Mill Creek Elementary
Julia P. Bryant Elementary (Pre-k-2nd)
Julia P. Bryant 4/5 (former JPB)
Stilson Elementary

Dear Parents:

WELCOME!

The Statesboro-Bulloch County Parks and Recreation Department welcomes your child to the After School Program. We offer a program that promotes a variety of activities that contribute to the growth and development of your child's physical, socio-emotional, and cognitive characteristics.

Our Parks and Recreation staff has been working diligently to provide a well-rounded After School Program that your child will remember in years to come. Activities may include fieldtrips, athletic activities, educational programs, crafts, recreational games, art-related programs, nature activities, and much, much more!

The Parent Handbook outlines what you may expect from the Statesboro-Bulloch County Parks and Recreation Department program. We hope it will be helpful and we welcome your suggestions for future handbooks. You are welcome to visit our program at any time!

Please do not hesitate to contact the Parks and Recreation Department if you have any questions, concerns, or if you would like more information. On the following pages you will find phone numbers of the appropriate staff at each location.

We thank you for registering your child in our After School Programs.

Sincerely,

Joy Deal

Program Supervisor
Elementary ASP

What is After School?

The SBCPRD After School programs are not just a babysitting service. It is our goal to be so much more than basic childcare. The children in our program spend anywhere from 10–20 hours a week with us. We want this time to be educational and character building for each and every child so they can grow and develop to the very best of their ability. We provide a wide array of activities for the children to participate in. We offer art, organized activities, recreation time, fieldtrips, homework time, and much, much more.

To offer the best services possible, we strive to meet quality programming standards, which have been created by the National After School Association (NAA). Following these extensive guidelines from NAA, there are several different areas of quality care that we make every effort to follow. First, we offer a ratio of 1:10, and never have a group exceed 30 children, which closely follows the NAA standards. Our group leaders also go through at least 18 hours of training annually. Administratively, we have one of the best collaborations in the State of Georgia with the Parks & Recreation and Board of Education.

To abide by these standards, we create a schedule that is flexible and try to meet the needs of all participants in our program. Through the “Our Time” program, we allow the children to have a choice as to which activities they have the most interest in. We offer a wide range of activities from science, social studies, math, art, dramatic play, music, physical activities, sports, nutrition education and more. We also offer clubs in which children can become a part of and really get hands-on, in-depth experience with a topic of their interest. (Example: cooking, travel, sports, beauty, nature, dance, etc.)

One of the standards deals with human relationships. This standard was created to help promote healthy relationships between the children in the program and staff. We want every child in the program to feel welcome and a part of the program. Not only does our staff supervise the children daily, but they also strive to form positive relationships with each individual child so each child’s interests and talents shine. Staff also encourage children to be good students, make wise choices, and help them deal with conflicts they may have with peers, in and outside of After School. Not only is it our goal to provide positive relationships with the children, but we aim to do so with parents as well. Parents are a huge contributor to the success in our program. We always welcome and encourage feedback and comments from the parents of ways to make program improvements.

Another standard is our indoor and outdoor environments. To comply with the standards set by NAA, we provide a safe environment at all times for our participants. To do this, we make sure all equipment is in good, working condition and there are not any potential hazards that would be dangerous to our participants. We make sure we have sufficient space for homework, art, dramatic play, a quiet area, sports and many other activities for the children. We ensure the equipment and supplies are age appropriate and that they allow children to be independent, explorative, and creative.

For the standard of safety, health, and nutrition, we strive to ensure the safety of all the After School participants. Staff use walkie-talkies to communicate with each other when a child needs to go home, change areas, or needs first-aid. To ensure the safety of the children when going home, we use pick-up cards, which the parent or guardian must show to pick-up his or her child. If the person picking up a participant does not have a pick-up card, he or she must provide a picture ID and must be listed on the registration form to be authorized to pick up a participant.

Our department strives to provide a quality After School experience for your child. We hope your child will enjoy his or her time in our program.



After School Program Fees

Registration Fee: \$25.00

The required registration fee per child is non-deductible and non-refundable.

Our Time Weekly Fees

\$25 2 days a week

\$40 5 days a week

R.E.C.E.S. Weekly Fees

\$20 / week

Other Our Time Fees

Late Pick-Up Fee: \$5.00

After 6:00 PM (every 15 minutes)

Other R.E.C.E.S. Fees

Late Pick-up fees: \$10.00

After 4:00 PM (until 6pm only)

PAYMENT LATE FEES:

Payments not made 1 week in advance will be assessed a \$10 late fee. Children not paid prior to session will be removed from the after school program.

Staff will inform the school that we cannot accept children not paid.

TRANSFERRING PROGRAMS:

If changes in registration of program (OT 2 days/ OT 5 days/ RECES) become necessary – it is the responsibility of the parent to contact the administrative office to change program. Late pick up fees will apply if office is not contacted. (In other words, if you switch from Our Time to R.E.C.E.S. or R.E.C.E.S. to Our Time without notification you will automatically be charged late fees.)

PLEASE NOTE: There are ***no refunds or transfers*** for missed days/weeks. Our program plans for each child as they are registered WEEKLY. Supplies and staffing are based on the number of children enrolled for each week. In order to get a refund, you must contact our office by Friday before the week you need care.

ABSENCE FROM PROGRAM: If any child has been absent from the program from more than 3 consecutive weeks, the program supervisor will remove the child from the program to allow others on the waitlist the chance to enroll when the school is at program capacity.

Late Pick-Up Policy and Fee

The **4:00pm or 6:00pm pick up time is firm.** If the parent, legal guardian or authorized adult is late, they will be charged a late fee. Late fee payment is due at the time of pick up.

R.E.C.E.S = \$10 (until 6pm) per day after 4pm; “Our Time” = \$5 for every 15 minutes.

If no parent or emergency contact can be reached, the program staff will contact local authorities who will consider the case for child abandonment.

ADDITIONAL PAYMENT AND REGISTRATION INFORMATION

Payments are due the Monday before the week of service you are needing.

Payments are required to be made online at bullochrec.com or through the SBCPRD Administrative Office located at the Honey Bowen Building. We accept checks, cash, money orders or credit cards. **Payments WILL NOT be taken onsite at schools or over the phone!**

Payments can be mailed to the SBCPRD Administrative Office, P.O. Box 408, Statesboro, GA 30459. (Checks only!) Be sure to enclose your payment in an After School payment envelope for correct processing.

PAYMENT DROP BOX: We offer two payment drop boxes: one in front of the administrative office, the Honey Bowen Building, and one at the Brooklet Recreation Building.

RETURNED CHECKS: There will be a \$30.00 service charge on any returned checks. In addition, all checks will have to be cleared with cash.

2-WEEK SESSIONS: Prepayment for 2-week sessions are required. Late fees will apply if not paid one week in advance. If prepayment is not made by the Friday before, participant will not be allowed to attend the program. Parent will be notified to pick up child from school at school release time (2:15pm).

NEED ADDITIONAL TIME: If you need additional time to make payment, please contact the program supervisor to make special payment arrangements.

FINANCIAL ASSISTANCE OPTION: All Parents are encouraged to contact The Department of Family and Child Services (DFCS) or <http://dfcs.dhs.georgia.gov/how-apply-caps-program> to inquire about information regarding financial assistance. Working parents who are in need of additional financial help may contact the Program Supervisor Joy Deal for information on payment options as well as additional information.

PARENTAL CONSENT

Rights & Responsibilities

The program informs children, youth, and their parents or legal guardians, prior to the disclosure of confidential or private information, about circumstances when the program may be legally or ethically permitted or required to release such information without their consent.

When signing up for the After School program, you must fill out the Registration form. By doing so you give consent to the following:

We/ I, parent(s) of the participant, give approval to participate in any and all activities during the after school program. We/I do hereby waive, release, absolve indemnity, and agree to hold harmless the organizers, sponsors, supervisors, participants, and persons involved, in the event of injury to our/my participant during the program for claims arising out of an injury by participating during the program. We/I will be responsible for our/my participant's abusive actions.

We/I further agree to read and maintain the copy of the parent handbook which contains my rights & responsibilities.

We/I further agree to provide the SBCPRD pickup care when picking up my child.

We/I will be responsible for some type of medical insurance coverage, as it is a Statesboro-Bulloch County Parks and Recreation Department requirement. We/I further grant the SBCPRD the unencumbered right to make promotional use of any pictures taken of the registrant while a participant is in the program.

We/I will be responsible for my child/participant complying with the discipline policies and procedures for the SBCPRD's After school program. We/I understand that if my child/ participant does not follow these guidelines, an immediate dismissal may result.

Camp Adventure

On **school holidays** that are not County employee holidays, After School program participants meet at a designated location from 8:00am – 6:00pm for Camp Adventure. Program is for Pre-K- 5th grades. Locations for Camp Adventure vary.

There is an additional fee for this service!

Registration Fee: \$25.00 (for children not currently registered for After School)

The required registration fee per child is non-deductible and non-refundable

\$110 weekly rate per child

\$25 daily rate per child.

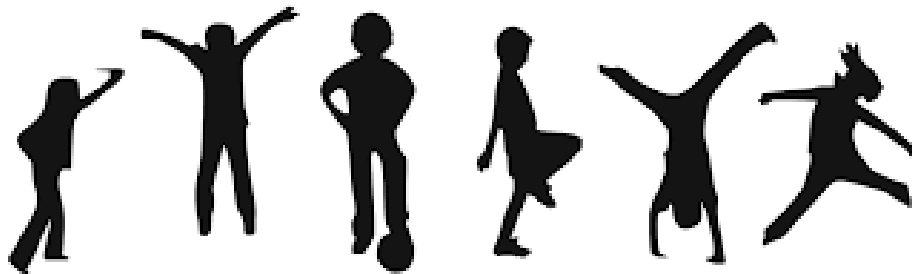
*All participants must pre-register 4 days in advance for this service or pay a \$5.00 late fee.

During Camp Adventure, children enjoy a fun, high-quality, well-planned schedule of age-appropriate activities. These activities may include art, music, science, games, fieldtrips, computers, movies, and more.

There are **no refunds or transfers for missed days**. We must have 2 days notice before the week begins in order to provide a refund; we recognize that illness and family emergencies do occur, but we plan staffing and supplies based on number of children signed up each week.

For more info contact: Joy Deal at jdeal@bullochrec.com

Please visit our web site at www.bullochrec.com for dates.



Inclusion Policy

SPCPRD staff does not discriminate against any child. It is understood that each child brings his/her own uniqueness to the program. Each child will be included unless there is a certain disability that the staff is unaware of. If your child has special needs, please note that on the child's information sheet. We offer specialist staff who provide individualized care for children with disabilities. Due to spacing and the inclusive nature of this program, children requiring seclusion may not be eligible.

Specialists

The Specialist program offers an inclusive, structured After School program for **children with disabilities**. The participants enjoy arts, crafts, music, field trips, games, and other activities that will encourage and enhance their development. The "Specialists" staff will provide individualized care for each child based upon their needs and make necessary adaptations to ensure all children have the opportunity to engage in activities. The staff will also provide homework assistance, serve an afternoon snack, and supervise free time.

Fees/charges and program policies are the same as the Our Time and R.E.C.E.S. programs. Parents are responsible for informing the program supervisor of days when the child will not attend.

If you have any questions or feel that your child could benefit from this program, please let us know.

A parent or guardian of anyone enrolling in the Specialist program are asked to meet with the program supervisor to discuss behavioral needs/expectations before the completion of After School registration. There is a waiting list for this program, and space is limited upon available staffing.

Human Subject Research Policy

Statesboro-Bulloch County Parks & Recreation will often ask parents for permission to track data for grant purposes. All research is conducted in accordance with applicable legal requirements. Parents have the right to review and approve or deny the use of their child's data without penalty. Consent information is listed on the form filled out at registration. All data is kept confidential and will be destroyed once recorded and analyzed for reporting requirements. Also, Georgia Southern University students conduct research using the participants in our program. All information will be submitted anonymously to protect the participants' identity and confidentiality. Prior to the research, a form will be given out which includes the nature and purpose of the research, and any possible risks or discomfort. This must be signed by the participant and the parent prior to the child participating in the research. If you and your child choose not to participate in the research, there will not be any penalties. All research will be conducted in accordance with applicable legal requirements.

AFTER SCHOOL PROGRAM INFORMATION

*Parents don't forget that once your child has been accepted into the after school program, it is your responsibility to inform their teachers **in writing** that your child is now in the program.*

AFTER SCHOOL CURRICULUM:

Many different activities will be offered for your child in the After School Program. Although there is an array of different activities provided, each activity will be age-appropriate, enriching, as well as fun for your child. Some of those activities may include gross motor activities, board games, arts and crafts, dancing, cooking and science clubs, expressive play through dress up, and many more.

SIGN-IN PROCEDURES:

The Statesboro - Bulloch County Parks and Recreation Department will not be responsible for a child until he/she is signed in. Participants will be checked in each day by the appropriate After School supervisor(s). Each child should report to the designated sign-in area for this to occur.

ATTENDANCE POLICY: If your child DOES NOT attend the program for 3 consecutive weeks, you will lose your spot in the program. We will mark you as "left" and will replace that spot with a new participant. **EXCEPTION:** If you contact the Program Supervisor to request an extension due to reasons such as maternity leave, etc.

PICK-UP POLICY:

Children in the After School Program may only be picked up by a parent or legal guardian, or by a person authorized in writing by a parent or legal guardian on the child's information form. It is our policy to release a child to either parent unless we are otherwise informed by a parent or legal guardian on the child's information form or by a subsequent written instruction. The parent or legal guardian requesting that one or both parents not be allowed to pick up the child must provide (i) a written explanation justifying the request; and (ii) a certified copy of a legal document supporting the request (e.g., a court order, divorce decree, restraining order, etc.). Also, if a child was born out of wedlock and the parents did not subsequently marry, we must honor the mother's written request that the father not be allowed to pick up the child unless the father can provide a certified copy of a court order that grants the father custody or applicable visitation rights. (Please note that an "Acknowledgment of Legitimation" signed by the parents pursuant to Section 19-7-21.1 of the Official Code of Georgia Annotated will not be sufficient for the purpose of showing that the father has custody or applicable visitation rights.) **PLEASE BE ADVISED THAT IF THERE ARE ONGOING CUSTODY ISSUES THAT CAUSE SIGNIFICANT DISRUPTION, DIFFICULTY, OR HARASSMENT OF OUR STAFF, YOUR CHILD MAY BE REMOVED FROM THE AFTER SCHOOL PROGRAM.**

Children will only be released to a parent, legal guardian, or other authorized person listed on the child's information form. Notice of temporary or permanent changes must be made in writing. Parents or any other persons who will be picking up the child are required to show the "child scan card" or a photo ID in order to leave the site with the child. Persons unknown by the staff will be asked for identification. Parents or other authorized persons are required to sign the child out daily. To ensure safety in our program, and in accordance with Bulloch County Board of Education policy, parents must wait at the designated pick-up area when signing out their child.

Please make sure to turn your car off when picking up your child. Also, remember to slow down when entering or leaving the school premises. There are no pets permitted in any of our program's facilities. Please do not bring pets into our program when picking up your child.

CHILD INFORMATION UPDATES: Please provide complete information on the registration form and keep it current! In emergency situations, it is imperative that we have current phone numbers.

GROUP SIZE:

For every 10-12 children in our program we are expected to have one staff available (Ratio is by facility and includes site manager). The group size may vary from day to day. We expect full supervision of the children at all times!

DRESS CODE:

Personal appearance, appropriate dress, proper behavior, and cleanliness are vital to each member of our community. Please make sure your child is dressed appropriately for the planned activities.

1. Comfortable clothing (i.e. t-shirts, shorts, and pants) is necessary for daily activities. Please consider that shorts may need to be worn under dresses for play.
2. Sandals or flip-flops are not recommended. Tennis Shoes are encouraged for safety.
3. Clothing shall be free of words, slogans or pictures which advertise drugs, alcohol, or sex, or which contain vulgar or offensive writing, racial slurs, suggestive pictures, or emblems of which refer to membership in gangs.

SNACK:

Snack may be provided through outside sources such as 2nd Harvest out of Savannah, or through the Bulloch County School Nutrition program. We utilize any federally funded programs for snack distribution that are made available to us. Participants may bring their own snack but should NOT bring candy to the program.

MEDICATION:

Prescription medications will be given by Parks and Recreation staff only when the medication is prescribed, ordered by a physician, and the following guidelines are followed:

1. Parks and Recreation staff may only administer prescription medicines when the parent completes and signs the medication form, which is available from the site coordinator. This form will designate the child's name and address, the type of medication, the dosage(s), and the time(s) to be administered.
2. All medication must be presented to the Site Coordinator in a prescription labeled bottle that will include the child's name, date, instructions for administering, name of drug, and name of issuing physician.

Non-prescription medicine will be given only for a short-term duration (less than two weeks) and only when it is in the original container and accompanied by a completed and signed medication form.

SPECIALIST AND MEDICATION:

If a child is prescribed medication, he or she must be taking it to attend the After School program or Camp Adventure. Please notify us immediately regarding any changes in medication. Modifications to medicines resulting in behavior changes or staff's inability to redirect inappropriate behaviors as a result of medication change may require a temporary absence from the program until the child is approved to return.

LOST AND FOUND ARTICLES:

Articles lost during the regular After School Program are placed in the school's lost and found. During "Camp Adventure", articles of clothing and other items found at the facility are taken to the Program Supervisor's office. Any article marked with a child's name is immediately returned to the child's school. All jackets, clothing, lunch boxes, etc. should be plainly marked with the name of the child. If your child loses an item, encourage him or her to check the lost and found. Any item that is left by the end of the month will be donated to a local charity. Parks and Recreation staff is not responsible for lost, damaged, or stolen personal articles. The staff is also not responsible for school textbooks, homework folders, or library books. Children are to be responsible for their own possessions.

PERSONAL ITEMS AT FACILITIES:

Parks and Recreation staff is not responsible for lost, damaged, or stolen personal articles or money belonging to the participants; therefore, children should not bring toys, electronic games, radios, tape players, CD players, expensive clothing, cell phones, etc. to the facility.

- **MONEY:** Parents are asked to use discretion when sending money with their child to the After School Program. Children are responsible for keeping track of their money.
- **GUM AND CANDY ARE NOT ALLOWED!** Gum and candy are not allowed, especially in the carpeted gym area. (The only exception is when gum and candy are being used as part of an activity and in such cases the staff will supply such items.)

FIELD TRIP INFORMATION:

Special field trips will be planned in advance. All children wishing to participate must have a parent signed permission form before they can attend. All information and money will be due prior to the date of each field trip. Children will be transported in department vehicles (15passanger vans/buses) or BOE school buses. The staff driving department vehicles have attended a bus safety training prior to transporting children. **No refunds will be given for missed field trips. Parents must give 1-day notice for field trip refunds. If tickets must be pre-purchased for special trips—NO REFUNDS will be given after the purchase deadline.**

Program Rules

Follow all school rules. Because we use school facilities, we must continue to follow the same rules after school hours.

- Follow all directions given by staff.
- Respect the rights and privacy of others.
- Stay in the assigned areas.
- Show respect for all property and equipment.
- Use appropriate language at all times.
- Walk in only the appropriate areas determined by the staff.

- Follow specific rules for certain areas as designated.
- Use the restrooms appropriately.
- Clean up area after eating and place trash in the designated containers.
- Speak in soft voices.
- Do not throw rocks or other harmful objects.
- No fighting or bullying other children.



PARENT BEHAVIOR EXPECTATIONS:

- *With children:* At no time, should a parent attempt to approach a child (that is not their own) and attempt to discipline or discuss any situation that may have occurred. Parents must confer with the site coordinator/site manager or program supervisor about any concerns they have regarding other children.
- *With Staff:* Parents should respect the staff – and have positive communication at all times. Any threatening tone will not be tolerated and could be subject to staff calling 911 immediately. If staff feel unsafe when communicating with a parent, they will call for help. No parent should threaten a staff person’s employment, curse, or question their request for proper ID when picking up a child.

The Statesboro – Bulloch County Parks and Recreation Department has the right to remove a child from our program for negative behaviors from parents; or a specific parent may not be allowed to pick up on site and have any contact with staff. Please be sure to communicate any issues with our Program Supervisor to avoid negative interactions on site in the childcare setting.

PARTICIPANT BEHAVIOR EXPECTATIONS AND CONSEQUENCES: The SPCPRD staff’s goal is to establish an atmosphere throughout the site where children feel safe, secure, and happy while participating in planned activities. Because the after school program is held in a school setting, our rules coincide with the rules of the school. Please keep in mind that all rules are established for the safety of your child, other children, staff and the school’s property.

Each site will have a behavior plan, which will specify the rules that determine expected behavior from all children. Discipline is a joint effort on the part of the staff and child, with the assistance and support of the parents. ****Threats by children or parents directed at staff or participants will not be tolerated!*

For violation of rules or for other sufficient reasons, the children will be disciplined as follows:

First offense: A discussion will take place between the child and the activity leader alerting the child of the unacceptable behavior and giving corrective advice.

Second Offense: A discussion will take place with the child, the activity leader and the Site Coordinator. A consequence may also take place, such as “time out” or removal from an activity. Parents will be notified of this action. A “Time Out” form will be given.

Third Offense: The child will receive a behavior report. Parents will be notified. Three offenses, depending on severity and timeliness of offences, may result in expulsion from the program for the remainder of the school year. We also utilize a behavior plan that includes a rubric for aggressive behaviors. We will document these behaviors, encourage children to fill out a “think about it” page, and provide parents with a behavior report. It is our goal to work with parent to assist children as they learn to socialize and get along with others. However, if behaviors continue, expulsion from the program may be necessary.

Please note that steps may be skipped if the offense (i.e. fighting, stealing, continuous use of vulgar language, leaving assigned area, etc.) warrants that decision. Parents may be contacted and asked to pick up their child if a child’s behavior becomes intolerable.

EMERGENCY CLOSING:

The After School Program will still be held if school is cancelled mid-day due to inclement weather (snow, rain, hurricane, tornado, etc.) until parents can arrive to pick up their child. If school is cancelled before it begins, no After School Program will be held on that day.



HOMEWORK PHILOSOPHY:

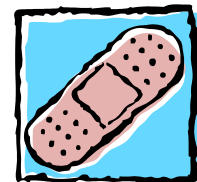
We have taken into consideration the opinions and needs of children, families, and staff in developing a homework philosophy. Balancing the resources available to the program and the needs of those served is a priority. The children will be allowed to do their homework during the After School Program. Staff will assist the children with their homework needs. Homework time is NOT tutorial. It is a basic support system for homework success. The ultimate responsibility in homework completion and accuracy lies with the family. Please be sure to check your child's homework daily.

ACCIDENT AND ILLNESS:

If a child is injured at one of our facilities, first aid will be administered as quickly as possible. Parents will then be contacted in those cases which are serious enough to warrant communication. If the staff is unable to reach the parent, the emergency phone numbers (provided by the parent) will be called in an effort to find someone to come for the child. **If an emergency occurs and parents/the emergency contact person cannot be reached, 911 will be called and parent will be responsible for any ambulance/hospital fees.**

If a child shows signs of illness, he or she should not be sent to the AfterSchool Program. When a child becomes ill at the facility, the parent/guardian will be notified of this illness. No refunds or credits will be given for missed days. Please see the following policies on certain illnesses:

- **Fever**
If 100° or above, a parent is contacted, and the participant is sent home
- **Ring Worm**
Must be covered and treated in order for the child to participate
- **Chicken Pox**
Scabs must be dry before returning to activity.
- **Head Lice**
No live lice may be present and there must also be proof of treatment.
- **Poison Ivy**
Must be treated and covered to participate



POTTY TRAINED/Bathroom accidents:

Our Program is not a day care facility and does not have the proper diapering facilities or laundry to accommodate children who are not potty trained or that have accidents. If a bathroom accident occurs, the parent will be contacted to come and clean up/change the child.

COMMUNICABLE DISEASES:

Exposure to many contagious diseases is a normal part of childhood. Children are susceptible to infections from bacteria, viruses, and other organisms. In an attempt to prevent the transmission of infections, group child-care settings institute universal hygienic precautions and have exclusion policies.

Please notify the staff and/or director if your child has been exposed to or diagnosed with a contagious disease or has traveled outside of the country. All families enrolled in the program will be notified if their child has been exposed to a contagious illness. If notified to pick-up his/her child, the parent or parent designee **MUST** pick up the child within 30 minutes.

It is the policy of SBCPRD to evaluate the condition of any child entering the After School Program to screen each child for obvious signs of illness or health related problems before accepting them into the program. IF service is denied, certain criteria must be met prior to allowing the child to be re-admitted to the program; All CDC/state guidelines will be followed.

Parental Involvement

Ways in which parents can be involved with the program: A parent orientation is held before the school year begins. This is a great way to learn what to expect for your child. Parents are encouraged to get to know the staff that works with your child. Family and staff communication are very important. Many questions or concerns that you might have can be handled through the Site Coordinator or the Site Manager.

Some suggestions for involving families in the program:

- We encourage parents to participate in field trips.
- Newsletters are sent periodically.
- Orientations are prepared for parents.
- Parent surveys are given out for feedback on our program.
- We encourage parents to get to know our staff.
- We encourage parents to read to the children.
- Parents may come as guest speakers.

Ways in which parents can be involved at home: Parents are encouraged to take time at home to interact with their children. Some suggestions may be to read to your child, play games, share talents, or even discuss what impact the AfterSchool program is having on your child. This communication will help connect your child to our program, so that staff and parents can work together to create the best learning environment for your child.

Family and Staff Communication and Involvement: Parents and family are encouraged to get to know our staff. Your child may be associated with one or more of our staff for most of the school year and it is helpful to know and understand our staff's method of taking care of your child. By conferring with our staff, you will be able to connect your child's home life to school life by establishing what needs are to be met for your child as well as what goals you would like to see your child accomplish in our After School program. Inappropriate behavior or harassment of any kind towards another parent or staff member will result in immediate intervention up to and including the family's expulsion from the program and/or police involvement. This type of behavior includes, but is not limited to harassment or intimidation verbally, by written note, email, gestures and/or body language.

Ways to Have Input: There are several ways in which parents have input into our program. Each year, you will receive a survey to which we will ask questions about your thoughts on our program. We ask that you take time to give these questions some thought. At any time in which you feel you have input to put forth to our program, you may contact the Program Supervisor, Joy Deal: jdeal@bullochrec.com.



QUESTIONS, COMMENTS, CONCERNS, OR GRIEVANCES

If you have any questions, comments, concerns, or grievances about your child or staff in the program, please contact the Site Manager at your child's school. The Site Manager (teacher or parapro) will be available during program hours, Monday through Friday for questions or concerns regarding your child. All other questions, comments, or concerns (payments, attendance, etc.) should be forwarded to the Program Supervisor, Joy Deal. Please know that any concerns or grievances can be made without interference or retaliation. It is the intent of the program to keep these matters confidential, involving only those directly involved in the grievance.

IMPORTANT NUMBERS AND EMAIL ADDRESSES

Joy Deal, Program Supervisor
jdeal@bullochrec.com

489-9058

Administrative Office

764-5637

Where do I pick-up my child?

Listed below are the numbers for each school, along with the locations where parents must go to sign their child(ren) out. *area subject to change

Brooklet PreK- 3rd Grades (912) 842-4795
School Cafeteria

Brooklet 4th and 5th Grades (912) 842-4243
Children will meet in the hallway by the 4th & 5th grade wings and will be transported by BOE School bus #1506 to the Brooklet Recreation Department Building

Julia P. Bryant PreK – 3rd (912) 486-3032
School Cafeteria

Julia P. Bryant 4th and 5th Grades (912) 687-1912
Children will meet in designated locations, pick up their snack and walk over to Wing D of the former Julia P. Bryant. Pick up at the **former** JPB site (back of the school)

Langston Chapel (912) 486-3033
School Cafeteria

Mattie Lively (912) 486-3039
Room #408 (located in gym hallway)

Mill Creek (912) 489-0962
School Cafeteria

Nevils (912) 486-3004
School Cafeteria

Portal (912) 486-3041
Room #64 outside door on the front side of school (right side of the main entrance when facing school)

Sallie Z. (912) 486-3042
School Cafeteria

Stilson (912) 823-9020
Room #13- please park and enter by the Pre-K playground (left side of school when facing)- You will need to hit the “buzzer” to be let inside.

**LET US
TEACH,
ENTERTAIN,
INSPIRE,
AND BE A
FRIEND
TO YOUR CHILD
AFTER SCHOOL!**

Updated June 14, 2021