



# Villa Rica Elementary After School Program Student/Parent Handbook 2022-2023

Dear Parents and Guardians:

Welcome to Villa Rica Elementary! This Handbook is designed to give students, parents and guardians a helpful insight into the Villa Rica After School Program. It includes detailed information about Program activities, procedures, and policies. Please read this Handbook carefully and keep it in a safe place for easy reference during the school year.

Villa Rica Elementary After School Program strives to provide an atmosphere where students can enjoy, grow, and learn. The staff always welcomes suggestions and ideas that will help us make your child's time at the Program beneficial and rewarding. We encourage you to share your thoughts and ideas with us at any time.

Many thanks to our VRES staff for their energy and the outstanding job they do with the students each day and to the parents and guardians of the students in Villa Rica Elementary for your support and encouragement.

The students benefit greatly from the many special qualities contributed to the Villa Rica Elementary After School Program by so many committed and caring people!

If you have any questions about the content of this Handbook, please feel free to call me at 770-459-1488.

I look forward to the time that we will be spending together.

Best regards,

Melodye Aston  
Program Director  
770-459-1488  
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The Carroll County School System's Elementary Schools offer an After School Program (ASP) beginning the first day of school and operating on all scheduled school days throughout the year.

- Pre-K through fifth grade students may enroll in the After School Program.
- Registration forms must be completed before students are allowed to stay in the ASP.
- Parents may enroll students in the After School Program at a cost of \$35.00 per week per child or \$7.00 per day. Hours of operation are 2:45-5:45 p.m.
- Parents who habitually pick their children up late may be charged a late fee of **\$1.00 per minute**.
- Charges for the After School Program are due on the Friday of each week the student is in attendance.
- If an account becomes more than one week in arrears, a parent will no longer be allowed to use this service until the account is once again in good standing.
- All ASP fees must be paid through the ASP program.
- Parents who habitually pay late will have their children dismissed from the program.
- The school retains the right to suspend or exclude any student from the after school program.
- Carroll County Schools Discipline Code of Conduct will be enforced during ASP hours.

### **THE AFTER SCHOOL PROGRAM**

At Villa Rica Elementary, the After School Program meets in the cafeteria. During the year, the Program utilizes the services of other school and nonschool employees. Background checks are performed on all staff members and other members employed by the Program. The Program Director is your main point of contact and oversees the Program and onsite staff. *Principals are responsible for monitoring Finances, Bookkeeping, and Discipline of ASP.*

### **APPLICATION & ENROLLMENT PROCEDURES**

VRES After School program does not discriminate against applicants on the basis of race, color, national origin, sex, age, religion, or disability status. Enrollment application forms for the Program are available at the school, and completed application forms will be collected at the front office. Parents of applicants who are accepted into the Program will be notified by the Director and must complete a permission form and an intake packet for each student enrolled in the Program. These forms include the student's personal information, emergency contacts, full legal names of persons authorized to pick up the student, and health and other information. All forms must be completed prior to student attendance and will be collected by the Director of the program. A copy of each student's permission form and intake packet will be kept on file in the After School Office. It is the responsibility of the enrolling parent/guardian to update information in the permission form and intake packet should any changes occur in emergency, telephone, or other information.

### **DAILY SIGN IN**

Students must report directly to the Program as soon as they are dismissed from their regular school day and sign-in by the indicated program start time. Attendance will be taken 15 minutes after school is dismissed and the student's account will be charged.

### **DAILY SIGN OUT**

All students must be signed out by an authorized adult when leaving the Program at the end of the day. Students will not be released to anyone other than a parent, guardian, or person listed in the student's intake packet, unless the student's parent/guardian notifies the Program in writing prior to pickup time. If a staff member is unfamiliar with any person picking up a student, the staff member will ask to see picture identification before the student is released.

### **LATE PICK UP**

Villa Rica Elementary After School Program closes at 5:45 pm each day. We ask parents/guardians or others authorized to pick up students to (a) arrive by five minutes before the end time to allow students enough time to tidy up and gather their belongings; and (b) if running late, to take a moment to call the Program Director at the number provided so a staff member can speak to the student about the delay. If a student is picked up

more than five (5) minutes after the site end time, the late pickup will be noted. After the third occurrence of a late pickup, any additional late pickup may result in a student's suspension or removal from the Program. The staff is unable to remain on site after the Program end time for activity updates or consultations about students. We will be happy to discuss special requests or exchanges of detailed information over the telephone or at a meeting scheduled during Program hours.

### **DAILY SNACKS**

Each day students will receive a nutritious snack when they check in for the After School Program in the afternoon. Students will not be allowed to use vending machines on the premises.

### **FEES AND PAYMENT**

Payment can be taken each day and is expected weekly unless other arrangements have been made with the director. If the director is not available to issue a receipt, parents may put payment in an envelope provided on the desk with student's information labeled on the outside. Full payment will be charged regardless of how long the child attends each day.

Student #1 and #2: \$7.00 per student      Student #3 and above: \$4.00 per student

### **ACADEMIC SUPPORT**

Villa Rica Elementary stresses the importance of homework in promoting academic excellence and self-discipline and sets time aside every day for students to complete their assignments or work on academic skill development. Staff members will supervise the homework area and assist the students with their work, but will not be able to check each student's homework for accuracy. Parents are strongly encouraged to review homework on a daily basis. Students who do not have homework may use homework time to practice academic skills, explore STEAM careers, or read a book.

### **PERSONAL ITEMS**

Since we cannot guarantee the safe return of personal belongings, Villa Rica Elementary After School Program asks that any personal possessions be left in backpacks during a student's time in the Program. As storage space will be at a minimum, we also ask that students take all belongings with them when they leave the Program site each day.

### **HEALTH POLICY**

Student's Illness / Accident / Emergencies

If a student is absent from school due to illness, s/he may not come to the Program that day. In general, each student must have attended school during the school day to attend the Program.

If a student becomes ill or is injured during the Program or exhibits any of the following conditions, his/her parent/guardian or emergency contact person will be contacted and asked to pick up the student within thirty minutes to one hour of notification: contagious disease, fever over 100 degrees Fahrenheit, vomiting or diarrhea accident, requiring medical attention, and/or head lice.

If a student is in need of urgent hospital attention, staff will call 911, the student will be transported to the hospital by ambulance, and the student's parent/guardian will be held responsible for all costs incurred. Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the Program Director as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations.

Students may be suspended or withdrawn from the program for the following reasons:

- Three late pick-ups
- Nonpayment or Late Payment of Tuition and Fees
- Discipline Problems (three strikes)
- Principal's discretion

I am registering my student in the After School Program. I have read, understand, and will comply with all the rules outlined above.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## ***VILLA RICA ELEMENTARY ASP STUDENT INFORMATION SHEET:***

### **Student's Personal Information:**

Student's Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom teacher: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Parent's Phone Number(s): \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Parent's Phone Number(s): \_\_\_\_\_

Student Address: \_\_\_\_\_

Siblings attending ASP: \_\_\_\_\_

Emergency Contacts: In the event that the student's Primary Guardian can not be reached please call:

\_\_\_\_\_  
\_\_\_\_\_

### **Pick Up Authorization:**

Full legal names of persons authorized to pick up the student:

\_\_\_\_\_  
\_\_\_\_\_

### **Health and other information:**

My Child has the following allergies:

\_\_\_\_\_  
\_\_\_\_\_

My child takes the following medications:

\_\_\_\_\_  
\_\_\_\_\_

Are there any other health concerns the ASP program needs to be aware of to best serve your child?

\_\_\_\_\_  
\_\_\_\_\_