

Vidalia City Schools 2022/23 After School Program Handbook

Vidalia City School System offers an "Extended Day" program for students who are enrolled in the Vidalia City School System Pre-Kindergarten through 5th grade. This program is offered daily at J. D. Dickerson Primary School. Students will be met by qualified staff to conduct student activities at the schools. Some activities include indoor/outdoor games, physical activities, art/crafts and if needed, assistance with homework. Students are also provided a snack daily that meets USDA requirements.

Program Information:

- The after-school program for Vidalia City Schools has been providing excellent childcare for over 30 years.
- We are self-supporting and receive no funds other than tuition fees to support all aspects of our program.
- We are open when our school system is in session. Please see our district website for dates at www.vidaliacityschools.org
- Program Hours are when the school day ends until 6:00 p.m.

Safety Protocols:

- Outside doors are locked at all times
- A controlled entry is provided for all visitors
- We require parent sign in/identification
- There is active supervision of students at all times

Tuition Payments

Tuition for the After-School Program is \$10.00 per day per child. No discounts are given. Tuition is to be paid each week and no refunds will be issued. Checks and/or money orders should be made payable to the Vidalia Board of Education. One returned check will require a "cash only" relationship going forward. Failure to pay tuition, late fees, etc. may cause suspension or termination from the program. No one will be allowed to remain in the program if his or her account is over one week (5 days) past due. All fees must be kept current. Receipts are written at the Board of Education office and delivered to the childcare site. Please call 537-3088 ext. 2004 if you have questions regarding your balance.

Late Pick Up

Pick up time shall be no later than 6:00 PM each day. A five-minute grace period will be allowed, but at 6:05 p.m., the following schedule will be in effect and strictly enforced:

Time	Late Fee Charge
6:05-6:15 p.m.	\$10.00
6:16-6:30 p.m.	\$20.00
6:31-6:45 p.m.	\$35.00
6:46 p.m.>>>>>>>	Legal Authorities may be notified for the safety of the child.

1st Violation Late fee charged.

2nd Violation Late fee charged and the parent is issued a warning.

3rd Violation Late fee charges and the child is dismissed from the program for one week.

4th Violation Late fee charged and the child is dismissed from the program for the school year.

Receipts for Taxes

The Vidalia City Schools After School Program will process end-of-year tax records upon request. Parents can make such request with the site supervisor or contact the After School Program office at (912) 537-3088 x2004 or via email at dvjones@vidalia-city.k12.ga.us

Mandated Reporter

Vidalia City School Schools adheres to child abuse reporting requirements found in O.C.G.A §§ 19-7-5 and 20-2-751.7 ("mandatory reporting"), as well as the Professional Standards Commission's state mandated reporter process for students, volunteers, and employees to follow when reporting instances of abuse, including alleged inappropriate sexual or abusive behavior by another school employee. As a Mandated Reporter, school staff must report <u>suspected</u> child abuse or neglect. Each year employees will receive training via the Compliance Director module.

Discipline Policy

Children in ASP are expected to exhibit respect for others, act responsibly, and treat site property with care.

- Failure to adhere to the expectations above will result in disciplinary action.
- Discipline procedures correspond to Vidalia City Schools Student Code of Discipline.
- Violations may result in a child's dismissal from ASP.

Transportation

Transportation is not provided by the After School Program.

Student Privacy

All student information is kept confidential under the Family Educational Rights and Privacy Act (FERPA) and used only by Vidalia City Schools.

Emergency Closing Policy

When school is dismissed early, conditions may prevent ASP from remaining open. However, if ASP is able to operate, we ask that the children be picked up as soon as possible.

Licensure Exemption

The Vidalia City Schools After School Program is exempt from licensure by the Georgia Department of Early Care and Learning as we are operated and staffed by a public-school system. We are obligated to follow all rules, regulations and policies issued and directed by the Vidalia City Board of Education. As such, our exemption status requires us to carry liability insurance in order to operate our after school program.

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Please acknowledge receipt of the 2022/23 Vidalia City Schools After School Program Handbook. Your signature below serves to ensure compliance and understanding of the expectations and policies applicable to the after school program.

Also, you acknowledge that this is not a contract and that the After School Program reserves the right to modify or amend this handbook at any time deemed necessary.

Parent/Guardian Printed Name	_
Parent/Guardian Signature	
Date	_