

# **Bluffton Middle School After School Program**



# **Parent Handbook 2018-2019**

Dear Parent/Guardian:

Welcome to the 2018-2019 school year! I am delighted that you are interested in the Bluffton Middle School After School Program. Choosing childcare is one of the most important decisions you will make as a parent or guardian. Bluffton Middle School strives to provide a service that makes your child feel safe, nurtured, and enriched. Our staff is trained to provide you with the best of care at better than average prices.

We have an exciting curriculum planned for our BLMS After-School Program for your child this year and hope that this experience will be rewarding. We welcome any feedback you would like to share with us. Please don't hesitate to call me if I can be of assistance.

I hope you and your child have a wonderful new school year!

Sincerely,

Matthew Hall  
Principal

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After School Application for Child Care

### **After School Care Registration Checklist**

To register your child for After School Care, you must complete the following before the child can attend:

- Application for After School Care
- Registration Fee

## **Mission Statement**

Bluffton Middle School After School Care Program will provide a safe and caring environment where students can expand their education through innovative opportunities that develop creativity, confidence, and good character traits to become well rounded students.

## **Goals**

- To provide a superior Bluffton Middle School After School Program for sixth- eighth grade students.
- To engage children in a caring, safe, and recreational atmosphere.
- To present students a balanced range of activities, ones which foster personal achievement.
- To bring community enrichment activities to students.
- To offer affordable child care to BLMS families.

## **Overview**

BLMS After School Care provides a safe environment and supervised activities after the middle school day. The daily schedule will provide time for students to complete homework.

## **Guidelines**

Unless the program is at capacity, a student may start attending BLMS After School Program as soon as the following forms are completed and given to the school bookkeeper:

- Application After School Care
- Payment Agreement Form
- Emergency Medical Form
- Registration Fee (A registration fee is required before a child is considered enrolled in the program and prior accounts must be current.)

## **Hours and Days of Operation**

- After School Care begins at the end of the school instructional day and ends promptly at **5:30 p.m.**  
***Late fees will be applied to account balance when student remains after 5:30 p.m.***
- All After School Programs operate **ONLY** on days that school is in session for students.

## **Rates and Registration**

The BLMS After School Program seeks to make childcare as affordable as possible for every family who may require the service. ***Payment for services is due on Monday of each week.***

### **Registration Fee**

A **\$20.00 registration fee** is required for each student each school year. If you **remove** your child from the program and decide to **enroll them again**, you must pay the **\$20.00** registration fee.

### **After School Care**

**\$55.00 per week per student (regardless the number of afternoons your student attends).** If you decide to change the status of your child in the After School Program, you must inform the school and complete a Change Form **prior** to changing status. Otherwise, you will be charged fees based on your registration status.

### **Family Discount**

Families with more than one child in the program are given a discount on the weekly rate. The first child is **\$55.00 a week** and **each additional child is \$50.00 a week.**

### **Late Pickup Fees**

If you are late picking up your child at the BLMS After School Program site, the following charges will apply: **\$10.00 for every 15 minutes a child remains after 5:30 pm.**

Example: 5:31-5:45 p.m. = \$10.00 total charge  
5:46-6:00 p.m. = \$20.00 total charge  
6:01-6:15 p.m. = \$30.00 total charge

***When possible please notify the teacher if you will be more than 15 minutes late.***

Please see the attached "Bluffton Middle School After-School Program Agreement" for more information.

## Inclement Weather and Cancellation of School

- The Afterschool Program does not operate on days that school is closed due to adverse weather conditions.
- The After School Program **WILL NOT** operate when school is dismissed early because of inclement weather. You **MUST** make arrangements to have your student picked up as soon as an announcement is made for early dismissal.
- If roads become hazardous when After School Programs are in session, please make arrangements to pick up your child as soon as possible. Our goal is that every child and staff member involved in the program arrives home safely.

When school is dismissed early, telephone lines at the schools become very busy. You should create a plan in advance about what your child should do in case school is dismissed early. This information will be used automatically in the event of any inclement weather or cancellation of school unless notified by you of a change.

## Discipline

Discipline will be handled in accordance with the Beaufort County Schools District adopted policy on Student Discipline. These policies may be viewed on the internet at [www.beaufort.k12.sc.us](http://www.beaufort.k12.sc.us).

Actions deemed by the teacher and/or the principal of the school to be a serious offense will result in suspension or dismissal from the program in accordance with Beaufort County Schools District policy and procedure on student discipline.

Teachers will keep a log sheet of behavior problems and will report these to parents/guardians. Should a student's behavior make it necessary to preclude him or her from the program a letter will be sent home as a final warning.

## Suspension/Expulsion from After School Program

Dismissal may result from habitually leaving a student after closing time, failure to pay promptly, or issuing "bad" checks for payment to the program.

## Homework

Time for homework will be scheduled; however, please anticipate that you may need to spend time with your student at *home* on homework. Books will be available for a quiet reading time for those students who do not have homework.

## Medication

To minimize disruptions to the school day, students should take medicine at home rather than at school whenever feasible.

No medication will be kept by After School Care employees. All medication must be kept in the Afterschool office.

## Telephone Contact

Students are not permitted to make telephone calls during After School Program sessions. Should a student need to contact a parent or guardian, they should inform the teacher or assistant for help. If you need to contact the teacher, please refer to the contact list provided at the end of this handbook.

## Safe Departure Procedures

- Upon the student's departure, **an adult must come inside the facility and notify staff** that the student is leaving and **sign the departure form.**
- Students must never be left unattended.
- **Authorization is required in writing when anyone other than the designated adult listed on the "Application for After School Care" arrives to pick up the child. Please inform this person that a picture ID will be requested. Your child will not be released to anyone not listed on the application unless you talk directly with the Teacher.**

Contact List-After School Program Staff



**Bluffton Middle School After-School Program 2018-2019**

**\$55 per week Aug-May**

After-School: 3:45-5:30pm // Late pick-up fees may apply

Participant Name \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Birth given first name) (Birth given middle name) (Birth given last name)

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ E-mail: \_\_\_\_\_ Gender: Male/Female

Name of Parents/Guardians: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mom's Cell: \_\_\_\_\_ Dad's Cell: \_\_\_\_\_ Mom's Work: \_\_\_\_\_ Dad's Work: \_\_\_\_\_

Best Person to Contact: \_\_\_\_\_ Mom Cell \_\_\_\_\_ Dad Cell \_\_\_\_\_ Home \_\_\_\_\_ Other \_\_\_\_\_

Other than parent:

1st Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

2<sup>nd</sup> Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

**ADDITIONAL PEOPLE AUTHORIZED FOR PICK UP**

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**BLUFFTON MIDDLE SCHOOL AFTER CARE PROGRAM MEDICAL RELEASE**

I, the undersigned parent/guardian of \_\_\_\_\_ do hereby give my child permission to participate in the Bluffton Middle School After School Program activities. I am aware of the nature and extent of the program and do hereby unconditionally release and agree to hold harmless Beaufort County School District, its agents and employees, from any and all claims of any kind or nature which may arise in connection with this program. I also give the staff of Bluffton Middle School After School Program permission to seek medical attention for my child in my absence.

**In case of emergency: Parents or someone who would be responsible:**

\_\_\_\_\_  
Name Phone # Name Phone #

Please list any allergies/medical problems, including those problems requiring maintenance medication, (i.e. Diabetic, Asthma, Seizure Disorder)

Medical Diagnosis	Medication	Dosage	Frequency

The purpose of the above information is to ensure medical personnel has details of any medical problem which may interfere with or alter treatment.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

## PAYMENT GUIDELINES

- I understand that payment is due on Monday of each week payable to Bluffton Middle School, in the form of cash, check or the On-Line Payment option on the BLMS website. On-line payment via credit card is preferred.
- I understand that a late fee of \$25.00 per child will be applied to my payment if I do not pay by the close of business on Monday of each week.
- I understand that if payment is not received by the close of business on Monday of each week my child will not be allowed to attend the after-school program until payment has been made. (Space may not be available in the program once removed)
- I understand that failure to pick up my children on time may result in late fees. In the case of extreme tardiness with inability to reach a point of contact, local law enforcement authorities may be contacted as provided for in the SC code of laws.

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Parent/Guardian

Date: \_\_\_\_\_