



JEFFERSON COUNTY SCHOOLS  
**COMMUNITY  
EDUCATION**

# **After School, Before School, Summer and Holiday Programs**

## **Program Policies and Procedures/Handbook**

**Dr. Pam Rush – Community School Coordinator**

### **Introduction**

The Community Education Program is a fee-based program located in many different Jefferson County Elementary Schools. We are comprised of before and after school programs as well as Holiday and Summer Programs. Community Education services are designed to be a fun and educational experience. The program is intended to be a high-quality enrichment experience, providing growth and development opportunities in the physical, emotional, social, and intellectual areas. We are pleased to accept students kindergarten through 5th grade, Ages 5-12, who are zoned and registered for Jefferson County Schools. Students will be accepted into the program at the school they are enrolled in.

**Before/After School Programs in each Zone  
Contact Information**

**To reach the main Community Education office for the schools below, call 205-379-5670.**

Concord Elementary	After School Program Only
Hueytown Intermediate	Morning and After School Programs
Hueytown Primary	After School Program Only
McAdory Elementary	After School Program Only
McCalla Elementary	After School Program Only
Oak Grove Elementary transports to Concord Elementary	
Pleasant Grove Elementary	After School Program Only

**To reach the main Community Education office for the schools below, call 205-379-5373.**

Bryant Park Elementary	Morning and After School Programs
Chalkville Elementary	Morning and After School Programs
Clay Elementary	Morning and After School Programs
Grantswood Community	After School Program Only
Irondale Community	After School Program Only

**To reach the main Community Education office for the schools below, call 205-379-5650.**

Adamsville Elementary	Morning and After School Programs
Bagley Elementary	Morning and After School Programs
Bryan Elementary	Morning and After School Programs
Center Point Elementary	Morning and After School Programs
Erwin Intermediate transports to Center Point Elementary	After School Program Only
Fultondale Elementary	After School Program Only
Kermit Johnson Elementary transports to Pinson Elementary	After School Program Only
Minor Community transports to UW Clemon	After School Program Only
Mt. Olive Elementary	Morning and After School Programs
Pinson Elementary	
Snow Rogers Elementary	Morning and After School Programs
U.W. Clemon Elementary	After School Program Only
Warrior Elementary	Morning and After School Programs

**The following schools are transported to other programs IF there are enough participants and IF there is a driver available.**

- Erwin Intermediate
- Kermit Johnson
- Minor Community

**Messages**

If you need to leave a message for the after-school staff, call your school's Community Education Zone Office (in bold above) before 2:30. After 2:30, you can reach the staff at the number provided to you by the location site manager.

\*\*\*\*\*

Our staff would like to welcome you and thank you for considering us for your out-of-school time needs. This handbook should answer all your questions about our program while explaining general procedures and policies. After reading through the handbook, please feel free to ask the site supervisor for help with any questions you may have. To ensure each child, parent and caregiver receive adequate attention and supervision, and a site supervisor is always on duty. Site supervisors act as support person for the parents and caregivers. They are present in all meetings concerning after-school program policies. This gives everyone a voice in decisions made concerning our program.

### **General Information**

The Community Education department is a tuition program paid by the parent/guardian. Our program is designed to work on a ratio of one staff to 21 students. Your child must be able to participate independently and within that ratio.

Understanding the payment policy is very important. Please read the payment policy carefully.

#### **Hours -**

Morning Care: Not offered at all locations. See the list above or call your school's Community Education office. Doors open at 6:30 a.m.

After School Care: All schools close at 6:00 p.m.

We are entirely separate from your child's school. Please do not ever send money with your child to school. If you need anything, talk to the Site Manager on duty or call our office.

Chronic lateness in picking up children could result in our having to release your child from our program. If your child is left 15 minutes beyond closure with no contact or response from a parent or guardian, we will contact the proper authorities.

### **COMMUNITY EDUCATION HOLIDAY CLOSURE**

***The After School / Summer / Holiday Programs will be closed on the following days:***

**New Years Day, Martin Luther King Jr. Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Veterans Day, Thanksgiving Day, and the Friday after, Christmas Eve and Christmas Day.**

***\*\*\* See your site manager for daily and weekly rates for Holiday Care.***

## Morning Care/After School Care

### Registration

#### ***THE REGISTRATION FEE IS NON-REFUNDABLE***

Pre-registration is required. Each child must have the following forms on file at least one day before the child's first day:

**A completed registration form**

**The signed payment agreement form**

**If applicable, a copy of the court-ordered visitation agreement**

When the elementary children arrive from school, Community Education Staff will meet them in the assigned area of the school. On the first day your child will attend After School Care, please inform your child's teacher that the student needs to attend the Community Education after-school program. An afternoon snack is given to students each day. Caregivers try to create a structured, educational-based atmosphere. Groups have a scheduled homework time, reading, STEM, arts & crafts time, playground/gym time for free play, and enrichment activities that the Community Education Staff plans.

Call 205-379-5670 or email [CNJones@jefcoed.com](mailto:CNJones@jefcoed.com) to receive a registration packet.

### Payment Policy

All fees must be paid in full by Tuesday of each week, as described in your payment agreement. If your account balance, including all current weekly fees, is not paid in full by Tuesday, you will receive a late fee.

If your child has a balance at the end of the week, they will be dismissed from the program. When the balance is paid in full, a new registration fee will be required before your child can return to our program. The parent is responsible for showing the electronic payment receipt to the Site Manager. If paying by check or money order, the parent is responsible for placing all payments in the drop box for proper processing. Please clearly write your phone number, driver's license number, and the child's name on all checks. Please clearly write your child's name on all money orders.

All payments made after Tuesday must be made electronically and the late fee must be included. If your payment is not posted by Friday by the processing company, your child will not be allowed to return on Monday.

Absolutely no cash is accepted at any of our program locations.

### **Collection of Delinquent Accounts**

Participants will be withdrawn from the program until the account has been paid in full. *If you previously enrolled in our program and carried a past-due balance, future enrollment must be approved by our Community Education Coordinator.*

### **Fee and Payment Procedures**

#### **School Year Fee and Payment Agreement (Summer is a separate registration fee and payment agreement)**

**Registration Fee:** \$45.00 per child (non-refundable) due upon registration each school year and if there is any break in service. The registration fee is required for all programs.

**ASC Weekly Fee:** \$60.00 a week for first child; \$55.00 - 2nd + child in the same, immediate family (siblings) and in the same school. If the weekly fee is prorated for school closure, there will be no discount on siblings. Each child will be charged the prorated weekly fee.

**Before School:** \$20.00 per week at participating schools.

**Payment Policy:** All fees must be paid in full by Tuesday of each week, as described in your payment agreement. If your account balance, including all current weekly fees, is not paid in full by Tuesday, you will receive a late fee.

If your child has a balance at the end of the week, they will be dismissed from the program. When the balance is paid in full, a new registration fee will be required before your child can return to our program. The parent is responsible for showing the electronic payment receipt to the Site Manager. If paying by check or money order, the parent is responsible for placing all payments in the drop box for proper processing. Please clearly write your phone number, driver's license number, and the child's name on all checks. Please clearly write your child's name on all money orders.

All payments made after Tuesday must be made electronically and the late fee must be included. If your payment is not posted by Friday your child will not be allowed to return on Monday.

Do not send payment with your child to school.

**Place Fee:** (\$30.00) if a child has zero attendance for the current week. If a child attends any day that week, it is full price. There is no daily rate.

There is a charge of \$2.00 per minute, per child, late fee for any child picked up after the established closing time. This time starts at the closing time of your child's location.

Chronic lateness in picking up your child will result in dismissal from our program.

#### **Returned Check Policy**

After 2 returned checks, all payments must be made online electronically or by money order. Returned checks are sent to the Bessemer District Attorney's office for collection.

## **Arrival and Departure Procedures** **Signing In and Out**

Morning programs: Parents must park in the designated area. Parents are required to come in and sign their child in each day.

After school program dismissal: Parents are required to come in and sign their children out each day.

Signing in and out each day is required and must be done by the parent or guardian.

## **Personal Belongings**

All personal belongings will be kept in each student's assigned area.

## **Withdrawal**

*Email [CNJones@jefcoed.com](mailto:CNJones@jefcoed.com) your child's name, school, date of withdrawal, and reason for withdrawal from our program. You will continue to be charged until the withdrawal is processed. You must have a zero balance at withdrawal. After receiving confirmation of withdrawal via email, please notify the Site Manager at your child's school or call 205-379-5670.*

## **Insurance**

The parent/guardian is responsible for insurance coverage for their child. The Community Education Program does not carry accident insurance and will not be held accountable for payment of any medical treatment should an accident occur.

## **Inclement Weather**

The Community Education program will be closed if Jefferson County schools are closed due to inclement weather. There will be no morning programs offered on days that the opening of school is delayed and no after-school programs on days that school is dismissed early. Your child must be picked up at school at the announced dismissal time. Announcements will be made via school cast, social media, and television.

## **Health Information**

*All children must be able to use the restroom independently.*

No child will be admitted or kept in the program if they have a fever or not feeling well. A child showing symptoms of illness must be picked up immediately. Please follow the school policy for return to school.

## **Medication**

*We are not allowed to furnish any medication for the children.* Any medication distributed must follow the guidelines required and must have the necessary paperwork. If you have any questions, please see your site manager or call your zone office. There are no exceptions to these procedures.

### **Students with Special Needs**

This program is a one staff to 21 student ratio. All students must be able to participate successfully in that ratio. It is the intent of the child care program to provide approved accommodations to children who wish to participate. It is the parent's responsibility to inform the site manager of any special needs their child has and discuss any reasonable approved accommodations that they may need.

### **Student Conduct**

Community Education Programs are tuition, parent/guardian paid programs and, therefore, reserve the right to suspend or withdraw a student from any of our programs if the student's conduct is disruptive or threatening to other students or staff. Profane or obscene language, fighting, any verbal or non-verbal refusal to comply with reasonable instructions, inappropriate touching, vandalism of school or other's property, and threats toward staff or other students are some examples of behavior that can lead to suspension or dismissal from the program. If a student is physically aggressive with a staff member, they will be dismissed from the program.

If a child is suspended from any Jefferson County School, school bus, or school program, they will not be allowed to attend any Community Education Program.

Student behavior must work well in the 1:21 staff/student ratio.

### **Grievance Procedure**

Any problem regarding the child care program should be discussed with the Site Manager. Please make an appointment so that the Site Manager will be sure to have time to discuss your problem with you privately. If this discussion does not resolve the issue, you may take the following steps in this order:

1. Contact the Community Education Program Assistant at 205-379-5670 between 7:30 a.m. – 3:30 p.m.
2. Contact the Community Education Coordinator at 205-379-5670 between 8:00 a.m. – 3:30 p.m.

### **Vacation and School Holidays**

The Community Education Program will be *open* all day, at select locations, on most holidays when school is not in session. Our program follows the Jefferson County School calendar.

The Community Education department will be open from 6:30 a.m. through 6:00 p.m. on school holidays and inclement weather days that are not needed as makeup days **if the required minimum number of students are registered.**

**Holiday care requires a minimum of 18 children.** A QR code will be provided prior to the holiday. Please scan this QR code to register. Eighteen children will have to be pre-registered in order for the center to be open. Once you have registered your child, you must withdraw them before the deadline on the registration information. **After that time, the fee will be charged for the holiday whether or not your child attends.** This is how it is determined if there is enough demand to be open and how many staff members will be required.



## Summer/Holiday Information

***The After School / Summer / Holiday Programs will be closed on the following days:***  
New Years Day, Martin Luther King Jr. Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Veterans Day, Thanksgiving Day, and the Friday after, Christmas Eve and Christmas Day.

***\*\*\* See your site manager for daily and weekly rates for Holiday Care.***

### **SCHOOL AGE SUMMER & HOLIDAY CARE**

Locations to open will be determined by the number of students registered. We strive to have at least one program in each zone open.

**Pre-registration is required.**

***THE REGISTRATION FEE IS NON-REFUNDABLE***

Pre-registration is required. Each child must have the following forms on file **at least one day prior to the child's first day:**

**Registration form via QR code located at your child's school Community Education Site.**

**1 signed payment agreement form**

**If applicable a copy of the court-ordered visitation agreement**

**These instructions and processes will be available after scanning the QR code to receive your registration packet.**

School-age summer care is provided for Elementary school-age children. Some sites are participating in the summer feeding program. If not, each child must bring a lunch and drink each day. Snacks are provided daily.

Requirements for children to participate in field trips are:

Must be 5 years or older and registered for school.

Must have registration forms filled out completely

A summer calendar of events will be sent home with each child. It will include a daily guide of special events for each week and any trips that are scheduled for that day. It will tell where we are going and any item or spending money your child may need for that day.

**Children should be at the program facility no later than 8:00 AM on field trip days.**  
**Students may NOT be dropped off at the field trip site.**