



JEFFERSON COUNTY SCHOOLS
**COMMUNITY
EDUCATION**

Program Handbook

Dr. Pam Rush – Community School Coordinator
Jessica Challender – Program Specialist



Introduction

The Community Education Program is a fee-based program provided by the Jefferson County School System. 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 designed as a high-quality enrichment experience, providing opportunities for growth and development in the physical, emotional, social and intellectual areas. We are pleased to accept students kindergarten through 5th grade, Ages 5-12 who are zoned for Jefferson County Schools. Students will be accepted into the program at the school in which they are enrolled. Please see the Community Education Handbook for more specific details.

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Before/After School Programs in each Zone

Hueytown Community Education Zone – 205-379-5670		Phone#/Cell phone #
Concord Elementary School	After School Program Only	205-379-3150
Hueytown Elementary School	Morning/After School Programs	205-497-1219
McAdory Elementary School	After School Program Only	205-379-4671
North Highlands Elementary School	After School Program Only	205-379-4950
Pleasant Grove Elementary School	After School Program Only	205-379-5215

Shades Valley Community Education Zone 205-379-5373		
Chalkville Elementary School	Morning/After School Programs	205-381-8886
Clay Elementary School	Morning/After School Programs	205-379-3030/470-7002
Grantswood Community School	After School Program Only	205-420-2305
Irondale Community School	After School Program Only	205-470-6865

Gardendale/Minor/Pinson Community Education Zone 205-379-5650		
Adamsville Elementary School	Morning/After School Programs	205-379-2400 x 112211
Bagley Elementary School	Morning/After School Programs	205-379-2525
Bryan Elementary School	Morning/After School Programs	205-379-2757/285-4014
Center Point Elementary School	Morning/After School Programs	205-379-2900/285-0323
Crumly Chapel Elementary School	After School Program Only	205-379-3070
Fultondale Elementary School	After School Program Only	205-285-1128
Hillview Elementary School	After School Program @ Crumley Elem.	205-379-5650
Minor Community School	After School Program @ Crumley Elem.	205-379-5650
Mt. Olive Elementary School	Morning/After School Programs	205-379-4925
Pinson Elementary School	Morning/After School Programs	205-379-5072 after 2:30
Snow Rogers Elementary School	Morning/After School Programs	205-379-5404/285-7941

Messages

If you need to leave a message for the after school staff, call your school’s Community Education Zone before 2:30. After 2:30 you can reach the office coordinators located at each Community Education school office. These numbers are listed above.

Our staff would like to welcome you and thank you for considering us for your out of school care needs. This is your handbook and should answer all of 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, a site supervisor is always on duty. Site supervisors act as a support person for the parents and caregivers. A site manager is present in all meetings concerning after-school program policies. This gives everyone a voice in decisions made concerning our program.

General Information

Hours -

Morning Care: May vary by site, see site manager or call your school's Community Education Zone.

After School Care: All schools EXCEPT Pinson and Center Point close at 6:00 p.m. Pinson and Center Point close at 6:30.

There is a late charge of \$2.00 per child per minute past the established closing time. This time starts at the closing time of your child's location.

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 proper authorities will be contacted.

CHILDREN MUST BE COMPLETELY POTTY TRAINED AND WORK WELL IN A 1:18 TEACHER/STUDENT RATIO.

Morning Care/After School Care

Registration

REGISTRATION FEE IS NON-REFUNDABLE

Pre-registration is required. Each child must have the following forms on file at least 1 day prior to the child's first day:

1 registration form

1 Copy of Current Immunization Form

1 signed payment agreement form

If applicable a copy of 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 send a note to your child's teacher to inform him/her that the child needs to be sent to the Community Education after school program. Afternoon snack is served as soon as the children arrive. Caregivers try to create a relaxed, home-like atmosphere. Groups have a scheduled homework time, playground/gym time for free play as well as various enrichment activities that are planned by the Community Education Staff.

Payment Policy

All fees must be paid in full each week, by Tuesday, as described in your **payment agreement**. If your account balance, including all current weekly fees, are not paid your child 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 placing all payments in the drop box for proper processing. Please include the child's name, phone number and driver's license on all checks and money orders.

NO PAYMENT ACCEPTED ON FRIDAYS.

Cash payments may be made at the Community Education offices only. Payment at your child's site requires a check or money order only. Please include your phone number, driver's license, and child's name on the check.

Hueytown Community Education Zone
Tracey Long – Zone Office Coordinator
JCIB MYP Pleasant Grove Campus
805 7th Ave.
Pleasant Grove, AL. 35127
205-379-5670

Shades Valley Community Education Zone
Sheila Frederick – Zone Office Coordinator
Irondale Community School
225 16th Street South
Irondale, AL. 35210
205-379-5373

Gardendale/Minor/Pinson Community Education Zone
Jessica Bush Challender - Zone Office Coordinator
Mt. Olive Elementary
1301 Brookside Road
Mt. Olive, AL 35117
205-379-5650

Collection of Delinquent Accounts

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

Returned Check Policy No Cash Accepted

After 2 returned checks all payments must be made by money order or cashier's check. Returned checks are turned over to the Jefferson County Board of Education Finance Department for collection.

Drivers license and phone numbers with area code must be furnished for anyone writing checks.

Signing In and Out

Parents are required to come in and sign their children in and out daily.

Withdrawal

Please submit your child's name, date of withdrawal and reason for withdrawal from our program to the Community Education Zone for your child's school.

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 responsible 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, television or the radio.

Health Information

All children must be completely potty trained.

No child will be admitted or kept in the center with a fever. A child showing symptoms of a contagious illness cannot be admitted or kept at the center. In cases of minor conditions not requiring immediate attention, a caregiver will call the parent to inform them of the child's symptoms. If symptoms do not improve, the parent will be called again and must make arrangements to pick up the child. If the child is better, efforts will be made to keep the child for the remainder of the day.

If the child is sent home with a contagious illness, he/she must be fever or symptom-free for 24 hours to be admitted back to the center. Some cases require a doctor's release. We need your help in controlling contagious illnesses/diseases by telling us when your child possibly has a contagious disease and by making sure your child is kept at home until the symptoms have subsided.

Medication

We are not allowed to furnish any medication for the children.

Please see your site manager for rules and regulations regarding medication. There will be no exceptions to these rules.

Students with Special Needs

This program is a 1 teacher to 18 student ratio. All students must be able to participate in that ratio. It is the intent of the child care program to provide approved accommodations to all children who wish to participate. It is the responsibility of the parent to inform the site manager of any special needs their child has and any accommodations that are needed. Advance preparation and staff training may be needed in order to provide appropriate care for children with special needs.

Student Conduct

The Community Education Programs are tuition 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, vandalism of school or others property, threats toward staff or other students are examples of behavior which can lead to dismissal 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 1:18 teacher/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 problem, you may take the following steps in this order:

1. Contact the Community Education Program Specialist at 205-379-5650 between 7:30 – 3:30 p.m.
2. Contact the Community Education Coordinator at 205-379-5670 between 7:30 – 3:30.
3. Contact the JefCoEd Deputy Superintendent for School and Community Support at 205-379-2000.

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.

The Jefferson County Board of Education has scheduled a number of days as holidays if they are not needed as makeup days due to inclement weather. The child care programs **will operate** 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 is registered.**

Holiday care requires a minimum of 12 children. A sign-up sheet will be provided prior to the holiday. Twelve children will have to be pre-registered in order for the center to be open. Once you have registered your child, you will have three days before the holiday to remove your name from the list. **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.

Child Care Resources

We are working to reinstate this program. More information to follow.

Parents are required to come in and sign their children in and out daily.

If your child is on the Child Care Resources program, you are required by CCC standards to swipe your child in for the start of care and out when they are signed out. If this procedure is not followed correctly you will be responsible for any remaining charges that Child Care Central doesn't pay.

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 4th, Labor Day, Veterans Day, Thanksgiving 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

Located at:

Hueytown Community Education Zone located at:
JCIB-MYP Pleasant Grove Campus

Shades Valley Community Education Zone located at:
Clay Elementary School
Irondale Community School

Gardendale/Minor/Pinson Community Education Zone located at:
Bagley Elementary School
Fultondale Elementary School
Pinson Elementary School

Pre-registration is required.

REGISTRATION FEE IS NON-REFUNDABLE

Pre-registration is required. Each child must have the following forms on file at least 1 day prior to the child's first day:

- 1 registration form**
- 1 Copy of Current Immunization Form**
- 1 signed payment agreement form**
- If applicable a copy of court ordered visitation agreement**

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 a registration paper filled out completely

A summer calendar of events will be sent home with each child with a daily guide of special events for each week of summer 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 center no later than 8:00 AM on field trip days.
Students may NOT be dropped off at the field trip site.