

**Oconee County Parks and Recreation Department**

**AFTER SCHOOL  
PARENT HANDBOOK  
2018-2019**



**AFTER SCHOOL PROGRAM**  
**[www.oconeecounty.com/ocprd](http://www.oconeecounty.com/ocprd)**  
**706-769-3965**

**Oconee County Parks and Recreation Department**

# After School Parent Handbook

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706-769-3965

## Welcome Letter

Dear Parents,

It's school time again! We are very happy to have your children enrolled in our After School programs.

Our staff is committed to providing a fun and enriching environment for your children for After School. We offer students homework time, arts and crafts, and a diversity of traditional and non-traditional games for all ages. In addition, we will be offering "Fun Fridays", which will consist of themed events and/or special guests.

Providing a safe atmosphere for your children to have fun, recreate, learn and make new friends is our number one goal. We have hired an exceptional group of counselors to work with your children this school year. All staff is CPR/First Aid certified, required to complete and pass a drug screen and has completed a background check. We take pride in our staff and ensure that they are properly trained in order to best serve your children.

Thank you again for enrolling your child in our After School in the Schools programs. Please do not hesitate to contact me if I can be of any assistance to you. We are looking forward to this After School year and the new friends and memories that will be made in the After School in the Schools Programs!

Sincerely,

Chase Brown  
Youth Program Coordinator  
[cbrown@oconee.ga.us](mailto:cbrown@oconee.ga.us)  
706-769-3965

## Contacts and Sites

### After School Main Office

Herman C. Michael Park (HCM) 706-769-3965  
Office Hours 8 a.m. – 5 p.m.

### Staff Directory

Lisa Davol	Director	<a href="mailto:ldavol@oconee.ga.us">ldavol@oconee.ga.us</a>	706-769-3965
Whitney Sperlik	Deputy Director	<a href="mailto:wsperlik@oconee.ga.us">wsperlik@oconee.ga.us</a>	706-769-3965
Brent Sexton	Recreation Manager	<a href="mailto:bsexton@oconee.ga.us">bsexton@oconee.ga.us</a>	706-769-3965
Chase Brown	Youth Program Coordinator	<a href="mailto:cbrown@oconee.ga.us">cbrown@oconee.ga.us</a>	706-769-3965
Dove Creek	Asst. YPC (Site Leader)	<a href="mailto:dces@oconee.ga.us">dces@oconee.ga.us</a>	706-769-3965
High Shoals	Asst. YPC (Site Leader)	<a href="mailto:hses@oconee.ga.us">hses@oconee.ga.us</a>	706-769-3965
Rocky Branch	Asst. YPC (Site Leader)	<a href="mailto:rbes@oconee.ga.us">rbes@oconee.ga.us</a>	706-769-3965
Joan Postero	HCM Office Assistant	<a href="mailto:jpostero@oconee.ga.us">jpostero@oconee.ga.us</a>	706-769-3965

## Program Locations

DCES Program – Kindergarten through 5th grade  
Dove Creek Elementary School, 7921 Hog Mountain Road, Statham, GA 30666

HSES Program – Kindergarten through 5th grade  
High Shoals Elementary School, 401 Hopping Road, Bishop, GA 30621

RBES Program – Kindergarten through 5th grade  
Rocky Branch Elementary School, 5250 Hog Mountain Road, Bogart, GA 30622

## Hours of Operation

After School Programs operate from the time participants are released from school until 6 p.m.,  
Monday – Friday.

### Tentative Daily Schedule

2:30 – 3:45 Snack, free time and study program  
3:45 – 4:00 Announcements and restroom break  
4:00 – 5:00 Group options  
5:00 – 6:00 Free time and pick-up

*Program dates: August 1 – December 14, 2018 and January 2 – May 17, 2019*

## **Mission Statement**

The Oconee County Parks and Recreation Department, through a coordinated effort, seeks to enrich the quality of life of the citizens we serve, by providing safe and accessible recreational facilities and a diversified program of recreational activities for all citizens.

## **After School Goals**

The After School Program is designed to provide positive after school activities for elementary school participants within a safe, secure and enriching environment. A trained and caring staff supervises the program. Educational and recreational activities geared to the interest of the participants are provided and will include: homework help, arts and crafts, sports, games, special events, music days, and group activities.

## **Program Objectives**

- Provide an enriching experience for all participants.
- Provide a variety of quality recreational and educational activities in a safe and fun atmosphere.
- Create positive staff/participant interaction, communication and guidance.
- Promote self-confidence and accomplishment through completion of program activities.
- Provide encouragement and help expand social skills.
- Provide an outlet for physical exertion.

## **Non-Discrimination Clause**

- No otherwise qualified individual with a disability in the U.S. shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination.
- No person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

## **Registration Process**

- Children must be registered 24 hours in advance and have all paperwork completed before they can attend the program.
- A child is considered registered once the online registration form and all other necessary paperwork have been completed and the first week's fees are paid in full.
- The After School Program is required to maintain up-to-date records of attendance and emergency information on each child in the program. Please notify us immediately of any changes in residence, telephone numbers, medication, health, etc.

## Fees

- Fee is \$70 per week, per child for 5 days of care.
- Flex rate is \$45 per week, per child for 3 days per week. \*Due to a 2 day program week during January 3<sup>rd</sup> – 4<sup>th</sup> 2019, 3-day flex will have a prorated week of \$30\*
- If on the Flex plan and my child attends more than three days, the full rate of \$70 will be due.
- Full rate is due regardless of number of days of after school provided or the number of days your child attends in a week.
- Fees are set forth by the Board of Commissioners and are subject to change.

### Full-Time Participants Only (\$70/week) - Pro-rated Weeks - due to School Closures

- August 1– 3, 2018 \$45
- September 4 – 7, 2018 \$56
- October 1 – 4, 2018 \$56
- October 9 – 12, 2018 \$56
- January 3 – 4, 2019 \$30
- January 22 - 25, 2019 \$56

## Payment Policy

- The first week's payment is due at the time of registration for each participant.
- Weekly payments are due in advance by 6 p.m. on the Friday before the upcoming week.
- Payment must be received in order for a child to attend the program.
- If payments are not received by Monday at 6 p.m., a late payment fee of \$10 per child will automatically be charged to your account.
- If the payment and the late fee are not received after a week of serviced is rendered, your child will be withdrawn from the After School Program and your account will be flagged preventing you from enrolling in other OCPRD programs until the balance is paid in full.
- After two late payments OCPRD has the right to require the parent to enroll in auto bill pay to keep their child enrolled in after school programming.
- Auto Bill Pay charges are invoiced on the Thursday before the upcoming week (not Friday).

## Forms of Payment

- We only accept credit card or debit card payments online through the parent/guardian account.
- Payments may be made weekly, bi-weekly or monthly as long as payment is received in advance.
- If you wish to be billed bi-weekly or monthly, please call or email the After School Program office.

## Withdrawal Procedures

In order to withdraw your child from the program, all of the following must be completed:

- Complete withdrawal notice form that can be obtained at Herman C. Michael Park office.
- Submit withdrawal notice form to the office **two weeks prior to the last day of enrollment.**
- Pay your final two week balance.

Failure to properly withdraw your child will result in you still being financially responsible.

No participant will be permitted to temporarily withdraw from a program.

## Sign-in/Sign-out Procedures

- A daily attendance record is kept on all participants who attend the After School program.
- After School staff will take roll to ensure all participants are checked in upon arrival.
- If your child will not be attending After School on a particular day, please notify the OCPRD office by 1 p.m.
- Below is the location for pick up from each After School program. If you have any questions, please contact the office.
  - **Dove Creek Elementary** - Please enter through the bus pickup and pull around to the back of the school to the cafeteria and gymnasium. You will walk into the cafeteria to sign your child out. Please make sure you have your photo I.D. with you or your current photo is uploaded in your family pickup list on Community Pass.
  - **High Shoals Elementary** - Please enter through the bus pickup and pull around to the back of the school to the cafeteria and gymnasium. You will walk into the cafeteria to sign your child out. Please make sure you have your photo I.D. with you or your current photo is uploaded in your family pickup list on Community Pass.
  - **Rocky Branch Elementary** - Please enter through the bus pickup and pull around to the back of the school at the cafeteria and gymnasium. You will walk into the cafeteria to sign your child out. Please make sure you have your photo I.D. with you or your current photo is uploaded in your family pickup list on Community Pass.

## Late Pick-up Policy

- After School programs end at 6 p.m.
- Parents whose children remain past the end time will be charged **\$1 per minute late fee** beginning at 6:01 p.m.
- Late fees must be paid before the child can attend the next day.
- If a parent/guardian has not made contact with our offices by 6:30 p.m., law enforcement will be contacted who will then contact children's protective services.
- After three times of being in violation of this policy, parents may be asked to find alternative after school care.

## Alternate Pick-up

- Only persons that you have previously approved will be permitted to sign for your child.
- In the event that someone else may be picking up your child, the alternate person must be listed on the Authorized Pick-up list on your family Community Pass account.
- If a person not listed on your authorized pick-up will be picking your child up we must be notified ahead of time. You may email the Youth Program Coordinator with this change in pickup.
- The alternate person must provide a photo ID at pick-up, preferably a valid driver's license.
- If we are not notified prior to checkout, your child will not be allowed to leave until we have communicated with you. This procedure is imperative for the safety and security of your child.

## Transportation

- Participants will not be transported in personal vehicles at any time.

## **Snack**

- A snack and a drink will be provided in the afternoon for every participant.
- If your child has specific dietary needs, which are not met by this program, then you will need to provide a snack/drink for your child.

## **Health Requirements**

- The parent has a responsibility to monitor the daily health and physical condition of their child to determine the child's ability to actively participate in the program.
- **Your child can not attend on days which they may have any contagious infections which include, but not limited to: flu, pink eye or other condition causing a discharge from the eye, sever colds, chicken pox, mumps, measles, diarrhea, ring worm, head lice, and/or fever of 100.1 or greater. Children are to be kept out of after school for a period of 24 hours after the illness has resolved. A Doctor's statement may be necessary in some cases in order for your child to return to after school.**
- **Parents are required to notify the Youth Program Coordinator, Recreation Director or Deputy Director immediately if their child has been diagnosed with a communicable disease. An email will be sent to parents to inform of the communicable disease.**
- When a child shows signs of illness while participating in the program, the parent or emergency contact will be notified and they **must pick-up the child immediately**. **We appreciate your promptness in taking a sick child home for the health of others.**
- All minor incidents, such as scrapes and scratches, will be treated by the After School Program staff and will be reported to you at the end of the day.

## **Medication Policy**

If a child is to receive any medication (including over-the-counter), the Youth Program Coordinator must have the following information:

- Medication must be in its original container as delivered by the pharmacy.
- A complete written and signed request from the parent/guardian on the Authorization to Administer Prescribed and Non-Prescribed Medication Form available in the administrative office.
- The Parent/Guardian is required to hand deliver the medication(s) to the Youth Program Coordinator- **please do not have it delivered by your child**.
- No child is allowed possession of any medication while participating in the program.
- For severe allergies be sure and provide the office with your child's EPI pen.
- All medications, prescribed and/or over-the-counter, will be kept locked in the office by the Youth Program Coordinator.



## **Inclement Weather Policies**

- If Oconee County Schools do not open due to inclement weather there will be no After School program conducted that day.
- If Oconee County Schools close early due to inclement weather, parents are responsible for picking up their child at the school or inform the school to allow child to ride the bus home.
- No refunds will be issued due to inclement weather closures.

## **Site Emergencies**

If a major or life-threatening injury or accident occurs during scheduled program hours it will be handled in the following manner:

- 911 will be called immediately,
- The parent/guardian will be notified,
- Based upon the professional decision of the EMT unit, the child may be transported to the closest medical facility for immediate care or the EMT may advise the parent/guardian or program staff as to how to treat or care for the child.

In the event of an emergency or natural disaster, the following procedures will be in effect:

- Children will remain on site until they are picked up by the parent/authorized pick-up person.
- If a site evacuation is required, children will be taken to a local emergency shelter or other designated safe location. The location will be posted on the site door. Whenever possible, efforts will be made to contact parents should evacuation be necessary.
- Program staff will remain with the children until they are picked up.

## **How Parents Can Be Helpful**

The After School program is not daycare or a baby-sitting service. Please impress upon your child that this is a special program designed to meet his/her needs and interests. Cooperation and teamwork are vital for safety and fun. Our staff appreciates parents who keep us informed of their child's special needs or any transitions in the home life. This helps the staff remain sensitive to your child's needs. Feedback is essential to our program; please share your thoughts with us.

## **Clothing and Personal Belongings**

- Please label all of your child's belongings.
- Please do not send personal items to the program such as toys, money, stuffed animals, games, etc. We are not responsible for any misplaced, damaged, or stolen items.
- Cell phones and electronics are NOT allowed in the After School program unless there is a special event in which we notify parents in advance.
- Participants should be dressed in appropriate clothing for the program to include tennis shoes and socks. Your child will not be allowed to participate in activities without appropriate footwear.

## **Participant Behavior Management Policy**

In order to maintain a friendly, fun and safe environment in our after school program, we have adopted the following policies regarding behavior management of participants. These policies ensure that each child will achieve the fullest positive experience possible from their time in the program.

### **Participants will:**

- Exhibit proper manners
- Be respectful and courteous to other participants and staff
- Respect equipment, supplies and facilities
- Communicate with other participants and with staff
- Respect the belongings of others
- Listen and follow instructions from staff
- Participate in activities

### **Participants will not:**

- Use violence, force, intimidation, or other inappropriate behavior
- Use inappropriate language or name-calling
- Damage supplies or property
- Bring inappropriate items to the program (knives, drugs, etc.)

The consequence of misbehavior depends on its severity and will be handled according to the OCPD Code of Conduct.

## After School Closure Dates

We will be closed on the following dates during the 2018 – 2019 school year:

September 3, 2018	Labor Day
November 22 – 23, 2018	Thanksgiving Holiday
December 17, 2018 – January 1, 2019	Winter Break
January 21, 2019	MLK Holiday

## All Day Camps

- All Day Camps will be conducted on the dates listed below.
- Registration for All Day Camps will open approximately 2 weeks prior to the All Day Camp.
- Space will be limited and registration will first come, first serve.
- All Day Camps are open to all Oconee County elementary students.
- The fee for All Day Camp is \$30 per day, per participant.
- During All Day Camps, we will open at 7:30 a.m. and close at 6 p.m.
- All Day Camps are held at Herman C. Michael Park.
- Morning and afternoon snack are offered during All Day Camps.
- Parents must pack a lunch for their child each day during All Day Camps.

## All Day Camp Dates

October 5, 2018	Teacher Work Day
October 8, 2018	Fall Break
November 19 – 21, 2018	Thanksgiving Break
January 2, 2019	Teacher Planning Day
February 18, 2019	Winter Break
March 11, 2019	Teacher Workday
April 1 – 5, 2019	Spring Break*

\*April 1 – 5, 2019                      Spring Break - \$115 for the week or \$30 per day

These dates reflect the school system calendar. This list of dates is subject to changes and modifications based on decisions by the Oconee County Board of Education.

We look forward to having your child in our After School Program!  
Please contact Chase Brown, Youth Program Coordinator, for more information.

[cbrown@oconee.ga.us](mailto:cbrown@oconee.ga.us)

706-769-3965