



**HE McCracken Middle  
School**

**PARENT HANDBOOK**

**FOR**

**BEFORE SCHOOL**

**CARE PROGRAM**

**2022-2023**

Dear Parent/Guardian:

Welcome to the 2022-2023 school year! Thank you for your interest in the HE McCracken Middle School “Before School Care” Program. We strive to provide a service that makes your child feel safe, nurtured, and enriched. Our staff is trained to provide you with engaging care before school begins each morning.

The HEMMS “Before School Care” Program provides a venue that allows students to complete assignments, study, and prepare for their school day. Please do not hesitate to call if I can be of assistance.

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

Sincerely,

Ryan Milling  
Principal

## Mission Statement

**HEMMS** Before School Care Program will provide a safe and caring environment where students can expand their education through various opportunities that develop confidence and good character traits to become well rounded students.

## Goals

- To provide a quality Before School Care Program for sixth through eighth grade students.
- To engage children in a caring, safe, atmosphere.
- To present students the opportunities which foster personal achievement.
- To offer affordable care to **HEMMS** families.

## Overview

HEMMS Before School Care Program provides a safe environment and a supervised period before the regular middle school day begins. The morning schedule will include time for students to complete academic assignments.

## Hours and Days of Operation

- The Before School Care Program begins at **7:30 am** before the beginning of the school instructional day and ends promptly at **8:15 am.**
- Before School Care Program operates **ONLY** on days that school is in session for HEMMS students.

- **Rates and Registration**

The HEMMS Before School Care Program seeks to make childcare as affordable as possible for every family who may require the service.

## Before School Care Fee

**\$1.00 per day per child.** Families with more than one child in the program pay the same daily rate of **\$1.00 for each child.**

Payments can be made on OSP (Online School Payments) on the district website at <https://osp.osmsinc.com/beaufortsc/>, or the student may bring in \$1 payment for each day he or she participates in the program.

The fee of \$1.00 each day is the same regardless of the time your child arrives to the program. Any student arriving on campus prior to 8:15 am is expected to enroll in the Before School Care Program where adult supervision is provided. Supervision is not provided to students prior to 8:15 am except in the Before School Care Program.

## Morning Check-In/Safe Arrival of Students

Attendance is taken when the student arrives in the cafeteria each day.

## Inclement Weather and Cancellation of School

- The Before School Program **WILL NOT** operate on days that school is closed due to adverse weather conditions.
- Before School Program **WILL NOT** operate when school begins late because of inclement weather.

## 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). Appropriate methods of discipline will include removal of child from a group setting, limited privileges, and consulting with parent/guardians. Actions deemed by the supervisor 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. Supervisors 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 Before School Care Program**

Dismissal may result from discipline issues, failure to pay timely as set forth herein, or issuing non-sufficient funds (NSF) checks for payment to the program.

### **Use of Technology**

All Before School participants are to use technology in compliance with the BCSD Acceptable Use Policy. All technology use will be supervised closely. Use of technology is to be for the express purpose of learning to enhance instruction and curriculum for BCSD. Any technology violations or inappropriate use of technology during the Before School Program will be addressed as outlined in the Acceptable Use Policy and the BCSD Student Discipline Code of Conduct.

### **Medication**

To minimize disruptions to the school day, students should take medicine at home rather than at school whenever feasible, as the nurse will not be present for the Before School Program. No medication will be kept by Before School Program staff employees. All medication must be kept in the nurse's office.

### **Telephone Contact**

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

**HE McCracken Middle School**  
**Application for Before School Care Program**  
**August 2022 – June 2023**  
**Before School 7:30 – 8:15 a.m.**

Student Name: \_\_\_\_\_  
(Birth given First name) (Birth given Middle Name) (Birth given Last Name)

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

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender: Male/Female

Parent/Guardian: \_\_\_\_\_

Parent email: \_\_\_\_\_

Home number: \_\_\_\_\_

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

Other than parent:  
1<sup>st</sup> emergency contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

2<sup>nd</sup> emergency contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# HE McCracken MIDDLE SCHOOL

## Before School Care Program Medical Release

I, the undersigned parent/guardian of \_\_\_\_\_ do hereby give my child permission to participate in the HEMMS Before School Care 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 HEMMS Before 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.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **HE McCracken MIDDLE SCHOOL**

### **Before School Care Program Contact list for 2022-2023**

H. E. McCracken Middle School

Phone: 843-706-8700

Principal Ryan Milling

Phone: 843-592-7726

Email: [Ryan.Milling@beaufort.k12.sc.us](mailto:Ryan.Milling@beaufort.k12.sc.us)

Assistant Principal Swofford

Phone: 843-441-8704

Email: [Casey.Swofford@beaufort.k12.sc.us](mailto:Casey.Swofford@beaufort.k12.sc.us)