



# **2024-25 After School Handbook**

## School Contacts

### East Jackson Elementary School

1531 Hoods Mill Road

Commerce, Ga. 30529

Phone: (706)-336-7900

Principal: Allyson Pennington, email: [apennington@jcss.us](mailto:apennington@jcss.us)

After School Directors/Assistant Directors: Tammie Swain, Michelle Nunn, email: [tswain@jcss.us](mailto:tswain@jcss.us),  
[mnunn@jcss.us](mailto:munn@jcss.us)

### Gum Springs Elementary School

600 Gum Springs Church Road

Jefferson, Ga. 30565

Phone: (706)-654-5580

Principal: Joshua Todd, email: [jtodd@jcss.us](mailto:jtodd@jcss.us)

After School Directors/Assistant Directors: Jennifer Huguley, Melanie "Dee" Holman, email:  
[jhuguley@jcss.us](mailto:jhuguley@jcss.us), [mholman@jcss.us](mailto:mholman@jcss.us)

### North Jackson Elementary School

1880 Old Gainesville Highway

Talmo, Ga. 30575

Phone: (706)-693-2246

Principal: Troy Johnson, email: [tjohnson@jcss.us](mailto:tjohnson@jcss.us)

After School Directors/Assistant Directors: Jennie Sosebee, email: [jsosebee@jcss.us](mailto:jsosebee@jcss.us)

### Maysville Elementary School

9270 Highway 82 Spur

Maysville, Ga. 30558

Phone: (706)-652-2241

Principal: Dr. Katie Warwick, email: [kwarwick@jcss.us](mailto:kwarwick@jcss.us)

After School Directors/Assistant Directors: Hannah Gailey, Nikki Head email: [hgailey@jcss.us](mailto:hgailey@jcss.us),  
[nhead@jcss.us](mailto:nhead@jcss.us)

### South Jackson Elementary School

1630 New Kings Bridge Road

Athens, Ga. 30607

Phone: (706)- 543-8798

Principal: Amy Adams, email: [aadams@jcss.us](mailto:aadams@jcss.us)

After School Directors/Assistant Directors: Brandi Beavers, Emily Worley, email: [bbeavers@jcss.us](mailto:bbeavers@jcss.us),  
[eworley@jcss.us](mailto:eworley@jcss.us)

### West Jackson Elementary School

391 E. Jefferson Street

Hoschton, Ga. 30548

Phone: (706)654-2044

Principal: Lori King, email: [lking@jcss.us](mailto:lking@jcss.us)

After School Directors/Assistant Directors: Crystal Pursley, Laurie Carolus, email: [cpursley@jcss.us](mailto:cpursley@jcss.us) ,  
[lcarolus@jcss.us](mailto:lcarolus@jcss.us)

Heroes Elementary School  
4001 Ga 332  
Hoschton, Ga 30548  
Phone: (706) 654-5013  
Principal: Kristi Holloway  
After School Directors/Assistant Directors: Stephanie McElroy, [email: smeclroy@jcss.us](mailto:smeclroy@jcss.us)

## **Jackson County After School Program Guidance**

The goal of the After School Program is to provide a social and educational atmosphere for the students who participate in the program. The After School Programs are staffed by current Jackson county employees, community members and high school students. We strive for a 1 staff member to 15 student ratio, but that can stretch to 20 students at times when needed. While participating in the program, students will receive an afternoon snack as soon as they are signed in each day. Students will have “homework” time, as well as time to attend different centers and activities. The activities and centers may vary between art, music, games, outside play, and computer lab.

### **Fees:**

After school fees: \$40.00 per week flat rate prepaid regardless of how many days a student attends (no discount for additional children). The weekly rate will be adjusted for short weeks when school is not in session for 5 full days due to student holidays. The fee is due weekly to secure your child's place in the program as many schools have waiting lists.

There will be a late fee of \$1.00 per minute past 6:00 p.m for students who are picked up late. If a child is not picked up by 6:30 and no one on the registration form can be contacted, local law enforcement will be notified.

### **Registration Fee:**

There is a yearly registration fee of \$20.00 for each student. This should be submitted at the same time as the registration form is being submitted to the school. A current updated registration form on every student is required for each school site. This form ensures that the directors have access to correct contact information in the event that a parent or guardian needs to be contacted.

### **Student Pick up:**

All students must be signed out by an approved adult. The school and the program director must be notified in writing by the parent/guardian if someone not listed on the registration form will be picking up the child. Please note that a picture ID is required of any individuals picking a student up from the program who is not the custodial parent. A phone call should be made to the parent to confirm the written notification. A phone call to change pick up without written notification will only be accepted in emergency situations. To restrict a parent from picking up a child, a copy of court documents stating the restriction is required.

### **Past Due Accounts:**

A child will not be allowed to return to the program if the parent/guardian is delinquent in payment for one week. The child may return once the balance is paid. Students transferring from another Jackson County School may enter the after school program only if all after school fees have been paid at the former school.

### **Returned Checks:**

If a returned check is not paid in full within two weeks, the child will not be allowed to attend the program. After two returned checks, payment must be made in cash. There is a returned check fee charge for each returned check. The returned check fee is based on the fee charged by the school's banking institution.

### **Discipline:**

The after school program will follow the procedures of district code of conduct. However, in certain cases a parent may be called immediately if a child is involved in a severe behavioral incident.

The "three strike rule" is in place for severe behavioral incidents. A discipline form will be submitted for each incident and kept on file for the school year. A copy should be given to the parent when the incident occurs. Additional copies may be given to the principal and/or counselor. After three strikes, a child may be dismissed from attending the after school program or suspended for a period of time not to exceed a week depending on the incident.

The after school program is a privilege. We strive to provide an atmosphere that is safe and inviting. Maintaining proper conduct while in the program is the joint responsibility of the students, parents, and guardians, as well as our staff.

***Please Note:*** The JCSS After School Program is exempt from licensure from Bright

from the Start. The After School Program does not carry liability insurance. Parents will assume liability for any accidents and injury incurred during the After School Program.

The following form is used to document discipline incidents during after school:

## DISCIPLINE FORM

Dear Parents:

The After School Program is a privilege. We must strive to provide an atmosphere which is conducive to safety and appropriate behavior while attending the after school program. Maintaining proper conduct while in the Program is the joint responsibility of the students, parents, and teachers. The A.S.P. will follow the "three strikes" guidelines. After the third offense the child may be suspended for one day or more, or may be removed from the program depending on the offense they were written up for.

| INFRACTION  | DISCIPLINE ACTION TAKEN BY STAFF                     |
|---|--|
| <input type="checkbox"/> Refusing to obey teacher     | <input type="checkbox"/> Conference with student     |
| <input type="checkbox"/> Fighting                     | <input type="checkbox"/> Warning                     |
| <input type="checkbox"/> Profanity                    | <input type="checkbox"/> Letter to parent/guardian   |
| <input type="checkbox"/> Disrespect to staff          | <input type="checkbox"/> Time out                    |
| <input type="checkbox"/> Failure to follow directions | <input type="checkbox"/> Assigned seat               |
| <input type="checkbox"/> Failure to remain seated     | <input type="checkbox"/> Withdrawal from the program |
| <input type="checkbox"/> Involved in physical contact |  |
| <input type="checkbox"/> Other                        |  |

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|             |             |             |
|-------------|-------------|-------------|
| 1st Offense | 2nd Offense | 3rd Offense |
|-------------|-------------|-------------|

Staff Member's Signature \_\_\_\_\_

After the 3rd offense, the student may be withdrawn from the program.

|                    |                |
|--------------------|----------------|
| Parent's Signature | Date           |
| Student's Name     | Teacher's Name |
| Date               | Date           |

### **Health and Medical Procedures:**

The parent/guardian will be contacted to pick up a sick child as soon as possible. If a child has become sick during the school day, he/she must be picked up by the end of the school day and not attend the After School Program. The parent/guardian will be called immediately if anything other than a minor injury or sickness occurs.

A Jackson County Incident report for injuries will be completed for injuries that may require medical attention. A copy of this report should be kept in the after school records and a copy should be sent to the school's clinic aide and Ronda Brewer. This report does not go home with the child. ASP workers will use an "ouch" report for written parent notification of injuries if necessary. Medication logs will be kept for any medication dispensed during after school. A JCSS Medication form with signed parent permission is required to dispense medication during the after school program. The JCSS Medication Log form will be used by ASP staff to document medication dispensed. This is an extension to the school clinic procedures.

**Allergies must be alerted to all employees.**

**SPECIAL INSTRUCTIONS FOR ALLERGIES, DIET, MEDICAL, ETC. MUST BE IN WRITING BY THE PARENT/GUARDIAN**

I HAVE READ AND UNDERSTAND THE POLICIES CONCERNING PAYMENTS, LATE FEES AND DISCIPLINE CONCERNING MY CHILD'S PARTICIPATION IN THE JACKSON COUNTY SCHOOL SYSTEM AFTER SCHOOL PROGRAM.

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_