

SCOTT COUNTY SCHOOLS

AFTER SCHOOL PROGRAM PARENT/CHILD HANDBOOK

The After School Program follows all the policies in the Elementary Schools Parent/Student Handbook. This Handbook summarizes policies related specifically to the After School Program.

REGISTRATION

Registration is handled on a first-come, first-served basis. However, children currently enrolled in the program are given the opportunity to enroll the following year prior to other children. New enrollment occurs during March or April of the current school year. Children residing outside of their designated school district must be OPEN ENROLLED to register for the next school year. A $30 non-refundable registration fee, per child, per year, is required before the child can attend. Children are not considered enrolled until the registration fee is paid. Once a program is full children will be placed on a waiting list. Children placed on the waiting list are not required to pay the registration fee until the time of enrollment.

TUITION

Only full-time tuition is offered at all schools. Full Time tuition is 5 days per week at **$16 per day**. This fee is regardless of attendance.

CHILD WITHDRAWAL

If a child withdraws from the After School Program, the parent must submit a written notice indicating the last day the child will attend. Tuition will be due and payable up until the written notice is received; officially withdrawing the child.

NO DROP-IN SERVICE

Every child must be pre-registered to utilize the After School Program. If a child is signed out during the school day and does not return during the school day, the child cannot sign in to the After School Program. A child may not be signed out of the After School Program and signed back in on the same day. No drop-in service is provided. Only full-time services are offered at all schools.

HOURS OF OPERATION

The program operates Monday – Friday from 2:35 PM to 6:00 PM and follows the Scott County School's calendar.

HOLIDAY/SCHOOL CLOSINGS

The After School Program is open on the Scott County School's calendar dates only. Southern Elementary does usually offer summer break dates. However, this may vary due to staffing requirements. The program follows the district school calendar so that holiday and snow days are the same for everyone. Weeks shortened by the school calendar are pro-rated at **$16.00 per** day. NTI days will be credited in the month the NTI day occurred. Snow days will not be credited as those days will be made up later in the year with no additional charges.

INCLEMENT WEATHER

The After School Program follows the Scott County School's calendar for any changes caused by inclement weather. Some of the weather adjustments and what the plan will be like are as follows:

- If school is closed, the After School Program will be closed
- If there is any delay, the After School Program will run as usual.
- If school is dismissed early; children will be dismissed early and the After School Program will be closed.
- If the district calls off all after-school activities, the individual After School Program director and/or school principal will decide on closing the After School Program based on the safety of staff and students. Parents will be notified as soon as the decision is made.
- If inclement weather occurs after school hours, the individual After School Program director and/or school principal will decide on closing the After School Program based on the safety of staff and students. Parents will be notified as soon as the decision is made.

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RETURNED PAYMENT FEES

Failed online payments are subject to a $30 fee. Not all failed payments will assess a fee. Some of the most common reasons for a failed payment that would result in a $30 fee are: Insufficient funds, Account Closed, No Account, Invalid Account Number, Authorization Revoked, Payment Stopped, and Account Frozen. A reason for a failed payment that would not result in a fee could be; Unspecified Problem or Contact Credit Card Company. If a parent/guardian has more than one returned payment, they will be required to make all payments in the form of credit or debit card only. If a parent/guardian has more than three (3) returned payments, the child may be dismissed from the After School Program.

PAYMENTS

The program operates totally on funds generated from tuition of the children. Charges will be posted to accounts at least 4 days prior to the payments due date. Statements will be emailed on the first school day of the month. If school has been cancelled due to inclement weather or unforeseen reasons, any credit(s) will be added to the account and show up on the next statement.

- All payments are due monthly. The payment is due on the first day of the month and **MUST be paid via the Smartcare Parent App**. (See payment schedule on page 6)
- Weekly payments may be made only after approval by the Director of the program. Weekly payments are due each Monday by 6:00 PM and must be made on time.
- If a child is absent, the payment is still due.
- NO TUITION CREDIT IS GIVEN DUE TO ABSENCE. If a child is absent for any reason, payment is still required. The program operates totally on tuition from children and does not receive any additional funding.
- A child may be dismissed from the program for non-payment or consistently late payments.

LATE PAYMENT PENALTY

All payments not received on the due date are considered late on the fifth day. The $10 late penalty will be applied to the balance at that time. A letter will go home on the fifth day (or last school day of the week) reminding parents that payment is due by the following day, or the child will not be allowed to attend the program after that day. If payments are consistently late, the child may forfeit his/her place in the program.

STATEMENTS

Statements will be emailed monthly via Smartcare. Statements for tax purposes will be available in January of each year.

ELECTRONIC PAYMENT FEES

A 2.85% merchant fee to the payee is assessed by the credit card company when using a credit/debit card to make an online payment. A .49 cent bank fee to the program is assessed by the bank when using the ACH method to make an online payment. A $30.00 payment reversal fee to the payee is assessed by the credit card company for any request by the payee to reverse a payment.

NO LATE PICK UP

There is **NO** late pick up. In emergency situations the parent/guardian **MUST** contact the director to notify them of the emergency and a $1 per minute penalty will apply. At 6:15, if no contact has been made, local emergency authorities will be contacted. If parents/guardians are habitually late in picking up their child, he/she may be dismissed from the After School Program.

COMMUNICATION

Parents/Guardians are required to provide an active phone number (cell phone preferred) **AND** email address. The After School Program's billing software requires an email address for statements, receipts and parent communication.

Daily behavior issues may be discussed with any person listed as a pick-up person for your child.

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SICK POLICY

Handwashing is the single most effective method of eliminating disease causing germs. The After School Programs follow the state regulation for handwashing. If a child is ill, they should not attend the After School Program. A child must be fever free (under 100^{o}), vomit and diarrhea free for 24 hours before returning to the program. A nurse is not available after regular school hours. If a child becomes ill, parents/guardians will be notified by telephone. If a child is injured, they will be attended to by the group leader and an Incident Report will be filled out. Parents/guardians will be notified at pick up time. If a child is injured and needs to be transported to the local hospital, the ambulance service and the parents/guardians will be immediately contacted. Parents/guardians are required to sign the section on the Enrollment Form that gives permission for the child to be transported in the event of such injury. Parents/guardians agree that this decision will be made at the discretion of the principal and/or After School Program Staff.

CHILD RESPONSIBILITIES, BEHAVIOR & DISCIPLINE

All children will follow the same rules, policies and regulations that are required in the Elementary Schools Parent/Student Handbook. Any child that does not follow the rules may be removed from the After School Program. If a child is removed from the program, he/she may be ineligible to enroll in the After School program in the future.

If a child does not follow the policies and the procedures for the school or classroom a verbal warning will be given, and/or:

- The child will be re-directed
- The child will be removed from the activity
- The child will lose a privilege

Parents will be contacted by the Director via telephone or email if a child is experiencing poor behavior. The Director will work closely with the parents to correct inappropriate, disrespectful or any type of unacceptable behavior.

If a child continues to behave inappropriately, a Discipline Report will be completed. The report will specify the behavior problem and the action taken will be documented. The form will be given to the parent/guardian who must sign the form and return to the program Director. A copy will be provided to the parent/guardian.

If repeated problems occur or child causes harm to self or others, they will be referred to the Principal for possible suspension or removal from the program. Payment is still due for days a child is suspended as their spot in the program is still filled. If a child is removed from a program, they may not be allowed to enroll in the future.

PARENT/GUARDIAN RESPONSIBILITY

Parents/Guardians must advise the After School Program staff immediately in the event of any changes in registration and emergency contact information. Parents/Guardians should keep the After School Program child files current with updated home, cell and business phone numbers and email addresses. It is extremely important that parents/guardians not only notify the school's front office but also notify the After School Program staff of any changes in child information. The school's front office staff does not inform the After School Program of child changes made with them in front office; it is the responsibility of the parent/guardian. You may update this information via the Parent Portal using the Smartcare App.

PARENT/GUARDIAN CONDUCT

Parents/Guardians are expected to behave in a professional manner when picking up their child. They should not act disrespectfully towards After School Program staff or children. They should not converse with other children in the After School Program. If their behavior becomes a problem, they may be asked to leave and not return to the program and the child may be removed from the program.

CUSTODY INFORMATION

Parents/Guardians have the responsibility of informing the staff about any custody situations in which a parent is not allowed to pick up/remove their child from the After School Program. A court document, signed by the judge, must be on file with the After School Program and the school's front office.

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CHILD HEALTH RECORDS

The state of Kentucky requires current health records of all students who are enrolled in school. Failure to provide current health records will result in the child being removed from the program.

PERSONAL BELONGINGS

Clothing, jackets, lunchboxes and backpacks need to be labeled with the child's name. Lost and found items will be maintained in the After School Program classroom or taken to the school's main location for lost and found. The After School Program is not responsible for a child's belongings that are lost.

SIGN IN AND SIGN OUT PROCEDURES

- Group leaders sign in children upon their arrival at 2:35 PM.
- Parents/guardians/authorized persons must come into the school to sign the child out before the child will be released.
- Parents/guardians/authorized persons must sign out the child using the Kiosk or Group Leader tablet. Only the people included on the child's pick-up list may pick the child up from the program. For the safety of our children, no exception will be made.
- If not recognized, authorized persons must have a photo ID to show the Group Leader before the child will be released.
- If a situation occurs where a person does not have proper identification or not listed on the pick-up list, the child will be kept on the school grounds until the parent/guardian is notified.
- If parents/guardians/authorized persons are not recognized, and cannot/will not show ID, and attempt to take the child, the local police department will be called.
- Children who are signed out from the program may not be signed back in on the same day.

GRIEVANCE PROCEDURES

Grievance procedures are outlined in the Elementary Parent/Student Handbook.

1. Communication with the Group Leader
2. Communication with the Assistant Director
3. Communication with the Director
4. Communication with the School Principal
5. Communication with the Director of District-Wide Services

DAILY ACTIVITIES

- A snack is served daily. Children cannot bring their own snack or drinks from home. Children cannot save items from the day's lunch and bring it to the After School Program. Our goal is to provide snacks that do not cause food allergy problems to other children. We cannot be responsible if children bring their own food items. Children who have identified food allergies may provide their own snacks if approval is obtained by the After School Program Director. These snacks will be locked in the After School Program snack cabinet. Some schools provide complete meals due to qualifying for federal funding.
- Children are divided into groups based on their age, grade level and the staff-to-child ratios. The groups each have their own After School schedule. The schedules are posted. These schedules afford parents/guardians the opportunity to easily reference the location of their child while they are attending the After School Program. Daily times, activities and classroom locations are noted on the schedules.
- Children participate in classes every Monday – Friday. The classes offer academic and enrichment activities.
- Children have dedicated time to work on school assignments and projects as needed. Assistance from Group Leaders is available. If children have completed homework, they are encouraged to read independently or do other group leader activities.
- Children participate in arts and crafts using a variety of materials and techniques.
- Children have the opportunity to participate in a variety of activities including creative play and drama.
- Children participate in many group games, both indoor and outdoor. The games promote cooperative team play and fitness.
- Lesson plans for each day are developed by the Director.

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STAFF

Many of the After School Program staff are CPR/First Aid certified and all are trained in school-age child care through licensure-approved classes. There is always one staff member present with CPR/First Aid certification. The staff/child ratio is 1 adult to 15 children (ages 5-7) and 1 adult to 25 children (7 and over).

EMERGENCY PREPAREDNESS AND EVACUATION PLAN

It is the responsibility of the After School Program staff to prepare plans whereby the children can be evacuated quickly in case of an emergency. Causes for evacuation could include: fire, bomb threats, explosion, flood, severe thunderstorms, tornado, toxic fumes, electrical failure or structural failure. In an emergency, evacuation will proceed as rapidly as possible. The emergency preparedness plan includes three scenarios of evacuation: in-place evacuation, on-site evacuation and off-site evacuation. Parents are provided a copy of the plan at the beginning of each school year. A copy is also posted in the classroom.

Rights for Children in State Licensed Programs 199.898 *(Garth Elementary and Southern Elementary are state licensed)*

(1) All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

- (a) The right to be free from physical or mental abuse;
- (b) The right not to be subjected to abusive language or abusive punishment; and
- (c) The right to be in the care of adults who shall meet their health, safety, and developmental needs.

(2) Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:

- (a) The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
- (b) The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
- (c) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child;
- (d) The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child care provider. Identifying information regarding children and their families shall remain confidential;
- (e) The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child-care home, or the provider or program receiving public funds within the past year; and
- (f) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

(3) The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.

Effective: July 15, 1998 **History:** Amended 1998 Ky. Acts ch. 524, sec. 3, effective July 15, 1998. – Created 1992 Ky. Acts ch. 57, sec. 1, effective July 14, 1992.

LICENSURE PURSUANT TO KRS 199.896

The Commonwealth of Kentucky Cabinet for Health and Family Services has certified that Scott County Schools is authorized to operate After School Programs at Southern Elementary and Garth Elementary for school age children. These two (2) programs have met the requirements pursuant to KRS 199.892 to 199.990(4) and all regulations included. These two (2) programs are re-licensed each year and survey results are posted in the classrooms. The tax ID number is 61-6001282

If parents/guardians have questions related to the After School Program, they should contact their schools After School Program Director.

FULL TIME PAYMENT SCHEDULE FOR 2025-2026

	Amount Due (# school days)	Due Date	Late Fee Assessed on:
August	$208 (13 days)	August 13, 2025	August 17, 2025
September	$304 (19 days)	September 1, 2025	September 5, 2025
October	$320 (20 days)	October 1, 2025	October 5, 2025
November	$256 (16 days)	November 1, 2025	November 5, 2025
December	$240 (15 days)	December 1, 2025	December 5, 2025
January	$304 (19 days)	January 1, 2026	January 5, 2026
February	$304 (19 days)	February 1, 2026	February 5, 2026
March	$336 (21 days)	March 1, 2026	March 5, 2026
April	$272 (17 days)	April 1, 2026	April 5, 2026
May	$208 (13 days)	May 1, 2026	May 5, 2026

FULL TIME PAYMENT WEEKLY SCHEDULE FOR 2025-2026

(Only if approved by Director; read from left to right)

Amount Due (# school days)	Due Date	Late Fee Assessed on:	Amount Due (# school days)	Due Date	Late Fee Assessed on:
August Must Be paid in full on August 13th - $208			$64 (4 days)	September 1	September 5
$80 (5 days)	September 8	September 12	$80 (5 days)	September 15	September 19
$80 (5 days)	September 22	September 26	$80 (5 days)	October 6	October 10
$80 (5 days)	October 13	October 17	$80 (5 days)	October 20	October 24
$80 (5 days)	October 27	October 31	$64 (4 days)	November 3	November 7
$80 (5 days)	November 10	November 14	$80 (5 days)	November 17	November 21
$32 (2 days)	November 24	November 28	$80 (5 days)	December 1	December 5
$80 (5 days)	December 8	December 12	$80 (5 days)	December 15	December 19
$80 (5 days)	January 5	January 9	$80 (5 days)	January 12	January 16
$64 (4 days)	January 19	January 23	$80 (5 days)	January 26	January 30
$80 (5 days)	February 2	February 6	$64 (4 days)	February 9	February 13
$80 (5 days)	February 16	February 20	$80 (5 days)	February 23	February 27
$80 (5 days)	March 2	March 6	$80 (5 days)	March 9	March 13
$64 (4 days)	March 16	March 20	$80 (5 days)	March 23	March 27
$80 (5 days)	March 30	April 3	$80 (5 days)	April 13	April 17
$80 (5 days)	April 20	April 24	$80 (5 days)	April 27	May 1
$80 (5 days)	May 4	May 8	$80 (5 days)	May 11	May 15
$32 (2 days)	May 18	May 20			