

AFTER SCHOOL CARE SUMMER PROGRAMS

For Baldwin County Public Schools



SUMMER 2026

June 1 – July 16 for BLF, ELB, MGN, MTH, RCK, STB

June 1 – July 23 for BMES, DPEE, FHPE, FHPW, RBDE

PARENT HANDBOOK



Thank you for choosing the ASC Summer Program!

600 Blackburn Avenue, Bay Minette, AL
251-580-0678

Mission of ASC of Baldwin County Public Schools

To support families in our communities, ASC provides BCPS students quality programming in a safe environment with caring staff beyond traditional school times.

Vision for ASC Summer Programs

ASC's summer program vision is to keep BCPS students safely and positively engaged in a welcoming, fun environment beyond traditional school times.

Participation in ASC's summer program is voluntary, tuition-based, and considered a privilege rather than a right. Students and families are expected to adhere to the policies and procedures set forth in this handbook, including those related to conduct and payment obligations.

BCPS's After School Care is a member of the Alabama Community School Association and the Alabama Expanded Learning Alliance. ASC measures program success using the Alabama Expanded Learning Alliance's Alabama Afterschool Quality Standards.



Jacquie Helms

After School Care Coordinator

Dear Parents,

Thank you for choosing ASC's Summer Program! We appreciate that you entrust your children to our care. This year, ASC is operating 11 summer programs across Baldwin County with the goal to provide a fun, safe, welcoming place for your child.

Please read this handbook with your child so you both fully understand our policies and procedures. We recommend that you keep this handbook in a convenient place for future reference. The policies and procedures in this handbook guide our programs and set expectations for workers, parents, and students. In addition to this handbook, the ASC program also adheres to the school year policies and procedures presented in the Baldwin County Parent Student Handbook and Student Code of Conduct. If you have site specific questions, please contact your program's site manager, or call the ASC offices at 251-580-0678.

We look forward to serving you and your family with a fun, safe, and welcoming summer program experience. We welcome you to reach out to our offices!

Sincerely,
Jacque Helms
After School Care Coordinator

IMPORTANT INFO

The following items are needed to complete the registration process:

- Non-refundable application fee per child. The fee is **\$40 for the early registration from January 29 to March 31**. Late registration from **May 1 to May 15 has a \$50 registration fee per child**. A \$5 deposit for each week you sign up for is also due at registration. That deposit is deducted from the weekly tuition cost.
- Completed online registration and account set-up.
- At least two adults on the contact list, allowing them to pick up students.
- Emergency contact person(s) other than parents.

All ASC Summer Programs:

- Will be closed June 18, July 2 to observe federal holidays.
- Monday – Thursday from 7:30 to 5:30.
- Reach out to your school's site manager for site specific information.

When registration is complete, student applications are reviewed, and those who meet criteria are ENROLLED in the program by the ASC office. **The enrollment process can take 10 business days or longer.**

Once registration reaches capacity, all applications will move directly to a waitlist. When spots open, the ASC office will call parents to ensure that enrollment in the program is still desired. At enrollment, application fees will be charged.

The non-refundable application fee is due when registration is complete. For each registered week, a \$5 deposit is required to be paid when registration is complete. The deposit will be deducted from the weekly tuition.

Tuition is to be paid by Sundays at midnight for the next week to avoid late fees. Accounts can be registered for automatic payments. Auto-pay is an option available through your EZ Childtrack account.

Send your child a lunch and two snacks each day. Students must have their own water bottle, with their name on it.

Students are allowed to bring phones, but the phones must stay off and out of sight during the program's duration. Personal property such as toys, games, and jewelry should not be brought; ASC Summer Program is not responsible for damage to or loss of personal items.

Parent orientation meeting is mandatory. A program calendar, field trip forms, behavior expectations, check in/check out procedures, and other required paperwork are due at the parent orientation meetings. Your site manager will be in contact with the day and time of the required parent orientation meeting.

No withdrawals are accepted after the summer program begins on June 1. Since parents have the week-to-week option to sign up for summer camp, enrollment will be finalized on May 15 and no withdrawals will be accepted after June 1. Since tuition is based on enrollment rather than attendance, all payments for enrolled weeks will be expected to be paid weekly. Late fees will be assessed in accordance with the policy outlined in this handbook.

When accounts have an outstanding balance for 21 days, the account will be suspended, and students will not be able to attend. When the account has been cleared, the account will be reactivated, and student can immediately attend.

Consistent account suspension due to unpaid account balances can result in program dismissal.

Baldwin County Public Schools offers tuition-based After School Care Summer Programs to provide a safe environment with quality programming beyond traditional school times. ASC programs serve currently enrolled BCPS students and students attend the program available at their base school, or their assigned overflow school. Participation in the ASC summer program is a privilege, not a right, and space is limited based on staffing availability, location logistics, and programming needs. ASC programs include an application process prior to enrollment, and students are expected to follow program rules, guidelines, and procedures.

EZ ChildTrack LOGIN INFORMATION

Your EZ ChildTrack Account is used to see your child’s after school information, add pickup contacts, register for new school year or summer programs, and make payments on your account. To access your account:

- Go to bcbeafterschool.com
- Click the ASC Registration button in the top right corner
- Use your email address and password to log in to your account.

We recommend that you download the EZ Childtrack app from this page. Versions available for apple and android.

Googling or searching for EZ ChildTrack will not bring you to the BCBE specific page, so please go through the ASC website or download the app.

ENROLLMENT CRITERIA

To be eligible for participation in ASC’s summer programs, students should meet the following criteria:

- Be enrolled in a traditional setting/classroom within the Baldwin County Public Schools during the immediately prior school year.
- Be five years old by the first day of summer program attendance.
- Be fully toilet trained.
- Respond to first name.
- Be able to interact with other children and adults in a non-aggressive manner. Should a child be a danger to himself or others, he/she may be dismissed from the program.
- Be able to participate in group activities with other children with minimal additional adult support.
- **For summer programs, students must have reached five years of age to participate. Students are welcome to enroll after their 5th birthday.**

*Submitting an application does not guarantee enrollment.

*If your child has any health, medical, or special needs, please document the need on the application form. If any additional staff is needed to accommodate your child, there may be a delay in starting the program until adequate staff can be put in place to meet the child’s need. Determinations are made based on staffing availability, program structure, and student safety.

*Students dismissed from the ASC program during the school year are not eligible to attend during summer.

*Students are required to enroll in the summer program offered at their base school or at an assigned overflow school.

The criteria for participating in ASC’s summer program and the policies by which the program is governed are subject to change at any time at the sole discretion of the After School Care administration or the Baldwin County Board of Education.

WITHDRAWAL FROM THE SUMMER PROGRAM

All summer program withdrawals must be received by the ASC office **PRIOR to June 1, 2026**. Send an email to asccwithdraw@bcbe.org and include your students' full name & your EZ ChildTrack account number **PRIOR to June 1**.

Only emailed withdrawal requests will be accepted, as the email serves as written confirmation of a parent's (or account holder's) wish to withdraw the student.

No withdrawals will be accepted after the summer program begins, and full payment is expected for the registered weeks.

PAYMENT POLICY

NO CASH OR CHECKS. Payments are made online with a credit or debit card. A transaction fee of \$1.50 will be charged each time a payment is processed.

An overdue account of more than 21 days will result in the suspension from the program until full payment is received. Accounts must be paid in full weekly.

Consistent account suspension due to unpaid account balances can result in dismissal from the program.

A non-refundable registration fee per child is due upon application being completed. When a site reaches enrollment capacity, all applications will move directly to a waitlist.

Account holders are responsible for ensuring auto-payments are processed successfully. Failed auto-payments are subject to late payment fees.

Fees are charged based on enrollment and are NOT influenced by attendance. You will be charged for each registered week whether the student attends or not.

No credit will be given for unexpected weather days when the district closes all sites. When there are extended emergency school closures, tuition will be prorated or credited.

If full payment for the week is not received and the student attends Monday, the person picking up the student will be notified that the student may not return until fee is paid.

When school is in session *fewer than 3 days in a week*, tuition will be prorated to account for the unscheduled days.

LATE PAYMENT FEES

Weekly tuition is charged for the upcoming week. A \$5.00 per child late fee will be assessed each week if tuition is not received before midnight on Sunday. Automatic payments are processed on Saturday at midnight.

RATES

Tuition is charged at \$95 per week with payment due the week prior to attendance. \$5 of the weekly rate is paid at registration as a deposit, and deducted from the weekly tuition charge.

DISCOUNTS

Two types of discounts are available for the summer programs: sibling and ASC worker.

- Sibling discount is \$5 tuition reduction per week for the second and subsequent children in an immediate family.
- ASC workers receive a percent discount according to the number of hours they are scheduled to work:
 - 0 – 10 hours = 25%
 - 11 – 20 hours = 50%
 - 21 – 30 hours = 75%
 - 31 – 40 hours = 100%

Scholarships are currently not available in the summer program due to program financial restrictions.

LATE PICK UP FEES

Summer programs end at 5:30 PM each day. Late pickup fees will be charged at \$2 per minute per child after 5:30 PM. After two late pickups of over 15 minutes, dismissal from the program is considered. A 3rd late pickup of over 15 minutes is cause for dismissal. If students are still left on campus 30 minutes past the program's end time and parents are not responding to contact attempts, the local police or sheriff's department will be called to transport the child to the station for parents to pick up the children there.

EMERGENCY PROCEDURES

In the event of a medical emergency, ASC staff will call 911. A parent will be contacted along with the ASC coordinator, school administration and ASC nurse.

SAFETY PROCEDURES

Appropriate safety drills will be conducted according to the state's safety drill schedule which include fire, lockdown, and severe weather drills.

MEDICATION

Medication is not administered by summer program staff unless a student’s approved health plan so dictates. Parents must provide any emergency or routine medication as prescribed by a doctor **prior to the child attending on the first day of the summer program.** Students cannot attend without the proper medication checked in with the summer site manager.

ILLNESS

ASC summer program follows the health guidelines and sick day exclusions established during the school year. Students should be fever free for at least 24 hours. Any student with a fever of 100.4 or higher will need to be immediately picked up from the summer program. If a child has a contagious illness, a doctor’s release may be required for re-admission.

STUDENT CONDUCT

ASC is committed to providing a safe, positive, and structured environment for all children in the After School Care summer program. The ASC summer program follows the BCPS Student Code of Conduct. Rules and expectations of all students:

- Always show respect to ASC staff and fellow students with your words and actions.
- Stay within your ASC assigned spaces and move appropriately throughout campus during ASC hours.
- Follow instructions given by ASC staff or workers.
- Demonstrate responsible care of school property and equipment.
- No disruptive or harmful behavior, including aggression of any kind, or inappropriate language.
- Comply with all other rules and regulations set by ASC staff, workers, school staff, or school administrators.

Consequences

First Infraction	<ul style="list-style-type: none"> • Immediate removal, i.e. a break from the activity • Behavioral Incident Report signed by parent at pick up
Second Infraction	<ul style="list-style-type: none"> • Immediate removal, i.e. a break from the activity • Behavioral Incident Report signed by parent at pick up • Parent Conference • 1 to 3 day suspension from the program
Third Infraction	<ul style="list-style-type: none"> • Immediate removal, i.e. a break from the activity • Behavioral Incident Report signed by parent at pick up • Parent Conference • 5 day suspension from the program
Fourth Infraction	Dismissal from the program based on guidance from the program coordinator and site manager. Students who were dismissed from the program during the school year will not be eligible to attend a summer program.

- ***For the summer program, discipline infractions will continue to accumulate from the school year.***
- School administration will be notified of the incident at the third and fourth infractions.
- Minor issues, such as disruptions to the ASC environment, may be handled by the ASC staff and not be reported on a Behavioral Incident Report.

- Corporal punishment is prohibited by the Baldwin County Board of Education.
- **Incidents involving threats, joking or serious, follow the BCPS Student Code of “Conduct Specific Discipline In Regard to Student Threats To Harm Others” and can result in an immediate suspension or dismissal from the program.**
- The ASC Coordinator or School Principal may, at any time, at his or her sole discretion, dismiss a student from the ASC program should a student’s conduct merit dismissal.

COMPLAINT PROCEDURES

In the event of a complaint, initial contact should be made with the program site manager. After the incident or complaint has been discussed, the site manager will discuss the situation with the ASC Coordinator and forward any documentation. If the parent does not feel the situation reached an agreeable resolution, please contact Jacque Helms, ASC Coordinator at 251-580-0678 or jhelms1@bcbe.org.

SUMMER PROGRAM SITES AND OVERFLOW

ASC administration and BCPS principals work diligently to offer as many programs as possible each year, and work in conjunction with the planning and operating of summer learning camps. The 11 sites for this year are listed below with the overflow schools they will also be serving. Registration for ALL students will open **on January 29**. Programs will accept applications until they reach capacity, and then applications will move directly to a wait list.

Bay Minette: Delta, Perdido, Pine Grove

Belforest: Loxley

Daphne East: Daphne Elem, WJ Carroll

Elberta: Summerdale

Fairhope East & West: Newton, Fairhope High

Magnolia: Foley

FB Mathis: Swift, Foley

Rockwell: Spanish Fort

Robertsdale: Elsanor, Loxley, Rosinton, Silverhill

Stonebridge: Stapleton, Loxley

The above sites and overflow sites were correct as of the publication of this handbook – January 22, 2026.

This handbook is published by the After School Care program, Baldwin County Public Schools.

