AFTER SCHOOL PROGRAM

Broadalbin-Perth Elementary School

2026-2027



Providing a safe and enriching environment for students in grades Pre-K - 5

Dear Parent/Guardian:

The Broadalbin-Perth Central School District provides an After School Program for its district residents. The goal of the program is to provide a safe and enriching after-school experience for children in grades PreK-5. In order for the program to operate as effectively and efficiently as possible, please adhere to the following procedures:

- To enroll please submit a completed enrollment form along with an emergency card and appropriate enrollment fee(s). The enrollment fee is $10.00 for the first child and $5.00 for each additional sibling. Enrollment fees are **not** refundable. These forms and fee(s) must be turned in at least **seven business days** prior to your child(ren) starting the program. You will receive confirmation of enrollment from the school before your child(ren) can start. Enrollment in the program is intended for consistent, long-term use and should not be used for short-terms or for the purpose of attending extracurricular activities such as clubs.
- You will be asked to enroll for a specific daily rate program. With administrative approval, enrolled children may use the program for an additional day at the daily rate of $14.00 for one child or $12.60 for each additional child. The table below reflects the daily and weekly fees for PreK – 5th grade. Rates are discounted for additional siblings attending the program.

Program:	1 day	2 days	3 days	4 days	5 days
1st Child	$14.00	$26.00	$36.00	$46.00	$55.00
Add. Child	$12.60	$23.40	$32.40	$41.40	$49.50

- On short weeks of school, charges will be calculated based on the number of days school is in session on that week. For example, during Thanksgiving week there are two days of school; students enrolled for a 3 to 5 day program will be charged the two day fee.
- Monthly payments are encouraged; however, we understand that this is not possible for everyone. Weekly payments should be made each Monday for the previous week of the program.
- Accounts that are outstanding (two months) will result in dismissal from the program. If you experience a financial hardship, contact the ASP coordinator or building administrator to discuss an alternate payment plan.
- Pick-up from the After School Program must be timely as per your enrollment form. Our program closes at 5:30 PM. If a child is picked up after 5:30 PM, you will be assessed a $25.00 late fee. If you are not able to pick up your child by the agreed upon time, it is your responsibility to make pick-up arrangements with a person designated on the enrollment form.
- The After School Program operates only on days school is in session. In the event that the After School Program will not operate on a professional development day, holiday, etc. or due to an emergency early school closing, children will follow the plan you indicate on the final form of the enrollment packet. The After School Program sometimes remains open when school closes early due to the weather, however, ***please pay careful attention to any notification you receive involving an emergency or early closing.***
- Please read this handbook and review the procedures and guidelines with your child(ren). Your signature on the enrollment form will indicate that you agree to the information herein.

Please do not hesitate to call the ASP Coordinator with any questions.

Sincerely,

Kimberly Buchanan
BSP/ASP Coordinator

ENROLLMENT INSTRUCTIONS

1) Fill out the After School Program Enrollment Form for your child/children and an After School Program Emergency Card for each child.

2) Submit these forms with the registration fee of $10 for the first child and $5 for each additional child ***seven business days prior*** to your child/children beginning the program to:
   a) The Broadalbin-Perth Elementary School office
   b) Mail your forms and the registration fee(s) to B-P Elementary School, Attn.: Kimberly Buchanan, 1870 Co. Hwy. 107, Amsterdam, NY 12010
   c) Email your forms to buchanankim@bpcsd.org and pay your enrollment fees at www.Myschoolbucks.com.

ENROLLMENT POLICY

1. Enrollment into the After School Program is required at least **seven business days in advance**.
2. Parents may select from a 1, 2, 3, 4 or 5 day program.
3. Parents must provide transportation from the After School Program.

PAYMENT POLICY

- Enrollment fees are non-refundable.

- Parents select which weekly package (1,2,3,4, or 5 days) is best for their family. Weekly fees will be charged whether or not your child(ren) attends each day of your selected package***. Fees will not be adjusted due to the participation in clubs or extra-curricular activities.*** Rates will be discounted for additional siblings attending the program.

- At the beginning of each month, you will receive a statement via email detailing your amount due for the **current** month (and any outstanding balance). Although monthly payments are encouraged, we understand that this is not possible for everyone. Weekly payments will still be accepted and should be made each Monday for the previous week of the program. All payments will need to be submitted to Kim Buchanan, After School Program Coordinator, at Broadalbin-Perth Elementary School. You may submit your payments in the following ways:

  - ❖ Drop your payment off in person at the B-P Elementary School office
  - ❖ Mail your payment to B-P Elementary School, Attention: Kim Buchanan, 1870 Co. Hwy. 107, Amsterdam, NY 12010
  - ❖ Submit your payment at the After School Program to any staff member
  - ❖ Payments can be made on MySchoolBucks
  - ❖ Accounts that are outstanding (two months) will result in dismissal from the program. If you experience a financial hardship, contact the ASP coordinator or building administrator to discuss an alternate payment plan.

Payment Policy continued:

- If for any reason the ASP is not held on a day for which you have already paid, your account will be credited the following month.

- Those accounts not paid in full by the last day of the school year will result in your child's/children's report card being held until your balance is paid in full as well as not being able to register for the following school year.

PARENTAL INFORMATION

1. If your child is attending the After School Program on a day when activity/play restrictions are necessary, parents are asked to write a note and address it specifically with After School Program personnel.

2. Label all children's school bags, lunch, clothing and personal articles.

3. A statement will be emailed at the beginning of January that will provide payment information for income tax purposes.

DISMISSAL

1. Children must be picked up no later than 5:30 PM from the program. If this is abused, the child/children will be dismissed from the program. A $25.00 late fee will be added to your account after 5:30 PM.
2. If anyone other than a parent or listed individual on the enrollment/emergency card is to pick up a child from the program, written permission is necessary.

FIRST AID

1. No medication will be dispensed during the After School Program.
2. First aid will be administered by staff for all minor injuries.
3. If a major injury or problem occurs, parents will be notified immediately.
4. Local emergency squad may be called.

SNACK TIME

An afternoon snack will be provided to all students attending the After School Program.

STUDENT BEHAVIORS/EXPECTATIONS/CONSEQUENCES

The After School Program believes in positive attitudes toward the quality of care of its children. Staff members concentrate on the positive traits and successes of the children whenever possible. It is just as important, however, to be aware of school rules and regulations that aid in the organization of and conducive atmosphere to the program. Enforcement of these rules helps to minimize any discipline problems that may occur throughout the school year.

The following disciplinary procedures may be used as alternate ways to adjust student misbehavior depending upon the seriousness of the offense:

LEVEL I - Minor misbehavior which disrupts the orderly operation of the room.

Possible consequences:
Location change
Time out from activity
Verbal reprimand
Special assignment (ex. cleaning graffiti)
Behavioral contract
Withdrawal of privileges
Payment for deliberate damage to materials

LEVEL II - Misbehavior, which disrupts the orderly operation of the room and is a continuation of the Level I infractions.

Possible consequences:
Continued loss of privileges
Parental conference and letter indicating behavior problem.
If behavior still does not improve, suspension from program.

LEVEL III – Acts directed against students, staff, or property and posing a direct threat to the safety of others at the After School Program.

Possible consequences:
Parent/Staff/Principal/Student conference
Suspension from program

The building principal/leader will make the final decision in handling any discipline matter.

AFTER SCHOOL PROGRAM ENROLLMENT FORM

Total number of children who will attend program _____.
(Please list **all** children attending)

STARTING DATE:

CHILD'S NAME	AGE	GRADE	TEACHER

Children are enrolling for a: _____ 1 day _____ 2 day _____ 3 day _____4 day _____5 day program.

Program:	1 day	2 days	3 days	4 days	5 days
1st Child	$14.00	$26.00	$36.00	$46.00	$55.00
Add. Child	$12.60	$23.40	$32.40	$41.40	$49.50

Please check the days of the week and list the pick-up time each day your child(ren) will attend the After School Program.

DAYS ATTENDING	DAY	PICK UP TIME
	MONDAY	
	TUESDAY	
	WEDNESDAY	
	THURSDAY	
	FRIDAY	

Your signature below indicates you have agreed to the After School Program regulations and procedures –

PARENT/GUARDIAN SIGNATURE_____ DATE_____

EMAIL (Mom)_____

EMAIL (Dad)_____

BROADALBIN-PERTH CENTRAL SCHOOL DISTRICT

AFTER SCHOOL PROGRAM EMERGENCY CARD

STUDENT'S LAST NAME FIRST NAME SEX

DATE OF BIRTH GRADE TEACHER

FATHER'S NAME (FIRST/LAST) HOME ADDRESS PHONE #

FATHER'S PLACE OF EMPLOYMENT PHONE#

MOTHER'S NAME (FIRST/LAST) HOME ADDRESS PHONE#

MOTHER'S PLACE OF EMPLOYMENT PHONE #

HEALTH PROBLEMS OR ALLERGIES _____

_____

In the event emergency treatment is needed, I authorize the After School Program staff to transport my child to_____ hospital for necessary treatment.

_____ _____
Signature of Parent/Guardian Date

_____ _____
Child's Physician Telephone #

_____ _____
Child's Dentist Telephone #

List three friends or relatives who have permission to pick up your child from the After School Program and will assume temporary care of your child if you cannot be reached. **Do Not** list anyone who works and cannot be reached.

NAME _____ RELATIONSHIP_____ PHONE_____

NAME _____ RELATIONSHIP_____ PHONE_____

NAME _____ RELATIONSHIP_____ PHONE_____

Dismissal Plan Due To No After School Program

If the After School Program is not in session due to a professional development day, holiday, emergency closing, etc., please choose one of the dismissal options below. ***This plan will be followed whenever the ASP is not in session. If a change needs to be made, please contact the office via a written note.***

Child's Name: _____

_____ My child will be picked up.

_____ My child will ride the bus to home.

_____ My child will ride the bus to another location. Please indicate name and address below:

Name: _____

Address: _____