AFTER SCHOOL CARE
SCHOOL YEAR PROGRAMS

For Baldwin County Public Schools

2026 - 2027

August 12 – May 27

PARENT HANDBOOK

Thank you for choosing the ASC Program!

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

IMPORTANT INFO

ASC recommends that parents download the EZ ChildTrack App; versions for Apple and Andriod are available.

Students must meet eligibility criteria to attend. Each application is evaluated prior to enrollment. 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, non-refundable application fees will be charged.

General registration waitlists are active until December 1. On December 1, the general registration waitlist is purged. Families interested in staying on the waitlist will need to re-apply.

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

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 students can immediately attend.

Accounts suspended for 30 days or more will be withdrawn from the program.

Students can be dismissed from the ASC program if the child no longer meets criteria, if the account has been suspended for 30 days, or if the child accrues the requisite number of behavioral incident reports.

ASC follows the school calendar.

Parent and contacts <u>cannot</u> share PIN numbers.

ASC will only release children to approved contacts or account holders listed in EZ ChildTrack.

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Baldwin County Public Schools offers tuition-based After School Care 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 for summer. ASC operates independently from but in conjunction with Baldwin County Public Schools. Participation in the ASC 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 families are expected to follow program rules, guidelines, and procedures outlined herein.

Mission of Baldwin County Public Schools

To prepare ALL students to graduate college and career ready through a culture of equity and opportunity.

Vision Statement

To foster a nurturing environment with high expectations for students to achieve their potential and graduate with countless opportunities.

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 Programs

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

Participation in ASC's 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.

Jacque Helms

After School Care Coordinator

Dear Parents,

Welcome to the ASC School Year Program! We are thrilled to have your child join us and appreciate the trust you place in our team. Our goal is to provide a safe, supportive, and engaging environment where students can learn, grow, and have fun after school.

To ensure a smooth experience, we ask that you take a moment to review this handbook with your child. It outlines important policies and procedures that guide our program and set expectations for staff, parents, and students. We recommend keeping it handy for easy reference throughout the year. In addition to the guidelines in this handbook, the ASC program follows the Baldwin County Parent-Student Handbook and Student Code of Conduct.

Stay connected with us! Follow ASC on Facebook and Instagram to receive important updates, program highlights, and fun moments from our sites throughout the year. It's a great way to stay informed and engaged with what's happening in our program.

If you have any site-specific questions, please reach out to your school's site manager, or contact the ASC offices at 251-580-0678.

We look forward to a fantastic school year with your family! Please don't hesitate to reach out if you have any questions.

Sincerely,
Jacque Helms
After School Care Coordinator
Jhelms1@bcbe.org

Baldwin County Public Schools offers tuition-based After School Care 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. ASC operates independently from but in conjunction with Baldwin County Public Schools. Participation in the ASC 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 families are expected to follow program rules, guidelines, and procedures.

The term “parent” within this handbook shall encompass “parent(s)” and/or “legal guardian/custodian”.

EZ CHILDTRACK

ASC’S operating system is called EZ ChildTrack. Families must apply, enroll, and pay through EZ ChildTrack.

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.

ASC will defer to the information recorded in PowerSchool as the authoritative source. In the event of a discrepancy, data in EZ ChildTrack will be reviewed and adjusted as necessary to align with the records maintained in PowerSchool.

We recommend that you download the EZ ChildTrack app from bcbeafterschool.com (click the link at the bottom of the page). Versions available for apple and android.

Primary account holders are responsible for keeping all account information, including approved contacts and their PIN numbers, accurate and up to date.

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.

PROGRAM REGISTRATION

Students are required to enroll for the ASC program at the school where they attend during the school day. If a school does not offer an ASC program, students from that school are not eligible to attend ASC.

Students who move during the school year are not guaranteed ASC spots at the new school. If the receiving school has a waitlist, the student will be placed on the waitlist; however, families will not have to pay the registration fee a second time.

School year registration happens in two events: priority registration in late spring for currently enrolled students and general registration in mid-summer. Summer program registration is typically scheduled in early spring.

Priority registration is scheduled in the late spring. Families who have students currently enrolled in a school year program are eligible to participate. Families who have student(s) currently enrolled can add to their accounts younger siblings who will attend in the subsequent school year.

When registering for the subsequent school year and the child will attend a different school from the one they currently attend, enroll the child at the currently enrolled school. Call the ASC office to let us know of the change, and the ASC office will move the child’s enrollment once PowerSchool validates the new school.

School year registration is open for students to enroll during the current school year from the general registration date until 4th quarter. ASC accepts no new students in the school year program after 4th quarter.

All program withdrawals must be received by the ASC office **in writing via email.** Parents can send email through the EZ ChildTrack parent portal or app stating the desired dismissal date and the student's full name. Emails can also be sent to asccwithdraw@bcbe.org and should include your students' full name and your EZ Childtrack account number.

ENROLLMENT CRITERIA

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

- Be enrolled in a full time, full day, traditional setting/classroom within the Baldwin County Public Schools during the current school year.
- 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.

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.**

Student applications are evaluated on information collected by Baldwin County Public Schools and stored in PowerSchool. EZ ChildTrack will be aligned to mirror demographic information from PowerSchool.

*If your child has any health, medical, or special needs, and additional staff is needed to accommodate your child, there may be a delay in starting the program until adequate staff can be hired to meet the child's need.

*Students who receive 4 discipline notices from ASC program during the school year may not be eligible to attend summer programs. Students who are dismissed from the school year program are not eligible for summer program enrollment.

*Students are required to enroll in the program offered at the school they attend during the day (base school). If no program is offered at the base school, students are not eligible to attend. For summer programs, students are required to enroll in the summer program offered at their base school or the assigned overflow school.

The criteria for participating in ASC's 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.

WAITLIST

ASC diligently strives to process families on a waitlist in a timely manner, as our goal is to serve families who need our services. When a site has a large waitlist, we work to increase staff to accommodate the need. While this is not always possible, it is our goal.

When a program reaches capacity, applications will roll immediately to a waitlist.

Application fees are not charged when applications roll to a waitlist. The application fee will be applied when students are enrolled.

General registration waitlists are active until December 1. On December 1, the general registration waitlist is purged. Families interested in staying on the waitlist will need to re-apply.

Parents may contact the ASC offices to inquire about the status of their waitlisted application; however, ASC is unable to disclose a child's specific position on the waitlist.

WITHDRAWAL FROM THE PROGRAM

Students can be withdrawn from the ASC school year program at any time. **Students who are withdrawn before priority registration opens in the spring are not eligible for priority registration.**

All program withdrawals must be received by the ASC office **in writing via email.** Parents can send email through the EZ ChildTrack parent portal or app stating the desired dismissal date and the student's full name. Emails can also be sent to asccwithdraw@bcbe.org and should include your student's full name and your EZ ChildTrack account number.

The email address with the withdrawal request must align with the primary or secondary email address on your EZ ChildTrack Account.

Parents must submit withdrawal requests one week prior to the desired withdrawal date.

Once charges post to the billing account, parents are responsible for that charge, and students will be withdrawn the subsequent week.

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. Students will be withdrawn as of the date of the withdrawal notification, not as of their last date of attendance. Account holders will be responsible for any outstanding tuition, regardless of the student's attendance.

DISMISSALS

Students can be dismissed from the ASC program for the following reasons:

- Child no longer meets eligibility criteria.
- Account has been unpaid and suspended for 30 days or more.
- Child receives the requisite number of Behavioral Incident Reports, as outlined in the student conduct section of this handbook.

PROGRAM OPERATIONS & PROCEDURES

The ASC program follows the Baldwin County Public School's school calendar; we're open on the days students attend, and we are closed on days that students do not attend.

Programs begin promptly when the school day ends and continues until 5:30. Three sites, Elberta Elementary, Loxley Elementary, and Spanish Fort Elementary, have a 5:45 dismissal option for parents to choose upon registration.

Students must be marked present at the end of the school day to attend ASC programs for that day.

Each day's program includes supervised homework time, a snack, supervised play time, and occasionally other special activities such as art, sports, music, and games. Activities are scheduled by each site manager. Reach out to your site manager for more details.

Homework time is provided, but ASC is not a general tutoring service. Some sites offer intervention for identified students and homework help through hired tutors, but this is not guaranteed at every site.

Tuition is prorated (charged by the day) for school weeks in which students attend less than three days in the week. The prorated tuition is programmed into EZ ChildTrack such that the tuition that is charged aligns with the school calendar.

If schools close unexpectedly due to unforeseen events, such as weather, ASC will also be closed unless families are notified otherwise. In the event of an unplanned, extended closure, tuition will either not be charged or will be credited for any missed days.

Students have the opportunity to have a snack as a part of the ASC program, but they are not required to take the snack.

Students who participate in other programs held at the school during after school times must report first to ASC to be checked into the system, and then be checked out by a parent or approved contact through ASC.

SIGN OUT PROCEDURES

All students must be checked out daily by a parent or approved contact who must be included in EZ ChildTrack and have their own, indivudal PIN number. To check out, adults must come to the ASC dismissal door and give their EZ ChildTrack PIN number. Once the child is checked out through the system, the child can leave.

Parents and contacts cannot share PIN numbers. Each approved contact should have their own PIN number. It's the account holder's responsibility to set up PIN numbers for each approved contact. If you have difficulty, please call the site manager or the ASC offices for assistance.

ASC will only release children to approved contacts or account holders listed in EZ ChildTrack.

A driver's license shall be required from individuals picking up a child to verify that their identification matches the authorized contact listed in EZ ChildTrack.

Paper sign-out forms will be utilized in the event of power outages or technical difficulties. The paper sign-outs will then be transferred to EZ ChildTrack.

All approved contacts must be 16 years of age or older. Students will not be released to contacts under 16 years old.

By placing the child in the program, the parent agrees and certifies that any person who picks up the child shall be fit, responsible, unimpaired, and shall not endanger the child.

Law enforcement will be notified if anyone who seems impaired attempts to pick up a child.

PAYMENTS

NO CASH OR CHECKS. Payments are made online with a credit or debit card. A transaction fee 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 each week.

Consistent account suspension due to unpaid account balances can result in dismissal from the program. After 30 days of suspension, accounts will be de-enrolled and withdrawn due to lack of payment and lack of attendance.

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.

Tuition is charged based on enrollment and are NOT influenced by attendance. You will be charged for each registered week whether the student attends or not, as this holds the student's enrolled spot.

No credit will be given for sudden weather outages, when the district closes all schools. When the district closes unexpectedly for an extended period of time, either credits for the missed days will be given or tuition will not be charged.

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

AUTOMATIC PAYMENTS

Parents are encouraged to subscribe for automatic payments through their EZ ChildTrack account. Automatic payments make automatic withdrawals to the debit or credit cards associated with the account.

Automatic payments process on Sundays each week to pay the tuition bill entered on the accounts on Thursday of each week. If automatic payments are declined for any reason, late payment fees will incur.

After three declined automatic payments, automatic payment will be unsubscribed. Parents can re-subscribe to automatic payments through their account.

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 or in the early hours of Sunday morning. Late fees will be charged if automatic payments are not processed for any reason.

LATE PICK UP FEES

School programs end at 5:30 PM for most sites; however, Elberta Elementary, Loxley Elementary, and Spanish Fort Elementary have an option for parents to register for a 5:45 pickup.

Late pickup fees will be charged at $2 per minute per child after their pickup time has passed.

No grace period is granted once dismissal time has passed.

After three late pickups of over 15 minutes, dismissal from the program is considered, or students can be automatically enrolled in the later pick up time if their school offers one.

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.

TUITION RATES

School	5:30	5:45	School	5:30	5:45
Bay Minette	$35		Magnolia Elementary	$35	
Belforest Elementary	$40		JL Newton Elementary	$40	
Daphne Elementary	$40		Perdido School	$40	
Daphne East Elementary	$40		Pine Grove Elementary	$35	
Delta Elementary	$35		Robertsdale Elementary	$35	
Elberta Elementary	$40	$47	Rockwell Elementary	$40	
Elsanor Elementary	$35		Rosinton Elementary	$40	
Fairhope East Elementary	$40		Silverhill Elementary	$35	
Fairhope High PreK	$40		Spanish Fort Elementary	$40	$47
Fairhope West Elementary	$40		Stapleton Elementary	$35	
Foley Elementary	$35		Stonebridge Elementary	$40	
FB Mathis Elementary	$35		Summerdale School	$35	
Loxley Elementary	$35	$42	Swift Elementary	$35	
			WJ Carroll/Jubilee	$40	

DISCOUNTS

Three types of discounts are available during school year programs: sibling, ASC worker, and BCBE employee. To receive the discount, the ASC worker or BCBE Employee must be the child's parent.

- **Sibling discount** is $5 tuition reduction per week for the second and subsequent children in an immediate family.
- **ASC workers** receive a percent discount for their children according to the number of hours they are scheduled to work:
    - 3 - 5 hours = 25%
    - 6 - 8 hours = 50%
    - 9 - 11 hours = 75%
    - 12+ hours = 100%
- **BCBE Employees** receive a 25% discount, applied when employment is verified.

SCHOLARSHIPS

Scholarships are available for families who qualify. To apply, parent must complete the Scholarship Request Form and submit it to the ASC offices. Forms are available from your school's site manager, your school's counselor, or the ASC offices. The ASC office will reach out to the school counselor or social worker to complete the Scholarship Recommendation Form. When both forms are received, the application is considered submitted. Parents are expected to pay their ASC tuition while the scholarship is being processed, and all usual procedures and policies for payment will apply. The Scholarship Committee meets monthly to recommend the scholarship amount (either 50% or 75%). When scholarships are awarded, the amount is credited retroactively to the date the application is fully submitted. Students deemed homeless receive a 100% scholarship.

SAFETY PROCEDURES

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

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.

In the event of any other emergency, safety procedures according to the school's safety plan will be enacted. Parents will be contacted if dismissal from an alternate site is needed.

MEDICATION

Medication is not administered by 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 program. Students cannot attend without the proper medication checked in with the site manager.

ILLNESS

ASC program follows the health guidelines and sick day exclusions established by Baldwin County Public Schools. 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 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 orderly environment for all children in the After School Care program. The ASC 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	• Immediate removal, i.e. a break from the activity • Behavioral Incident Report signed by parent at pick up
Second Infraction	• 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	• 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 summer program*.

- For the summer programs, 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.
- ASC programs follow the district's cell phone policies.
- 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.

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

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