



After School Program Parent Handbook

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Program Overview

General Overview

We are excited to have you and your child(ren) join Camp Success Academy's After School Program. Our goal is to provide a quality program that is safe, fun, and affordable.

Camp Success Academy's After School Program provides age-appropriate activities, in a safe and fun enrichment program. Each child's social, emotional, physical, and academic development are considered in our After School Program where a balance of age-appropriate teacher-led projects, center time, and outside play time is facilitated.

This After School Parent Handbook describes the procedures that will be used by our staff to provide a safe and nurturing environment for the children under our care. In addition, it is to provide our parents and caregivers a guideline of our policies and procedures.


After School Program Staff

Camp success Academy's After School staff all meet or exceed established educational and experience requirements for the positions held. Each participate in formal training throughout the year, and undergo background checks through Bright from the Start

On-going professional development opportunities in the areas of classroom management, recreation, and instructional strategies are provided for all staff throughout the year.

All After School Program staff members are trained in CPR, AED, and basic first aid.

Licensing Information

-  Camp Success Academy is licensed by the state of Georgia and receives periodic inspections by Bright from the Start.
- Parents may request to view a copy of the minimum standards and most recent licensing inspection at any time.

Registration and Withdrawal

i Registration

- Parents and/or legal guardians must complete all required forms in person and online at www.campsuccesskids.com for each child they are registering in Camp Success Academy's after school program.
- All required forms must be complete and all fees must be paid before your child(ren) attends the program.

Withdrawal

- If you wish to withdraw your child from the After School Program, you must provide the After School Program's site director with a minimum two-week written notice when you intend to withdraw. Payment will still be expected over the minimum two week period.

Hours, Days, and Months of Operation

i Hours of Operation

The After School Program days and months of operation follow the Gwinnett County School's calendar and adjusts for holidays and early release based on that calendar. General daily hours are as follows:

	MON	TUE	WED	THU	FRI
Before School Program	6:30 a.m.- school opening	6:30 a.m.- school opening	6:30 a.m.- school opening	6:30 a.m.- school opening	6:30 a.m.- school opening
After School Program	School dismissal- 6:30 p.m.	School dismissal- 6:30 p.m.	School dismissal- 6:30 p.m.	School dismissal- 6:30 p.m.	School dismissal- 6:30 p.m.
Early Release Days	11:30 a.m.- 6:30 p.m.	11:30 a.m.- 6:30 p.m.	11:30 a.m.- 6:30 p.m.	11:30 a.m.- 6:30 p.m.	11:30 a.m.- 6:30 p.m.
Summer Camp	6:30 a.m.- 6:30 p.m.	6:30 a.m.- 6:30 p.m.	6:30 a.m.- 6:30 p.m.	6:30 a.m.- 6:30 p.m.	6:30 a.m.- 6:30 p.m.

Sample Daily Schedule

Time	Activity
2:45 PM - 3:15 PM	Snack
3:15 PM - 4:00 PM	Homework
4:00 PM - 5:00 PM	STEAM, Music and movement, cooking, art, sports
5:00 PM - 6:30 PM	Centers/Outside

After School Program Rates and Fees

T Program Rates



Camp Success's After School Program rate schedule is as follows:

Rate	Description
\$90.00	Full time (Before and after school care 3 – 5 days)
\$75.00	Part time (Before and after school care 2 days)
\$40.00	Part time (Before and after school care 1 day)
\$75.00	Full time (After school care only 3-5 days)
\$50.00	Part time (After school Care only 2 days)
\$25.00	Part time (After school care only 1 day)
\$50.00	Full Time (Before school care 3-5 days)
\$35.00	Part time (before school care only 2 days)
\$20.00	Part time (before school care only 1 day)
\$25.00	Drop in per day (Before School Care)
\$35.00	Drop in per day (After School Care)
Late Fee	<i>A late fee of \$5.00 will be added to your account starting at 6:36. \$1.00 will be added to the account each additional minute late. EX: If you arrive at 6:42 and you have not communicated with the center, a fee of \$11 will be added to your account.</i>

Payments

Payment for participation in Camp Success Academy's After School Program is due on the Friday before the start of the next week. Parents and/or legal guardians are responsible for the timely payment of After School Program fees. Camp Success Academy automatically drafts payment from your preferred payment method each week.

The following are acceptable forms of payment:

- Debit/credit card: 3% + \$0.30 per transaction
 - ACH: Flat fee \$1.00 per transaction
- In only EXTREME cases, money orders/cashier's checks m

Arrival and Departure Procedures

Arrival

- Children will depart their classrooms and head to the cafeteria where they will be greeted by Camp Success Staff. They will be checked in on Playground and marked present or absent. Check in will be visible on the Playground App.

Departure Pick Up

- Parent and/or legal guardian will pick up students at the designated area. All children must be signed out on the Playground app. A QR code will be available for scanning or parents may use their family number to sign out.
- Children will not be allowed to leave the facility with anyone other than a parent and/or legal guardian or authorized by the rightful parent and/or legal guardian. A valid ID must be shown, and individually approved before the child will be released.

Late Pick-Up Policy

- Students must be picked from the After School program no later than 6:30 according to the school clock. You will be charged a fee of \$5.00 at approximately 6:36 p.m. Afterwards, you will be charged an additional \$1.00 per minute. If you are more than 30 minutes late, and we have made no contact with you or an approved pick up, it may result in a call to child protective services (DFACS)

Attendance



- Although every effort will be made to accommodate schedule changes, a two-week notice is required if the child(ren) will transition from drop in, part time, or full time care to a different form of care (ex: full time to part time).
- Fees will not be refunded due to a child's absence or withdrawal from the program. Written notice of a schedule change should be submitted to the via email to info@campsuccesskids.com. Once written notice is given, the family will receive an invoice detailing the charges for the child's remaining time in the after-school program.
- If a child is enrolled on a full time or part time basis, full payment is due regardless of days attended. Camp Success will not reduce tuition based on attendance for that week.
- In certain instances, a credit may be issued due to inclement weather. For example, if you are enrolled in full time care, and there's inclement weather over a three-day span, parents will be charged a part time rate.
- Parents will not be assessed a fee for weeks students will be out of school (Thanksgiving Break, Christmas Holiday break, spring break).

Health and Safety



Illness

- Children may not attend the After School Program if they have had a fever of over 101 within the past 24 hours or if there is a chance that their illness is contagious.
- If a child becomes ill while attending the After School Program, parents and/or legal guardians will be contacted and asked to pick up the child as soon as possible. If the parents cannot be reached, the emergency contacts listed on the registration form will be contacted and asked to pick up the child.
- Parents and/or legal guardians must ensure that emergency contact numbers are up to date.
- If a situation requires immediate attention, 911 will be called and the child will be reported to the hospital.

Medications

- Anytime your child needs any medicine(s) during the program (including aspirin), we require that you bring the medication into the facility and fill out a Prescription Medication Consent form. All prescription medications must be current and, in a pharmacy, labeled bottle. Children may not administer medication to themselves. Any adverse reactions to medications will be documented and parents will be notified.

Allergies

- It is the parent and/or legal guardian's responsibility to notify Camp Success Academy's staff of any allergies your child may have that require a Food Allergy and/or Anaphylaxis Care Plan.
- The Parent and/or legal guardian must have the child's doctor complete the Food Allergy and/or Anaphylaxis Care Plan form.
- Allergy lists will be posted in each area of the after-school program. EpiPens and inhalers will be kept in the first aid bag along with the physician-signed Action Plan. All medical information on the child will be discussed at staff meetings to make each staff member aware of any problems the child may have.

Asthma

- It is the Parent and/or guardian's responsibility to notify Camp Success Academy's staff if your child has an Asthma Action Plan.
- The parent and/or legal guardian must have the child's doctor complete the Asthma Action Plan form.

- The Asthma Action plan information on the child will be discussed at staff meetings to make each staff member caring for your child is aware of the action plan.

First Aid

- In the event of an injury, Camp Success Academy's staff will take necessary steps to keep children calm.
- With given permission, we will provide immediate first aid.
- An attempt to contact a parent and/or legal guardian will be made. If we feel the child may need to go home, and a parent and/or legal guardian cannot be reached, we will attempt to contact others listed on your registration forms.
- Documentation of First Aid treatment will be logged into Playground and an accident report will be given to parents.

Major Medical Emergency

- Staff will seek emergency medical care as warranted.
- Camp Success Academy's staff will notify a parent and/or legal guardian immediately of any injury that requires emergency care.
- If a parent, legal guardian, or emergency contact cannot be reached in case of a major medical emergency (such as broken bones, puncture wounds, etc.), the child will be taken by ambulance to the emergency medical facility that is stated by the parent on the registration form or the closest location for help. Transport fees will be the responsibility of the parents and/or legal guardians.

Emergency Evacuation

- In the case of an emergency requiring evacuation, the children will evacuate to the designated safe zone.
- Children will be regularly informed about the safe zones.
- Parents and/or legal guardians will be contacted in this instance.
- A copy of our emergency plans are located at the site.

Informed Parent Communication

General

It is the responsibility of Camp Success Academy's After School Program to keep parents and/or legal guardians informed of any incidents that impact your child. This may include, but is not limited to:

- Illnesses
- Injuries
- behavior issues
- adverse reactions to medications
- exposure to communicable diseases


Parent and/or Legal Guardian Concerns

if you have any suggestions, questions, or concerns, please reach out to your child's site director, call us at **678-981-4714**, or email: **info@campsuccesskids.com**.

Data Privacy Provision

Camp Success Academy complies with State and Federal data privacy laws. Information gathered from registration and medical forms is shared only with *Camp Success* staff. We do not share any of your pertinent information with anyone outside of our organization.

Mandatory Reporting

-  Camp Success Academy's staff is required by law to report known or suspected instances of child abuse within 24 hours to our local DFCS office or law enforcement. We are subject to criminal penalty for failing to do so.

Discipline Procedure for Disruptive Behavior

- i** The safety and interests of your child is our primary concern. Teachers will work closely with students to use positive reinforcement for desired behaviors. Providing a safe environment means holding children accountable for their actions and teaching personal responsibility.

First or Non-Recurring Minor Offense

- Student will be redirected and encouraged to take a short break to reassess and reconnect.

Multiple Offenses

- Disruptive behavior will be addressed in an incident report. The report will document the inappropriate behaviors that directly impact other children or staff. The report will be shared with the parent and/or legal guardian and will explain the behavior, how the behavior affected others, and how the situation was resolved. The parent, teacher, and Director will sign the report which will be kept on file.
- If a child has difficulty managing his/her behavior on a reoccurring basis, parents will be asked to meet with the child's teacher and the *site* Director.
- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined or removed from the After School Program altogether.
- Children can be removed from Camp Success Academy's After School Program at any time or for any reason by the discretion of the Director.

Personal Belongings

- i** Camp Success Academy is not responsible for the loss or damage to your child's personal belongings. Please do not have your child bring the following items to the program unless permission is given from the site directory:

- Electronics
- Toys or games
- Weapons of any sort (Fake or real)
- Nail Polish / Makeup
- Valuable items

Homework Policy

HOMEWORK POLICY

i Camp Success Academy stresses the importance of homework and sets time aside each day for children to complete their assignments. Staff members are available to supervise homework and to assist children with their work, however, a child who needs individual help with homework must ask. Because of the number of children who require assistance during homework time, it may be hard for staff members to check each child's homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor. Although we encourage the children to complete their homework during the time set aside is the responsibility of the child. We recommend that parents check homework nightly after the child has left the facility. Please let us know if you prefer to have a child complete his or her homework at home.

Snack

i All campers receive juice/milk and a peanut free snack every afternoon. If your child has any food allergies, dietary restrictions, or would prefer a different snack, please feel free to send a healthy snack to school with your child. Students will not be allowed to use the school vending machines. If you wish to have your child bring their own snack, you must follow the guidelines below:

- All snacks must be placed in a closed container /wrapper
- If your child brings a lunch box/bag, please ensure it is labeled with a black or dark permanent marker with the child's name printed boldly and in plain sight.
- Please do not pack candy, food that needs to be warmed, or food that contains a significant amount of red dye.