



# After School Program Parent Handbook

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## Program 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

To ensure a smooth registration process and successful integration into our program, please carefully review the following guidelines:

- **Beginning-of-Year Registration Requirements**
  - Parents must inform the school of their child's enrollment in Camp Success to ensure the child receives the proper book bag tag for dismissal. Communication with both the school and the child's teacher is essential for this step.
- **Middle- of-Year Registration Requirements**
  - If your child is transferring to camp success mid year and previously had a different type of Transportation (e.g. bus rider or cartrider), parents must notify the school office and the child's teacher immediately to update their transportation status so the child can be provided a book bag Indicating that they will be attending camp success.
- **Paperwork Requirements**
  - All registration paperwork must be completed prior to the child's start date. Failure to submit required documents will result in a delay in your child's enrollment.
- **Same-Day Enrollment**
  - Children may begin the program on the same day they are registered, provided the registration is completed before 11:00 AM. This includes all paperwork and payment.
- **Transportation Agreements**
  - If your child will be transported to Camp Success from another school, a Transportation Agreement must be signed by the parent and Camp Success. This agreement must also be submitted to the child's home school prior to the start date.
- **Behavioral and Special Education Information**

- Parents must provide any documentation or information regarding behavioral challenges that may cause disruption to the program. While Camp Success is committed to providing the best care, it is important to determine if our program can accommodate your child's needs.
- If your child is enrolled in specialized classes (e.g., Self-Contained ASD, Self-Contained MID), please notify us during registration. This is not for discriminatory purposes but to help us prepare appropriately and assess if our program is equipped to meet your child's needs.
- For children with an IEP (Individualized Education Plan), Camp Success will require a copy of the Accommodations Page to ensure proper support.
- **Fees and Payment Requirements**
  - The registration fee and first week's tuition must be paid in full before the child's start date.
  - If your child is enrolled in the Georgia CAPS program:
    - Call Camp Success for a code to waive the registration fee.
    - Camp Success will not admit a child into the program until a scholarship has been awarded to Camp Success. Parents must contact their case manager or the Camp Success office to initiate a transfer of the scholarship if necessary.
    - CAPS only pays registration once per year.
- **Withdrawal Policy**
  - To ensure proper planning and allocation of resources, **parents are required to provide a minimum of two weeks' notice prior to withdrawing their child from the program.** This notice allows us to adjust staffing, activities, and materials in alignment with the number of students enrolled.
  - Parents must notify the program director and send a follow-up email to info@campsuccesskids.com to document their notice.
  - **If two weeks' notice is not provided, parents will be charged a flat fee equivalent to two week's tuition. If parents fail to provide the required two weeks' written notice prior to withdrawing their child from the program, the flat fee equivalent to two weeks' tuition will be assessed at the time notice is given. For example, if only one week's notice is provided, the flat fee will be charged immediately upon notification to cover the remainder of the required notice period.**
  - Emergencies will be handled on a case-by-case basis, but advance notice ensures the program can operate smoothly.
  - **Tuition is still required for the notice period, even if the child does not attend during the final weeks.**
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## Hours, Days, and Months of Operation

### Hours of Operation

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

|                              |                               |                               |                               |                               |                               |
|------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <b>Before School Program</b> | 6:30 a.m.-<br>Start of school | 6:30 a.m.-<br>Start of school | 6:30 a.m.-<br>Start of school | 6:30 a.m.-<br>Start of school | 6:30 a.m.-<br>Start of school |
| <b>After School Program</b>  | School dismissal<br>6:30 p.m. | School dismissal<br>6:30 p.m. | School dismissal<br>6:30 p.m. | School dismissal<br>6:30 p.m. | School dismissal<br>6:30 p.m. |
| <b>Early Release Days</b>    | 11:30 a.m.-<br>6:30 p.m.      | 11:30 a.m.-<br>6:30 p.m.      | 11:30 a.m.-<br>6:30 p.m.      | 11:30 a.m.-<br>6:30 p.m.      | 11:30 a.m.-<br>6:30 p.m.      |

### Sample Daily Schedule

|                   |                 |
|-------------------|-----------------|
| 3:00 PM - 3:20 PM | Snack           |
| 3:20 PM - 3:30 PM | Restroom        |
| 3:30PM - 4:05 PM  | Enrichment      |
| 4:10 PM - 4:40 PM | Centers/Outside |
| 4:45 PM - 5:15 PM | Centers/Outside |
| 5:20 PM -5:45 PM  | Dinner          |
| 5:50 PM - 6:30 PM | Gym/Free Time   |

## After School Program Rates and Fees

### T Program Rates

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

| Price   | Care Type   |
|---------|---|
| \$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)        |

## ● Payments

### ○ Timely Payments Policy

- At Camp Success Academy, timely payments are critical to the program's success and operations. Tuition payments help cover rent, staff wages, and the purchase of materials and resources. We also plan enrichment activities up to two weeks in advance, which are often unique and not commonly offered by other after-school programs. These experiences require careful preparation and funding, which is why on-time payments are vital.
- We kindly ask parents to provide a two-week notice if withdrawing their child from the program, as this helps us avoid unnecessary spending and maintain respect for the resources allocated to your child's care and education.
- Please note that Camp Success Academy has partnered with debt collection agencies for unresolved tuition balances. Failure to settle outstanding balances may result in the involvement of these agencies, which could potentially delay or affect tax return documentation for the associated year.
- Payment for participation in Camp Success Academy's After School Program is due on the Sunday 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 may be accepted

## Arrival and Departure Procedures

### ● Arrival Policy:

- When dropping off students for before care, parents or guardians must escort their child into the building and sign them in. Under no circumstances should children be dropped off and sent into the building alone. If someone other than the parent or legal guardian is dropping off the child, they must be listed as an approved individual in the Playground app. Approved individuals will need access to the family code or QR code to sign the child in. Parents are responsible for updating the list in Playground to ensure smooth access for anyone authorized to drop off their child.

### ● Dismissal and Aftercare Check-in Policy:

- During aftercare, students will be dismissed from their classrooms and head to the cafeteria, where they will be greeted by staff. Our staff will check them using the Playground app. Parents should regularly review the Playground app to verify whether their child has been marked present or absent. If there is a discrepancy (e.g., your child is marked present but should not be, or they are marked absent but should be there), please notify us immediately via message or phone call so we can initiate a search and ensure your child's safety.

### ● Pick-Up Policy:

- Parents or legal guardians must enter the building at the designated pick-up area and sign their child out using the family code or QR code provided through the Playground app. Only individuals listed in

Playground as authorized for pick-up will be allowed to sign the child out. If someone new is picking up your child, they must show a valid ID, and parents should ensure they are added to the approved list in the Playground app.

- It is customary for staff to request a driver's license or valid ID even from regular parents or guardians for verification purposes. This policy ensures the safety and security of all students.

- **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 via email to [info@campsuccesskids.com](mailto: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

- **Asthma**

- It is the responsibility of the parent and/or legal guardian to inform Camp Success Academy staff if their child has an Asthma Action Plan.
- Parents and/or guardians must have the child's doctor complete the Asthma Action Plan form.
- The details of the Asthma Action Plan will be reviewed during staff meetings to ensure that all staff members responsible for the child are aware of the action plan.

- **First Aid**

- In the event of an injury, Camp Success Academy staff will take appropriate steps to keep the child calm and provide immediate first aid if permission has been granted.
- Every effort will be made to contact the parent and/or legal guardian. If it is determined that the child needs to go home and the parent or guardian cannot be reached, staff will attempt to contact individuals listed on the registration form.
- Documentation of any first aid provided will be recorded in the Playground app, and an incident report will be shared with the parent or guardian.

- **Major Medical Emergency**

- In the event of a major medical emergency, Camp Success Academy staff will notify a parent and/or legal guardian immediately.
- If a parent, guardian, or emergency contact cannot be reached, the child will be transported by ambulance to the emergency medical facility designated on the registration form or the closest facility. Transportation fees will be the responsibility of the parent or guardian.

- **Emergency Evacuation**

- In the event of an emergency requiring evacuation, all children will be taken to the designated safe zone.
- Children will be regularly informed about the location of these safe zones, and parents or guardians will be contacted in such situations.
- A copy of the emergency plan is available on-site for review.

## 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 a criminal penalty for failing to do so.

## Discipline Procedure for Disruptive Behavior

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**

- Students 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 recurring 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

- Children may bring small toys and devices from home to use during designated times, such as centers. However, we **strongly discourage** bringing electronics due to their high cost and the potential for damage or loss. Camp Success Academy cannot be held responsible for lost, stolen, or damaged items.
- Students may bring small toys as long as they are appropriate and do not include weapons of any kind, whether real or fake. Additionally, the following items are **discouraged** and should not be brought to the program:
  - Nail polish or makeup
  - Extremely valuable items
- Please encourage your child to leave non-essential personal belongings at home to avoid any issues during program hours.

## Homework Policy

- 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 it 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 and Dinner

- Camp Success Academy is proud to partner with **Bold Ministries**, which provides our daily snack and dinner offerings. All meals and snacks are **peanut-free** and **pork-free** to ensure a safe and inclusive dining experience for all students.
- A snack menu and a dinner menu are available at each location and are posted on a **permanent or portable board** for your convenience.
- If your child has any dietary restrictions or allergies, please notify us immediately. Bold Ministries offers substitute options to accommodate a variety of dietary needs, including vegetarian, vegan, lactose-free, and other allergy-friendly alternatives.
- We are committed to ensuring that every child is provided with nutritious and appropriate meals during their time with us.