



After School Program (ASP) Handbook

Mission

The mission of the Brighten Academy After School Program (ASP) is to provide a safe, nurturing, and engaging environment for its elementary and middle school students. We desire to engage with the whole child – physically, socially, emotionally, socially, and intellectually – through developmentally appropriate activities.

Program Description

The ASP provides enrichment activities, social interaction with peers, and homework help in a well supervised, structured setting for its students. ASP serves students who are enrolled in any grade at Brighten Academy Charter School. Students take part in experiences that encourage creativity, social relationships, appropriate behavior, and a positive self-image.

Registration

Students are required to be registered for participation in the After School Program (ASP). Registration forms are required for each child in the household. Students participating in the ASP must be registered students at Brighten Academy. Included on the registration form is information pertaining to emergency contacts and authorization for pick-up, medical emergency information, and applicable fees.

Fees

- A non-refundable yearly registration fee in the amount of \$10.00 per child is required for participation in the After School Program.
- The weekly (Monday-Friday) fee for After School Program care is \$55 per week pre-paid per child. The weekly (Monday-Friday, excluding Wednesday) fee for After School Program care is \$40 per week pre-paid per child. The weekly fee is assessed each week regardless of whether your child stays in ASP or not. The fee holds your student's spot in ASP.
- Wednesday care is available at the rate of \$20 per day pre-paid. Only students registered for Wednesday care or weekly care may stay on Wednesday. The Wednesday only fee is assessed each week regardless of whether your child stays in ASP or not. The fee holds your student's spot in ASP on Wednesdays.

- Accounts must have a credit or no balance owed by Monday mornings to attend ASP on any day of that week
 - Parents will be contacted by phone or email provided on the registration form.
 - Students may not stay in ASP on any day of the week if a balance is owed.
 - Once the account has been brought current and a pre-payment has posted for the upcoming week, the student may return to ASP care.
- Payments need to be made on MySchoolBucks.com or by money order. No other form of payment will be accepted.
- Fees will be assessed weekly. **Please note that notice must be given to the ASP director if there is a change in your child(ren)'s ASP need.** No fees will be assessed during school holiday weeks.
- A late fee of \$1.00 per minute per student will be assessed for all late pick-ups after 6:00 pm.
- At this time, there is no drop-in care with the After School Program. Students must be pre-registered and pre-paid.

Hours of Operation

The After School Program begins at dismissal time for students on regular operating days in the school calendar.

The ASP will close at 6:00 p.m. each day Monday, Tuesday, Wednesday, Thursday, and Friday.

Attendance

Students will be grouped according to grade levels and attendance is taken promptly at the beginning of ASP. Student attendance records are used to maintain safety protocols and monitor student-teacher ratios.

Schedule

The ASP staff will maintain a schedule which includes a nutritious snack, homework time, outside play time, and inside activities. This schedule begins with attendance and snack. The time allotted for homework is 45 minutes. Additional HW time is available after program activity blocks. Students should always be prepared with a book to read in case homework is finished before the allotted time is over. Students will participate in a variety of activities planned by the ASP staff, as well as activities inside for inclement weather. Students in ASP will be allowed to use school technology devices in a limited capacity, and students will only be allowed to access educational websites that enhance instruction. It is important to note that parents of students in ASP should also review their child's homework to be sure it is complete, sign their child(ren)'s agenda (if applicable), and view communication from the classroom teachers.

Discipline

The After School Program will follow the discipline code for Brighten Academy Charter School. Staff and students are expected to maintain a culture of respect, helpfulness, and caring towards each other. The ASP will follow the school norms of 1. Take care of yourself, 2. Take care of others, and 3. Take care of this place.

Students are expected to follow any rules established by the ASP staff. ASP staff will strive to recognize positive behavior and communicate this with parents. Students in need of behavior guidance will be counseled on decision making, cooperation, and working with others. Redirection, office time out, and a variety of behavior management techniques will be employed to guide students to make appropriate choices.

Students who do not respond to these techniques may be subject to a discipline referral. Accumulation of three (3) discipline referrals will result in suspension from the ASP for one week. Any subsequent offenses will result in dismissal from the ASP for the remainder of the school year.

Pick-Up

All students will be signed out of ASP at the ASP office/media center area by the desk attendant. The student(s) will be called to the ASP office/media center area for pick up.

Picture identification or the school-issued student check-out card will be required for pick up from the ASP. Only those listed on the registration form will be allowed to pick up a student from ASP. Parents must make confirmed contact with ASP staff or school administration with the name of another person not listed on the registration form in case of an emergency to arrange pick up of their child from ASP.

For social distancing and safety, parents will be allowed to come inside the doors at the media center side. Please present your check-out card to pick up your child(ren). Please maintain social distancing while in the waiting area inside or outside of the media center.

Inclement Weather

The ASP will follow all school closings. Brighten Academy follows the Douglas County School System for closings due to weather and other emergencies. Parents will be notified via Remind in the event the school, and therefore ASP, is closed for any normal operating day.

Safety/Emergency Plan

The ASP will follow the Brighten Academy Crisis Safety plan for all emergencies such as fires, weather, threats, and other emergencies. As part of this plan, the school conducts a number of

safety drills throughout the year, and ASP will participate in the drills. Students walking from the playground and to another building will travel in pairs to assure their safety. The use of card swipes to enter locked buildings and the entry doorbell is also in place for ASP as a safety measure.

COVID-19 Safety Measures (Subject to Change)

Safety is our top priority as we welcome students back to our building. Our administration and staff have worked hard to identify and implement practices to minimize risk and begin a return to normalcy in learning and instruction. Although the school parent handbook covers most topics, here is a list (not exhaustive) of safety protocols that are directly related to the After School Program:

- Reusable water bottles are recommended. Cups will be provided in the classrooms for water.
- Increased cleaning procedures will be implemented.
- Face masks/coverings strongly recommended, but not mandated inside common areas of school and when social distancing is not possible
- Cleaning more frequently during the day on high-touch areas
- Increased frequency/routine of hand washing/sanitizer use
- Classroom furniture arranged for social distancing
- Signage and verbiage posted and referred to regarding social distancing and hand washing
- Clinic area and isolation areas identified and set up if needed
- Close contact and consultation with a school system nurse for COVID-19 symptoms and COVID-19-like symptoms and symptom management
- Self-reported health screenings from staff and students
- Stay home if experiencing symptoms or feeling ill

Please see the Frequently Asked Questions for additional information.

All inquiries for ASP should be made to Dana Weeks, ASP Director, at ASP@brightenacademy.com

Frequently Asked Questions Regarding Brighten Academy ASP

Q: Can my child stay in ASP every once in a while?

A: No, the BACS ASP is a prepaid and pre-registered program. Due to staffing, we cannot accommodate drop in attendees.

Q: If my child does not stay in ASP one day in the week, do I have to pay for that day?

A: Yes, you do. There is not a daily rate, and weekly payments “save/reserve” your child’s spot in ASP. Since it is not paid daily, if your child does not stay all 5 days or Wednesday only, the fee is the same (\$55 per week OR \$20 for Wednesday only) whether or not they use the program.

Q: What notice is required to remove my child from the ASP at BACS?

A: Please let the ASP Director (Dana Weeks dweeks@brightenacademy.com) know two weeks in advance of changes in care.

Q: What should I do if I need intermittent child care?

A: The Brighten ASP program does not accept drop-ins. Many daycare and childcare providers pick up from Brighten. The front office will be happy to give you the names for you to seek after school care elsewhere for when you need emergency or intermittent child care.

Q: When are ASP payments due?

A: The BACS ASP is a prepaid program, so weekly payments are due by Monday Noon (12:00 pm) before a student can stay on Monday. No balance may be carried, as the ASP is required by our charter to be fiscally viable.

Q: Can my child stay 1 or 2 days per week other than Wednesday?

A: No, the BACS ASP will accept students for all 5 days (Mon-Fri), Wednesdays only, or 4 days—Monday, Tuesday, Thursday, and Friday.

Q: Does my child have to wear a mask?

A: Guidance is ever changing, and the school administration will communicate changes via Remind. Any changes for the school will be implemented in the ASP as well.