



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 daily fee for After School Program care is \$10 per day on Monday, Tuesday, Thursday, and Friday.
- Wednesday care is **not** available at this time.
- Accounts must have a credit or a balance owed of less than a \$40 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.
 - Accounts will be considered delinquent after 30 days with a balance owed of \$40 or more.

- Accounts with a balance owed of \$40 or more for more than 30 days will result in suspension from ASP until the account is paid in full.
- 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.

Hours of Operation

The After School Program will officially take roll beginning at 3:30 p.m. for elementary (K-5) students on Monday, Tuesday, Thursday, and Friday of regular operating days in the school calendar. After this time, the ASP day rate charges will apply.

Roll will be taken for middle school (6-8) students at 4:00 pm. After this time, the ASP day rate charges will apply.

At this time, ASP will **not** operate on Wednesday.

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

Attendance

Students will be grouped according to grade levels and attendance is taken promptly at the beginning of ASP (3:30 pm for K-5 and 4:00 pm for 6-8). Student attendance records are used to maintain safety protocols, 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 30 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 their school or personal laptop or Chromebook, and students will 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. 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 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 present their pick up card at the window of the door at the media center. Please maintain social distancing while in the pick up waiting area outside of the media center.

Incllement 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

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:

- Access to water will be in the classrooms only. Water fountains will be covered/inaccessible until further notice.
- Increased cleaning procedures will be implemented.
- Dismissal for social distancing
- Health screenings conducted before ASP begins for staff and students
- Face masks/coverings required inside common areas of school and when social distancing is not possible
- Room capacities identified and posted according to square footage and CDC guidelines
- Limited use of common areas
- Increased frequency/routine of hand washing/sanitizer use
- Classroom furniture arranged for social distancing
- No shared manipulatives or materials without cleaning in between
- No playground equipment usage due to inability to clean properly in between groups
- 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

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