



After School Program (ASP) Handbook

Mission

The mission of the Brighten Academy After School Program (ASP) is to provide a safe, relaxed, and engaging environment for its elementary and middle school students.

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). Separate 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 rate is \$55.00 per child. Daily rate is \$15.00 per child per day.**
- **Payment is due the Friday before the week of care.**
- **A \$25.00 late fee will occur for all payments after the due date.**
- **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, regardless of child(ren)'s attendance. **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 holidays and a discounted weekly rate will be charged for partial weeks.**

Hours of Operation

The After School Program will officially take roll beginning at 3:35 p.m. on Monday, Tuesday, Thursday, and Friday of regular operating days in the school calendar. On Wednesdays and other 1:00 dismissal days, the ASP will officially begin at 1:30 p.m. due to the early dismissal time.

*The ASP Director and School Administration reserve the right to alter the official start time for ASP based on the duration of the car pool line or other pertinent consideration. Notice of any changes will be given to parents as soon as possible.

The ASP will close at 6:00 p.m. each day.

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, monitor student-teacher ratios.

Schedule

The ASP staff will maintain a rotating 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. 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. The ASP will also use the computer lab, 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. Students who accumulate 2 discipline referrals will be suspended from the ASP for one week. Subsequent offenses may result in dismissal from the ASP.

Pick-Up

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

Picture identification 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 may fax a copy of their driver's license 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.

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 email and Facebook in the event that 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.

All inquiries for ASP should be made to Kelly Bemus at kbemus@brightenacademy.com.

Acknowledgement of ASP Handbook and Terms

My child(ren) and I agree to abide by the Brighten Academy Code of Conduct and all policies and procedures outlined in the Brighten Academy Handbook. I understand that non-compliance may be grounds for withdrawal from this program.

I acknowledge my responsibility to provide payment for after school care to the Brighten Academy ASP. Payments are due when services are rendered unless prior arrangements have been made with the ASP Director. Payments not rendered in a timely manner will result in late fees and withdrawal from the program.

I accept responsibility for providing punctual pick-up transportation for my child and acknowledge that a late fee of \$1.00 per minute after 6:00 p.m. will be assessed. If I am going to be late to pick up my child(ren) due to emergency circumstances, I agree to notify the ASP director immediately. I understand that notification of a late arrival does not eliminate the late fee.

I understand that my child will only be released to the individuals I identified on this form as authorized pick up persons. I will communicate transportation changes in advance or by fax including my picture identification along with the transportation change. Individuals picking up my child will be asked for photo identification.

I acknowledge receipt of this and the ASP handbook, and I agree to abide by the ASP terms and conditions.

Parent Name (Please Print)

Parent Signature

Date