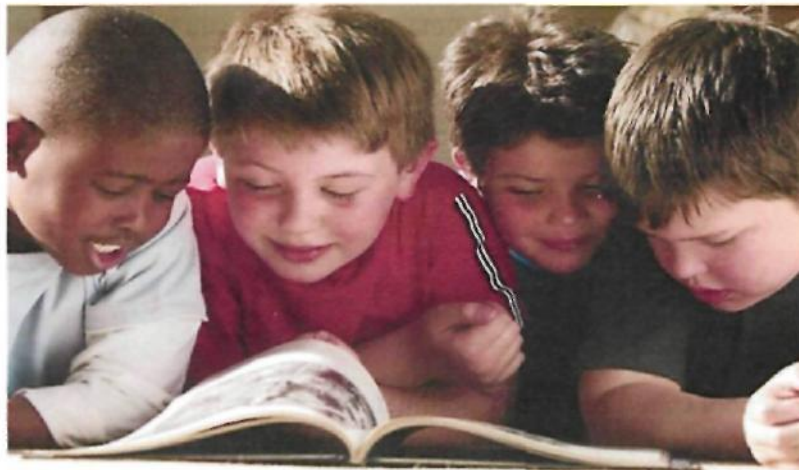


Bridges Preparatory School After School Policy



**Parent Handbook
2020-2021**



Dear Parent/Guardian:

Welcome to the 2020-2021 school year! I am delighted that you are interested in the Bridges Preparatory Schools After School program. Choosing an after-school program is one of the most important decisions you will make as a parent or guardian. Bridges Preparatory School strives to provide a service that makes your child feel safe, nurtured, and enriched. Our staff is trained to provide you with the best after school enrichment and educational extension at better than average prices.

We have purposeful lessons planned for your child this year and hope that this experience will be rewarding. We welcome any feedback you would like to share with us. Please don't hesitate to call me if I can be of assistance.

I hope you and your child have a wonderful new school year!

Sincerely,

Gary S. McCulloch

Chief Executive Officer

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Bridges Preparatory Schools After School Application for care



Bridges Preparatory Schools After School Registration Checklist

To register your child for the After-School Program, you must complete the following before your child can attend:

- Application for After School Program
- Registration Fee

Mission Statement

Bridges Preparatory Schools After School Program will provide a safe and caring environment where students can expand their education through innovative opportunities that develop creativity, confidence, and good character traits to become well rounded students.

Goals

- To provide a superior After-School Program for Bridges Preparatory School's Kindergarten through Twelfth grade students.
- To engage children in a caring, safe, and recreational atmosphere.
- To present students a balanced range of activities, ones which foster personal achievement.
- To bring community enrichment activities to students.
- To offer affordable after care to Bridges Preparatory School's families.

Overview

Bridges Preparatory School's After School Program provides a safe environment and supervised activities after the elementary school day.

The daily schedule will include times for academic development, play, both indoors and outdoors, developmentally appropriate programs and activities along with time for children to complete homework (if applicable per grade level)

Guidelines

Unless the program is at capacity, a child may start attending Bridges Preparatory School's After School Program as soon as the following forms are completed and given to the school bookkeeper:

- Application After School Program
- Payment Agreement Form
- Emergency Medical Form
- Registration Fee (A registration fee is required before a child is considered enrolled in the program and prior accounts must be current.)

Hours and Days of Operation

- After School Care begins at the end of the school instructional day and ends promptly at **5:30 p.m.**
Late fees will be applied to account balance when child remains after 5:30 p.m.
- **All After School programs operate ONLY on days that school is in session for students.**

Rates and Registration

The Bridges Preparatory School's After School Care Program seeks to make after-care as affordable as possible for every family who may require the service. All Children attending the program must be at least **five (5) years old and registered in the program. Payment for services is due on the first Monday of the month at (\$120.00).**

Registration Fee

A **\$10.00 registration fee** is required for each child (family) each school year. If you **remove** your child from the program and decide to **enroll them again**, you must pay the **\$10.00** registration fee.

After School Program

\$30.00 per week per child (regardless the number of afternoons your child attends). If you decide to change the status of your child in the After-School Program, you must inform the Teacher and complete a Change Form **prior** to changing status. Otherwise, you will be charged fees based on your registration status.

Family Discount

Families with more than one child in the program are given a discount on the weekly rate. The first child is **\$30.00 a week** and **each additional child is \$25.00 a week.**

Late Pickup Fees

If you are late picking up your child at the Bridges Preparatory Schools After School Program site, the following charges will apply: **\$5.00 for every 15 minutes a child remains after 5:30 pm.**

Example: 5:31-5:45 p.m. = \$5.00 total charge
 5:46-6:00 p.m. = \$10.00 total charge
 6:01-6:15 p.m. = \$15.00 total charge

When possible please notify the teacher if you will be more than 15 minutes late.

Please see the attached "Bridges Preparatory Schools After School Agreement" for more information.

Inclement Weather and Cancellation of School

- The After-School Program does not operate on days that school is closed due to adverse weather conditions.
- After School Program **WILL NOT** operate when school is dismissed early because of inclement weather. You **MUST** make arrangements to have your child picked up as soon as an announcement is made for early dismissal.
- If roads become hazardous when After School Programs are in session, please make arrangements to pick up your child as soon as possible. Our goal is that every child and staff member involved in the program arrives home safely.

When school is dismissed early, telephone lines at the schools become very busy. You should create a plan in advance about what your child should do in case school is dismissed early. This information will be used automatically in the event of any inclement weather or cancellation of school unless notified by you of a change.

Discipline

Discipline will be handled in accordance with the Bridges Preparatory Schools adopted policy on Student Discipline. These policies may be viewed on the internet at www.bridgesprep.org

Used only as appropriate, methods of discipline will include removal of child from a group setting (timeout), limited privileges, and consulting with parent/guardians. Actions deemed by the teacher and/or the principal of the school to be a serious offense will result in suspension or dismissal from the program in accordance with Bridges Preparatory School's policy and procedure on student discipline.

Teachers will keep a log sheet of behavior problems and will report these to parents/guardians. Should a student's behavior make it necessary to preclude him or her from the program a letter will be sent home as a final warning.

Suspension/Expulsion from After School Care

Dismissal may result from habitually leaving a child after closing time, failure to pay promptly, or issuing "bad" checks for payment to the program.

Homework

Time for homework will be scheduled; however, it will not be at the beginning of the After-School Program day. After a challenging school day, students developmentally need time for other physical, mental, and social activities before returning to school work. Anticipate that you may need to spend time with your child at *home* on homework (if applicable by grade level). Books will be available for a quiet reading time for those students who do not have homework.



Medication

To minimize disruptions to the school day, students should take medicine at home rather than at school whenever feasible.

No medication will be kept by After School Program employees. All medication must be kept in the nurse's office.

Telephone Contact

Students are not permitted to make telephone calls during the After-School Program sessions. Should a student need to contact a parent or guardian, they should inform the teacher or assistant for help. If you need to contact the teacher, please refer to the contact list provided at the end of this handbook.

Safe Departure Procedures

- Upon the child's departure, **an adult must come inside the facility and notify staff** that the child is leaving and **sign the departure form.**
- Children must never be left unattended.
- **Authorization is required in writing when anyone other than the designated adult listed on the "Application for After School Program" arrives to pick up the child. Please inform this person that a picture ID will be requested. Your child will not be released to anyone not listed on the application unless you talk directly with the Teacher.**



Contact List-After School Program Staff

Teachers TBA

K-5 Principal: dmoore@bridgesprep.org

6-8 Assistant Principal: lscott@bridgesprep.org

9-12 Principal: jkabel@bridgesprep.org

Chief Executive Officer: gmcculloch@bridgesprep.org

Bridges Preparatory School's After-School Program 2020-2021

\$30 per week Aug-May

After-School: 3:30-5:30pm // Late pick-up fees may apply

Please complete all forms below and return via email to Kelly Masotti at kmasotti@bridgesprep.org. Forms may also be dropped off to the front office at our Port Royal Campus.

Participant Name _____ / _____ / _____
(Birth given first name) (Birth given middle name) (Birth given last name)

Address: _____ City: _____ Zip: _____

Date of Birth: ____ / ____ / ____ E-mail: _____ Gender: Male/Female

Name of Parents/Guardians: _____ Home Phone: _____

Mom's Cell: _____ Dad's Cell: _____ Mom's Work: _____ Dad's Work: _____

Best Person to Contact: _____ Mom Cell _____ Dad Cell _____ Home _____ Other _____

Other than parent:

1st Emergency Contact Name: _____ Relationship: _____ Phone #: _____

2nd Emergency Contact Name: _____ Relationship: _____ Phone #: _____

ADDITIONAL PEOPLE AUTHORIZED FOR PICK UP

Name: _____ Contact Number: _____ Work Phone: _____ Relationship: _____

Name: _____ Contact Number: _____ Work Phone: _____ Relationship: _____

Name: _____ Contact Number: _____ Work Phone: _____ Relationship: _____



BRIDGES PREPARATORY SCHOOL'S AFTER CARE PROGRAM MEDICAL RELEASE

I, the undersigned parent/guardian of _____ do hereby give my child permission to participate in the Bridges Preparatory School's After School Program activities. I am aware of the nature and extent of the program and do hereby unconditionally release and agree to hold harmless Bridges Preparatory School, its agents and employees, from any and all claims of any kind or nature which may arise in connection with this program. I also give the staff of Bridges Preparatory School's After School Program permission to seek medical attention for my child in my absence.

In case of emergency: Parents or someone who would be responsible:

 Name Phone # Name Phone #

Please list any allergies/medical problems, including those problems requiring maintenance medication, (i.e. Diabetic, Asthma, Seizure Disorder)

Medical Diagnosis	Medication	Dosage	Frequency

The purpose of the above information is to ensure medical personnel has details of any medical problem which may interfere with or alter treatment.

 Signature of Parent or Guardian

 Date

PAYMENT GUIDELINES

- I understand that payment is due on the first **Monday of each** month payable to Bridges Preparatory School, in the form of check or the On-Line Payment option on the Bridges Preparatory School's website. On-line payment via credit card is preferred.
- I understand that a late fee of **\$25.00** per child will be applied to my payment if I do not pay by the close of business on first Monday of each month.
- I understand that if payment is not received by **the close of business on the first Monday of each month my** child will not be allowed to attend the after-school program until payment has been made. (Space may not be available in the program once removed)
- I understand that failure to pick up my children on time may result in late fees. In the case of extreme tardiness with inability to reach a point of contact, local law enforcement authorities may be contacted as provided for in the SC Code.

