



STARTIME

PARENT HANDBOOK 2023 - 2024

**SETTLES BRIDGE ELEMENTARY
AFTERSCHOOL PROGRAM**

DIRECTOR:

CAROLINE SMITH

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ASSISTANT DIRECTORS:

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GENERAL INFORMATION:

Startime provides a safe and engaging after school environment for students in kindergarten through fifth grade. Each day, our staff will provide opportunities for students to participate in a variety of activities including outside play, gym time, quiet/homework time (or story time for younger students), and classroom time where students have access to games, puzzles, toys, Legos/blocks, art/craft supplies, or technology such as Chromebooks. We also provide an afternoon snack each day such as pretzels, chips, popcorn, crackers, etc. Students are encouraged to bring a refillable water bottle with them to stay hydrated through the afternoon hours. Please note that your student must be present at school on a given day to attend Startime that afternoon.

REGISTRATION:

Registration requires payment of an annual, non-refundable \$50 registration fee and submission of the registration form. At the beginning of the school year, you will receive 2 copies of the Startime Parent Handbook. One copy will be signed and returned to the Startime Director. The other is for you to keep for your records.

FEES AND BILLING:

The cost of ASP is \$250 per month for each child. This is for full time enrollment. Note that monthly tuition does not fluctuate when your student is absent or based upon the school calendar. Our rates have been established based upon the number of weeks school is in session, so we have already accounted for the week-long holiday breaks.

Fees will be posted on your account the first day of each month. Fees must be paid by 15th of the month or a late fee of \$35 will be posted to your account. Fees not paid on time can result in student's dismissal from the program. This process is subject to change pending new monetary collecting policies. The Startime Director will communicate any changes.

WITHDRAWAL NOTICE:

Withdrawals must be done at the end of the month. A written withdrawal request must be sent to the Startime director one week prior to the month's end in order to avoid further charges in the following month. Note that we cannot "pause" a student's enrollment in the program for a period. If you choose to withdraw your student, their spot will go to the next student on the waitlist. We cannot guarantee that you will be able to re-register your child after withdrawing them.

HOURS OF OPERATION:

Startime hours are from dismissal to 6:00pm on days that school is in session. Startime is NOT open during school holidays or inclement weather days. A late pickup fee of \$3 per minute will be charged for pick-ups after 6pm.

NOTE: Three late pickups will result in dismissal from Startime.

**** Startime will CLOSE EARLY on the following days directly before a week-long break:**

Friday 9/22/2023 closing at 5:00pm

Friday 11/17/2023 closing at 5:00pm

Tuesday 12/19/2023 closing at 5:00pm

Friday 3/29/2024 closing at 5:00pm

Thursday 5/23/2024 closing at 4:30pm

(early release day; also last day of school)

Other school events may prevent a smooth dismissal. For example: Fall Festival, Spring Fling, etc. These dates will be announced with at least a week notice.

PICK-UP:

Daily pick-up is at the secure front entrance of the school. A Startime staff member will buzz you in and sign out your student(s). Students will only be released to parents or additional authorized persons listed on the registration form. The Startime director must be notified in writing of any changes in pickup procedure. Anyone picking up a student from Startime must have their picture ID with them and IDs will be checked until our staff is familiar with the people who pick up your student.

LATE PICK-UPS:

A fee of \$3 per minute will be charged for late pick-ups after 6pm. After three late pick-ups your student may be dismissed from the program. Late fees will be added to your account accordingly. If you are going to be late, please contact the Startime director so we know you are on your way. If we cannot locate a parent after 6:15pm, we will begin calling the authorized emergency contacts on the registration form. If no one can be reached after a reasonable length of time, the Star Time director and /or principal will contact the Police Department or DFACS.

SBE- 770-887-1883 ext. 0

EARLY RELEASE DAYS:

Startime is open until 6pm as usual on the scheduled early release days. We usually plan additional special activities such as movie/popcorn, cookie decorating, or fun STEM challenges for these longer afternoons.

** Should there be an unplanned early school closure due to inclement weather/emergency, Startime will NOT be open after school. If your student was supposed to attend Startime that day, he/she will go home via the mode of transportation you indicated on the Startime registration form for this circumstance. In this event, we will try to call parents to confirm transportation information, but there simply may not be enough time to make all the calls. For this reason, make sure you know what you input at the time of registration.

CLOTHING:

Please be sure to dress your child in weather-appropriate clothing according to school regulations. For kindergarten and first grade students, PLEASE keep a complete change of clothes in their backpacks.

ELECTRONICS / TECHNOLOGY:

Startime does not permit the use of personal technology and/or devices during the after-school hours since it is much more difficult to monitor appropriate use of these devices and because they may get lost or damaged. This includes cell phones, smart watches, electronic games, etc.

HOMEWORK/READING:

At Startime we allot 30 to 40 minutes of quiet time for homework/reading each day for all students in 2nd through 5th grade. It is the students' responsibility to know if they have homework that needs to be completed and our staff is available to guide them as needed. Kindergarten and first grade will typically have a teacher-led story time and/or time to look at books of their choice during their quiet time.

BEHAVIOR POLICY:

First Offense: Written up with 1st warning. Also, time-out/laps and reflection time with director.

Second Offense: Written up with 2nd warning. Also, time-out/laps and reflection time with director.

Third Offense: Written up and suspended from Startime for 1 week (no prorated refund).

Fourth Offense: Written up and dismissed from Startime.

Examples of unacceptable behavior which are worthy of Behavior Incident Report (i.e.: write-up) include inappropriate language, physical aggression, talking back and disrespect to instructors.

Please be aware that some acts of physical aggression towards adults or students are more severe safety concerns and could result in immediate suspension or dismissal from the program.

Due to any circumstances, we can move students to another grade level due to any inappropriate behavior or misconduct!

PARENT COMMUNICATION:

Startime will use the "first parent" email address specified on the registration form for any mass emails we send out to Startime families. In addition, we will use the REMIND App for important, but short reminders to the Startime community. Please be sure to sign up for this handy feature by following directions found on our web page. You may always email a Startime director with questions, concerns, or updates to your student's registration form.

CHANGES TO THE PARENT HANDBOOK:

Changes may be made to the Parent Handbook at any time. Parents will be notified by email of any policy changes and/or updates to this document.

ADMISSION NOTICE:

If you unenroll your student, his/her spot will be given to the next student on our waitlist. If you wish to reenroll your student, he/she will be placed on our waitlist.

If you register your child for afterschool and decide to take them out for a month(s) or longer – the monthly fee will still be due, or you child will be dismissed from the program for rest of school year. NO EXCEPTIONS!

Startime strives to provide an atmosphere conducive to the safety and well-being of all participants and staff. This program operates under the same code of conduct as Forsyth County Schools.

parent/guardian signature:
