

Clothing

Please dress students appropriately for the weather according to school regulations. Kindergarten students need an extra change of clothes in their backpack.



Settles Bridge Elementary Startime Afterschool

**Co-Directors
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General Information

The After School Program (ASP) is designed to provide a safe, relaxing, and enjoyable environment for school age students who might otherwise be left at home unsupervised during the day. The program will be in operation from school dismissal until 6:15pm on the day's students attend school. Activities will include snack, homework time, movie time, recreation, sports and free play.

We are committed to excellence in after school care by providing experienced staff that have passed a criminal record check and are certified in First Aid and CPR.

Enrollment

A registration form must be completed and an annual registration fee of \$50 per child is required prior to participation in the SBE Star Time Afterschool Program.

Fees

The cost of ASP is \$240 per month for each child. **This is for full time enrollment.** You are reserving a space. The monthly charge will apply even if school is not in session.

Part Time is no longer available.

Fees will be posted on your account the first day of each month.

Fees must be paid by the last day of the month or a late fee of \$25 will be posted to your account.

Fees not paid on time can result in student's dismissal from the program.

Hours

The ASP will not be open during school holidays or

inclement weather days. The hours are from school dismissal until 6:15pm. If you are late picking up your child the cost will be: \$1.00 per minute past 6:15pm.

Three (3) late pickups will result in dismissal from the ASP.

Late fees will be added to your account accordingly. If you are going to be late please contact the Star Time director so we know you are on your way. If we cannot locate a parent after 6:15pm, we will begin calling the authorized people on the registration form. In the event that 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

Pick-Up

Release of students will be to the parents or authorized persons only. Students must be signed out by this person. The Star Time directors are to be notified in writing of any changes in procedure. Picture I.D. will be checked until staff is familiar with parents or authorized persons.

Technology

The program is not liable for devices lost or damaged. Movies shown to students are rated G or PG.

Drop-Ins

A "Drop-In" is defined as one who does not use the program on a daily basis. A drop-in is allowed if a registration form is on file. The cost for a drop-in is \$30.00 you have three drop-ins per year before registration is required, payment is due at pick up on the same day.

Early Dismissal/Early Release Days

In the event of early school dismissal due to inclement weather or other emergencies, the ASP will not be

open. Students will be released according to parent instructions on the registration form.

During Early Release days the ASP will run from 11:50-6:15pm.

Behavior Guidelines

We strive to provide an atmosphere that is conducive to the safety of all children. Rules will be agreed upon by both instructors and students.

Instructors will have rules and consequences for each grade level; however, after frequent problems the student will be sent to the director. Additional consequences will then be enforced.

First ~ Warning & Letter to parent (If the first offense is very serious the student could be suspended without warning.

2nd ~ Time out sitting with director or suspension for one day.

3rd ~ Expelled from the program

Insurance

Supplemental insurance is available at Open House for anyone who would like to sign up.

Snacks

Snacks will be provided twice daily; however, there will be no drinks other than the water fountain. You may send a water bottle with your child if you wish.