

Academic and Social Achievement Program

POLICIES AND PROCEDURES

Statement of Purpose

The purpose of the Academic and Social Achievement program (ASAP) is to provide opportunities for students to work on targeted academic goals through individual, and group learning opportunities. The program consists of structured academic and recreational activities suitable to the particular age groups in kindergarten through fifth grade.

Program Description

Effective programs are a result of thoughtful planning. Goals of the ASAP program are to provide carefully planned activities which strike a balance between:

- Self-directed and adult-guided academic activities
- Physical and recreational activities

Each school site has program staff that are responsible for coordinating students and activities. A written schedule, which outlines the week's activities, are posted on each schools website and is available for students and parents.

A nutritious snack and drink are provided each afternoon.

Hours and Days of Operation

1. The Academic and Social Achievement Program operates each regular school day, beginning the first day of school and ending on the last day of school. The program does not operate on non-student days (teacher workdays, holiday, early release due to inclement weather, and summer months).
2. Hours of operation:
 - After School: 2:35 p.m. – 6:00 p.m.

Procedures for Enrollment

1. Review the Academic and Social Achievement Program Policies and Procedures.
2. Pick up an application for the Academic and Social Achievement Program from the main office of your child's school. Electronic copies are available on the school's website.



3. Complete the application and return to the school's main office along with a non-refundable \$25 enrollment fee.
4. A separate application and enrollment fee is required for each child wishing to enroll.

Fees and Procedures for Payment

1. Fee Schedule:
 - After School Care Only: \$30 per week per student
2. Fees are due at least one week in advance. Payments are collected Monday through Thursday.
3. Every week must be paid in full regardless of the number of days a child attends.
4. A \$5 late fee is applied to all late payments.
5. Please make checks payable to **the elementary school your child attends**. In the event of a returned check, a \$25 service charge is assessed.
6. Parents arriving for their children after 6:00 p.m. are charged \$5 for each additional five-minute period or any fractional part thereof. Please be mindful that our after-school staff have other commitments and are not expected to work past the 6:00 p.m. closing time.
7. Failure to pay fees or consistent late pickup may result in the termination of program services for your child.
8. If ASAP is canceled due to inclement weather a \$6 credit will be credited to your account

Tax Information

1. **Parents are responsible for maintaining cancelled checks and/or after-school care receipts for the purpose of filing child care expenses on tax forms.**
2. Asheboro City Schools taxpayer identification number is: 56-6000989

Distribution of Policies and Procedures

A copy of the program Policies and Procedures is available at your child's school and on the school's website. Any changes to these policies are distributed in a timely manner.



Health and Safety Procedures

1. Office staff at your child's school provide a copy of the child's medical enrollment information. This is kept on file at the after-school office.

2. If a child has any of the following symptoms, he/she will be isolated from the other children until the parent/guardian is contacted to pick up the child:
 - Suspected signs of a communicable disease;
 - Continued nausea or diarrhea;
 - Constant cough or difficulty breathing;
 - Complaints of sore throat or chest discomfort;
 - Discharge from ears/eyes; inflamed tissue around ears/eyes;
 - Any visible rash or skin sore with suspicion of communicable nature;
 - Oral temperature of more than 100 degrees F;
 - Continued headaches or general malaise.

3. The child is permitted to return to the Academic and Social Achievement Program when the symptoms are nonexistent for 24 hours or upon authorization of the school principal for the child to return to the program.

4. If a child needs medication administered by the program staff, the parent/guardian must:
 - Send only prescription medicine in its original container with the instructions on the label;
 - Sign and date an Authorization of Medication form giving the Academic and Social Achievement program staff permission to administer the medicine and information relative to any possible side effects. This must be signed by a doctor before medicine can be given.
 - Inform the program staff at your child's school when the medicine is to be discontinued.

5. In case of accidental injury or an emergency health problem, the Academic and Social Achievement Program staff makes an immediate attempt to contact a parent/guardian. If a parent cannot be reached, other emergency contacts listed on the child's school enrollment form are called. Until the arrival of the parent/guardian, the program staff is in charge and makes all decisions about the care of the child. Emergency telephone numbers are posted,



and staff are trained in the procedures to follow in case of illness or injury.

6. In case of a serious accident or severe illness requiring hospitalization or emergency treatment, 911 is called.
7. If your child or a family member is exposed to a communicable disease such as chicken pox, impetigo, scabies, strep infection, or lice, please inform the Academic and Social Achievement Program immediately. By North Carolina law, caregivers are required to report suspected cases of child abuse and/ or neglect. If such cases arise, the program staff notifies the school principal. The principal then notifies Child Protective Services of the Randolph County Department of Social Services.
8. When special care of children is needed due to circumstances unknown to the program staff, we ask that parents/guardians inform the staff. This may include special diets, accidents occurring outside the center, and/or unusual circumstances at home (e.g., death, separation, and crisis).

Behavior Management Policies

1. Asheboro City Schools believes the Academic and Social Achievement Program provides a positive environment where children are encouraged and supported as they learn self-discipline; to understand their rights and responsibilities and the right of others; and to be sociable and able to share materials, equipment, and space with others.
2. All students are expected to demonstrate responsible and respectful behavior, aligned with the expectations of Asheboro City Schools.
3. Discipline may include “time-out” or a similar technique. This involves isolating the child from the group in another part of the room until he/she feels they can function in an acceptable manner.
4. Corporal punishment, sarcasm, and yelling by the staff are not acceptable means of disciplining children in the program.
5. Parents/guardians are contacted for help if inappropriate behavior occurs regularly. After three discipline reports, the child may be temporarily denied program services. In the event of continuous or severely disruptive behavior, services will be terminated.

