



# PARENT HANDBOOK

WINTER/SPRING  
SEMESTER 2021

GWINNETT COMMUNITY SERVICES



**anywhere**  
A Shirley Carver Miller Early Learning Initiative

## After 3:00pm

### Afterschool Program

at Rock Springs & Taylor Elementary Schools



# WELCOME

## TABLE OF CONTENTS

WELCOME	1
ENROLLMENT & FEES	2
PROCEDURES	3
HEALTH & SAFETY	5
INCLUSION ACCOMMODATIONS	6
STUDENT EXPECTATIONS	7

## Dear Parents, Guardians, and Caregivers:

Welcome to Gwinnett Community Services' afterschool program – Building Brains (B<sup>2</sup>) Anywhere After 3pm. We're sure that you and your student will have a positive and enriching experience that will be an added benefit to your family!

This handbook is designed to provide helpful insight into the program. It includes detailed information about activities, procedures, and policies. Please review this handbook, complete the required paperwork in advance, and discuss expectations with your student.

The goal of the program is to offer a safe, fun, and structured environment where students can participate in recreational, educational, social, cultural, and physical afterschool activities at your student's school.

Our program staff is enthusiastic and has received training to ensure a quality, wholesome, and enriching experience for each student.

We strive to offer an affordable, quality program for you and your student. If you have additional questions after reviewing the handbook, please feel free to contact any of our programming staff. Contact information is listed on the last page of this handbook.

Jason West – Deputy Division Director of Collaboration  
Gwinnett Community Services



# ENROLLMENT & FEES

## Afterschool Program

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In order to complete enrollment, the \$25 enrollment fee, the first weekly or monthly payment, and a completed Student Information Form must be submitted. Additionally, it is the parent/guardian's responsibility to inform the school in writing of enrollment; phone calls to the school indicating enrollment are **not** acceptable.

## Payment Options

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**Monthly – \$180/student** *(Save approximately \$60/month!)*

**Weekly – \$60/student**

- Tuition is charged monthly/weekly, regardless of how many days are attended; fees will not be refunded or pro-rated due to absence
- Tuition payments are due the first day of the month/week the program is in session; late fees may apply
- Tuition can be paid through online registration, calling, or emailing any of the contacts listed on the last page of this document, where a helpful staff member can assist with registration and payment

## Fees

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- A non-refundable \$25 enrollment fee applies each time a student is enrolled; an additional \$25 enrollment fee will be applied for re-enrollment after withdrawal
- A \$20 late payment fee will apply:
  - Monthly enrollment – after the sixth day of the month the program is in session
  - Weekly enrollment – after the third day of the week the program is in session
- A \$1/minute late fee (after a 5-minute grace period) will be added to the next invoice; more than three occurrences may result in suspension or dismissal from the program
- A \$10 fee will be charged for unreported absences for each incident after the third occurrence; more than three occurrences may result in suspension or dismissal from the program
- A \$30 fee will be due for any returned check

## School Closures

- The program will **not** be held if Gwinnett County Public Schools are closed or dismissed early for inclement weather, teacher work days, digital learning days, or other closures
- If GCPS has an unscheduled early school dismissal, the program will not be held and the parent/guardian **must** make transportation arrangements with the school
- The program **will** be held on GCPS early release days and official GCPS make-up days

## Withdrawals/Refunds

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- Withdrawal from the afterschool program requires a written request, which must be received 14 business days or more prior to withdrawal. A refund may be pro-rated for the unused days after the two-week notice
- No refunds will be issued for withdrawal requests made less than 14 days prior to withdrawal
- Due to the low cost of the program, fees will not be refunded or pro-rated due to absence

# PROCEDURES

## Arrival/Attendance

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- Students will receive a special backpack tag indicating participation in the program. The tag must be clearly displayed at school dismissal time
- Students must immediately report to the program area after school dismissal
- Daily attendance will be taken at the start of the program

## Pick up

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- For the safety of all program students, the sign out/pick up policies are firm
- Two pick-up passes will be provided unique to each family. After the first day, parents/guardians must present the pass at pick-up
- Only the **parent/guardian and those listed as pick up/emergency contact on the Student Information Form are allowed to sign out a student.** Parents/guardians may update the pick up/emergency contact list at any time; contact the program director
- If the parent/guardian or designee does not have the pick-up pass, they must show a valid state issued photo ID to pick-up the student. Please do not assume staff will remember each parent/guardian or pick-up designee
- Pick up locations at the school may be subject to change
  - Rock Springs Elementary School – pick up occurs in the cafeteria
  - Taylor Elementary School – pick up occurs in the classroom
- Fees apply for late pick-ups in the amount of **\$1/minute late fee** (after a 5-minute grace period); more than three occurrences may result in suspension or dismissal from the program

## Absences

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- A student that is absent from school cannot attend the program
- Due to the low cost of the program, fees will not be refunded or pro-rated due to absence
- The program staff **must** be notified by email **before** 2:00pm of a student that is absent/signed out from school:
  - RockSpringsAfterschool@GwinnettCounty.com
  - TaylorAfterschool@GwinnettCounty.com

## Unreported Absences

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An unreported absence is when a student does not report to the program, and an absence email from the parents/guardian has not been received.

1. School officials will be immediately contacted for attendance verification.
2. Parent/guardian will receive a phone call and/or email notifying them of the unreported absence. If primary contact is unreachable, staff will continue to call secondary contacts listed on the student's registration form.

*A \$10 unreported absence fee will be charged for each incident after the third occurrence; more than three occurrences may result in suspension or dismissal from the program.*

# PROCEDURES

## Reminders

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- Clearly label all of the student's belongings
- Send a refillable water bottle each day
- A snack is provided as part of the program. If additional/different snacks are sent with the student, the program encourages choosing healthy snack options (fruit, veggies, cheese, crackers). High sugar or processed foods (fruit roll-ups, cookies, sugary drinks) are discouraged
- Don't send sodas, cake, fast food, candy, or foods that need to be microwaved
- Don't pack/send in medications! Program staff does not dispense medications
- Personal items (toys, money, video games, music devices) are prohibited. Cellphones, tablets, and laptops for educational use are allowed; the program is not responsible for stolen or misplaced items or money
- Staff will remind students to gather their belongings; items left behind will be held at the program location for one week. Items remaining after one week will be taken to the school's lost and found area. Families are encouraged to **check the lost and found** for missing items

## Homework

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The importance of homework is stressed, and time is set aside daily for students to work on their assignments. Informing the staff of homework assignments is the responsibility of the student. The student should be prepared to read a book of their choice if he/she does not have homework.

Staff is available to assist and supervise homework; students must ask for individual help. It's recommended that parents/guardians check homework nightly.

So that others can study, a level of quiet time that is conducive to homework is required from each student. The corrective actions (outlined on page 8) will be enacted for students that do not comply with quiet time.

## Sample Schedule

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*Subject to change*

Arrival – 3:30pm	Attendance/physical development
3:30pm – 4:30pm	Homework/reading/snack
4:30pm – 5:30pm	STEAM/group activities
5:30pm – 6:00pm	Small group activity/dismissal





# HEALTH & SAFETY

## Illness or Injury

Program staff at each site are trained in first aid and CPR and program locations are equipped with first aid kits. For the health and well-being of all students, please abide by the following:

1. A student with a fever, nausea, headache, intestinal/stomach problems, rash, or other illness must stay home and be fever free for 24 hours before returning
2. The student must inform the staff if they feel ill. Staff will then notify the parent/guardian to pickup the student
3. Minor scrapes, scratches, and insect stings will be treated by the program staff and reported to parent/guardian at the pick-up time
4. Student diagnosed with or being treated for infectious illnesses (chicken pox, measles, hepatitis, strep throat) or communicable diseases (head lice, body lice, ring worm) are not permitted in the program. The parent/guardian must present a doctor's note confirming releasing the student to return to the program
5. Life threatening injury or accident will be handled in these steps:

- 1 911 will be called immediately
- 2 The parent or guardian will be called
- 3 EMT may transport student to medical facility for immediate care
- 4 EMT may advise parent/guardian/program staff how to care for the student or any additional follow up care required

## Allergies



The program provides a nut-free snack daily. While the program is not strictly nut-free, it is allergy sensitive.

Students with severe nut allergies may attend; these locations would become NUT-FREE ZONES. In consideration of the health and safety of other students, the program requests that any additional food items in a student's possession do not include nut products. While full compliance is not guaranteed, this will help reduce risk to those who may suffer a life-threatening reaction if exposed to nuts, their oils, dusts, or shells.

Be sure to list any allergies (nuts, latex, wasp stings, etc.) on the **Student Information Form**.

## COVID-19 Guidelines

Our goal is to create a fun, creative, and safe environment for each program student. Gwinnett County has included the following guidelines for its afterschool program.

- Program capacity will be limited to 25 students per site
- Participants will practice social distancing during all activities
- Any student or staff currently diagnosed or exhibiting symptoms of COVID-19 who has had contact with a person who has or is suspected to have COVID-19 within the past 14 days will not be allowed to participate
- Any participant or staff exhibiting symptoms during program hours will be separated from the group and must leave the facility as soon as possible
- Program equipment will be sanitized after each group's use, and frequently touched surfaces will be cleaned and sanitized throughout the program day
- Face masks must be worn by all staff and program participants except during snack break. If needed, a face mask will be provided. Masks must cover both the nose and mouth
- Staff will promote healthy hygiene practices with participants throughout the program
- Program staff will wear gloves when assisting with snack times

# INCLUSION ACCOMMODATIONS



## Successful Participation

Gwinnett Community Services will provide reasonable accommodations to students with disabilities upon request.

A reasonable accommodation is assistance provided to aid a student with disabilities to fully participate. With the support and commitment of the program staff, fellow students, and families, participation with accommodations helps students with disabilities successfully participate!

So that preparations can be made, parents/guardians are asked to notify the program staff of potential accommodations at least two weeks prior to the start of the program. Some minimum eligibility requirements must be met in order to participate. **Students must be able to function independently in a 1:12 ratio.**

If accommodation requests are made less than two weeks in advance, Gwinnett Community Services will make every effort to meet the request. If the accommodations are unable to meet the request in time, we reserve the right to limit or disallow registration. However, the student will be eligible to register for a later program.

This program is not designed or staffed to handle every student's needs. There may be times where it is recommended that parents/guardians seek a program better suited to their student's individual needs.

## Reasonable Accommodations

Accommodations can take many forms. Gwinnett Community Services frequently provides the following accommodations to support the program participants:

- Ongoing training provided for inclusion support staff
- Enhanced staff/participant ratio, when possible
- Common adaptive activity equipment and/or supplies
- Changing the rules of the games/activities as long as it does not fundamentally alter the purpose of the game/activity
- Moving an activity to an alternate, accessible location (if available) while not fundamentally altering the activity
- Allowing assistive technology aids

**Other accommodations may be available upon request and every effort will be made to enable program participation.**

# STUDENT EXPECTATIONS

## Behavior Expectations

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This program is designed to help every student succeed! In all situations, each student is accountable for his/her actions.

The student code of conduct was developed to help students understand the expectations and respond appropriately. The parent/guardian should review the code of conduct with the student prior to the start of the program.

*If anything seems unsafe, tell the program staff immediately!*

### Code of Conduct

**During the program students will:**

- Show proper manners
- Keep proper voice levels when indoors or outdoors
- Show respect and consideration for fellow students
- Respect the authority of the program staff and leaders
- Respect the program supplies, equipment, and facilities
- Communicate needs or concerns to the program staff
- Respect other students' belongings and space
- Listen and follow instructions from the program staff
- Participate in all activities, unless told otherwise
- Clean up behind oneself
- Be courteous

## Internet/Social Media/Blogging Policy

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If a student or parent/guardian chooses to indicate online (Instagram, Snapchat, Facebook, websites, blogs, or other networks) they or their student are a program participant, they should never present themselves as a spokesperson of the program, the school, or Department of Community Services. If referring to the program, activities, students, school, and/or staff, students and parents/guardians must:

- Be respectful, including not using obscenities, profanity, and other vulgar language
- Not disparage, bully, harass, or intimidate the students, facilities, or program staff
- Not discuss participating in conduct that is prohibited by the program policies
- Not post names, pictures, or videos of students or program staff

If a student or parent/guardian is found to be in violation of any portion of this policy, it could result in disciplinary action as a result of any inappropriate action by the student and/or dismissal from the program. If a student is dismissed, a refund will not be issued.



# STUDENT EXPECTATIONS

## Behavior Management

The student code of conduct was developed to help students understand the expectations and respond appropriately. These expectations should be reviewed with the student prior to the program.

As in any group activity, the inappropriate behavior of a few can spoil the experience for the entire group. Unacceptable behaviors include but are not limited to:

- Use of violence, force, fighting, or intimidation
- Bullying, excluding, name calling, teasing, or profanity
- Destroying or defacing supplies or property
- Leaving the designated program area
- Violating another person's personal space, putting your hands on another person in a harmful or unwanted way
- Bringing prohibited items including, but not limited to gang or drug related paraphernalia or any item intended for use as a weapon

This program strives to keep students engaged in a safe atmosphere. Program staff reserves the right to **determine unacceptable behavior** and to act swiftly and positively to correct behavior. Students will be given reminders and will be redirected to encourage positive behavior. Students are expected to follow directions and rules and participate in group activities or a quiet, individual activity that will not disrupt the group.

Every precaution will be taken to ensure the safety of the students; corrective action shown below will only be used if absolutely necessary. Corrective action will be taken in the appropriate measure to the unacceptable behavior as determined by the program staff.

If a student becomes disruptive or needs time to regain self-control, they will be removed from the group or activity. After a time out, the staff will discuss appropriate behavior options before the student returns to the group. Please indicate any emotional/behavior challenges that the student has on the Student Information Form.

### Corrective Actions

#### First Offense

- Warning
- Written report to parent/guardian
- Apology suggested
- Age appropriate timeout

#### Second Offense

- Call parent/guardian
- Apology expected
- Age appropriate timeout
- Parent/guardian conference
- Possible suspension or dismissal

#### Third Offense

- Call parent/guardian
- Apology expected
- Parent conference
- Suspension or dismissal

If a student cannot follow verbal directions or is a danger to themselves or others, they will be removed to a designated safe area, and the parent/guardian will be contacted to pick up the student immediately.

Some behaviors (violence, stealing, leaving the program site unsupervised, disruptive/disrespectful behavior, inappropriate touch, illegal activity, or jeopardizing the safety of others) may warrant **automatic suspension or dismissal**.

If a student is suspended or dismissed from the program due to behavior and/or emotional issues, a refund will not be issued.



## Communication & Contact Information

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Please feel free to direct questions or concerns related to any part of the program at any time.

Questions regarding tuition, policies, staffing, activities, or enrollment can be directed to any of the following:

**Jason West – Deputy Division Director of Collaboration**

Walter.West@GwinnettCounty.com  
678.765.4662

**Tania Ballou – Out of School Time Program Coordinator**

Tania.Ballou@GwinnettCounty.com  
678.277.0927

**Yolanda Partridge – B2 Anywhere Afterschool Program Supervisor**

Yolana.Partridge@GwinnettCounty.com  
770.822.7025

**Rock Springs Elementary School**

RockSpringsAfterschool@GwinnettCounty.com

**Taylor Elementary School**

TaylorAfterschool@GwinnettCounty.com