



2022 – 2023

GWINNETT COMMUNITY SERVICES



Afterschool Parent Handbook



WELCOME

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Dear Parents, Guardians, and Caregivers

Welcome to Gwinnett Community Services' afterschool program – Building Brains (B²) Anywhere. We're sure that you and your student will have a positive and enriching experience that will benefit your family!

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

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 their own school. *Gwinnett County will follow current recommended guidance and public health orders from Federal, State, and local agencies.*

Our program staff is enthusiastic and has received training to ensure a quality, wholesome, and enriching experience for each student. *This program is exempt from the Georgia Department of Early Care and Learning state license requirements.*

We strive to offer an affordable, quality program for you and your child. 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

AFTERSCHOOL 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

Scheduled Closure Dates

DATES	OCCASION
September 5	Labor Day
September 16	Digital Learning Day
October 6 – 10	Fall Break
November 8	Digital Learning Day
November 21 – 25	Thanksgiving Break
December 19 – January 4	Winter Break
January 16	MLK Jr. Day
February 3	Digital Learning Day
February 16 – 20	Student/Teacher Holiday
March 17	Digital Learning Day
April 3 – 7	Spring Break

Adventure Days Out

Need enriching and affordable care for your child when school's out? Gwinnett Parks and Recreation has you covered, when school's out adventure begins! Games, activities, friends, and more await!

K – 5th Grade | 7:30am – 6:00pm | \$18/day

Available at these convenient locations:

- Best Friend Park Gym, Norcross
- Bogan Park Community Recreation Center, Buford
- George Pierce Park Community Recreation Center, Suwanee
- Mountain Park Activity Building, Stone Mountain
- Pinckneyville Park Community Recreation Center, Berkeley Lake
- Rhodes Jordan Park Community Recreation Center, Lawrenceville
- Shorty Howell Park Activity Building, Duluth

ABOUT THE PROGRAM

B2 Anywhere

Building Brains (B2) Anywhere: A Shirley Carver Miller Early Learning Initiative is a countywide, learning brainchild of Gwinnett County. The initiative aims to serve children, parents, and caregivers in Gwinnett by providing safe, fun, and engaging early learning opportunities for children.

B2 Anywhere emphasizes literacy and early learning in both new and existing programs. An early learning strategy is critical as statistics show that only 46 percent of Gwinnett students enter kindergarten ready to learn.

B2 Anywhere is closing the literacy and academic preparation gaps in our community. We are committed to serving and growing with Gwinnett's residents. We believe there is opportunity to educate in any and every environment, so we're committed to building brains anywhere!

To find more information about other educational programs offered, visit B2Anywhere.com or email us at B2Anywhere@GwinnettCounty.com.

B2 Afterschool

Children are naturally inquisitive, so learning doesn't stop when they are out of school. The B2 Afterschool program is held at select schools throughout the county. The program provides a safe and fun environment where children can participate in recreational, educational, social, cultural, and physical afterschool enrichment activities - all at their own school!

We're continually working with Gwinnett County Public Schools to expand the program to additional school clusters.

Childcare and Parent Services (CAPS)

All Gwinnett Community Services afterschool programs are CAPS eligible. The CAPS program supports early education by assisting low-income families with the cost of childcare while they work, go to school or training, or participate in other work-related activities.

CAPS is funded by the Child Care and Development Fund (CCDF) and administered in Georgia by the Department of Early Care and Learning (DECAL). Eligibility for CAPS is determined by DECAL. Requirements and priority groups are:

- Child Protective Services (CPS) and court-ordered supervision cases
- Children in Georgia Division of Family and Children Services (DFCS) custody
- Families experiencing domestic violence
- Families of children with disabilities
- Families of children enrolled in Georgia's Pre-K Program
- Families participating in or transitioning from TANF
- Families who have experienced a natural disaster
- Families who lack fixed, regular, and adequate housing
- Families with very low income as defined by CAPS
- Grandparents Raising Grandchildren (GRG)
- Minor parents
- Need to protect

ENROLLMENT & FEES

To complete enrollment, an Afterschool Student Enrollment form, the \$25 enrollment fee*, and the first weekly or monthly payment* must be received. It is the parent/guardian's responsibility to inform the school in writing of enrollment; phone calls to the school are **not** acceptable.

**Some Afterschool sites are grant-funded, so payment is not required at those locations at this time.*

Payment* Options

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

Weekly – \$60/student

- Fees are charged monthly/weekly, regardless of how many days are attended; fees will not be refunded or pro-rated due to absence
- Payments are due the first day of the month/week the program is in session; late fees may apply
- Payments 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*

- Enrollment fees for either weekly or monthly option still apply, even if your child is absent for one or more days
- A non-refundable \$25 enrollment fee applies *each time* a student is enrolled; an additional \$25 enrollment fee will be applied for re-enrollment back into the program
- A \$20 late payment fee will apply:
 - **Monthly payment option:** after the sixth day of the month the program
 - **Weekly payment option:** after the third day of the week the program
- A \$1/minute late pick up 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

Withdrawals/Refunds

- 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

**Select schools are grant-funded and payment is not required at these sites at this time.*

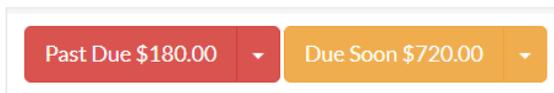
Payment Process

- Create an account, add all members to the account that will be enrolled in the afterschool program
- Click the **Education** tab, select **B2 Anywhere**, then select **Afterschool Enrollment 2022 – 2023**
- Select the appropriate school, add to cart, and then checkout
- Pay the balance or select payment options.

Please note: the registration system operates best on the Chrome browser

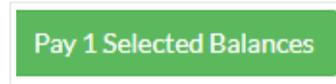
Payment Options: The amount due is located at the top of your account. The orange box shows a balance due for the remaining of the school year and is to be paid accordingly. If a red box appears that states **Past Due**, this balance must be paid immediately.

1. Click the red **Past Due** box, then click **Pay Now**.



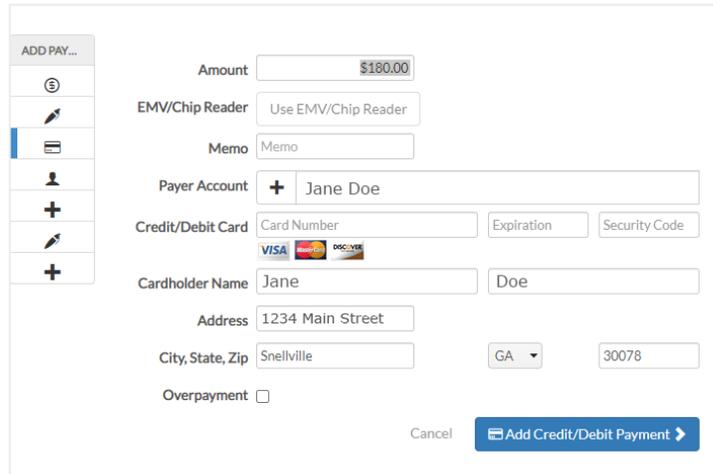
2. Check appropriate week(s) that are past due

#	<input type="checkbox"/>	Item	Receipt	Original Balance	Due Date	Amount Paid	Amount Remaining
1	<input checked="" type="checkbox"/>	Jane Doe for Afterschool Monthly Afterschool-Britt Jan 6-Feb 4, 3pm-6:30pm Mo/Tu/We/Th/Fr (B2A18801)	34703641	\$180.00	01/03/2022	\$0.00	\$180.00
2	<input type="checkbox"/>	Jane Doe for Afterschool Monthly Afterschool-Britt Feb 7-Mar 4, 3pm-6:30pm Mo/Tu/We/Th/Fr (B2A18802)	34703641	\$180.00	02/07/2022	\$0.00	\$180.00

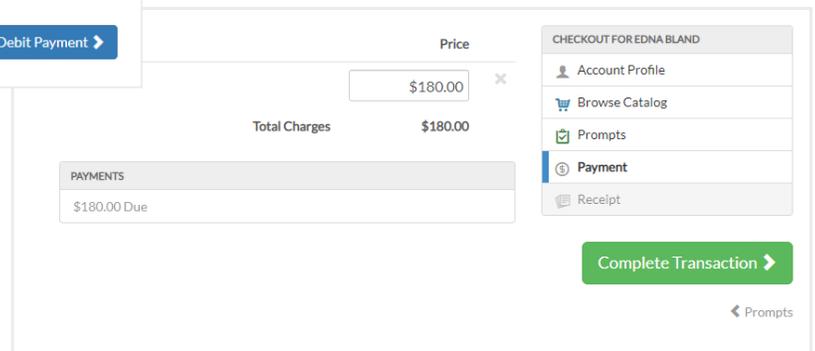


click **Pay Selected Balance**

3. Submit your card information and click **Add Credit/Debit Payment**



4. Click **Complete Transaction**



*Select schools are grant-funded and payment is not required at these sites at this time.

PROCEDURES

Arrival/Attendance

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

Pick up

- For the safety of all program students, the sign out/pick up guidelines are firm. ***CAPS parents/guardians are required to sign their child in/out each day; staff will bring the form to the vehicle.***
- 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 Afterschool Student Enrollment 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
- Parents will be notified of the program pick-up locations prior to the start date. Pick up locations at the school are subject to change

A \$1/minute late pick up fee (after a 5-minute grace period) will be charged for each instance after the third occurrence; more than three occurrences may result in suspension or dismissal from the program

Sample Schedule

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 – dismissal	Small group activity/dismissal



Absences

- 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
- *Parents/guardians must notify program staff before noon* of student that is absent or signed out from school by email at **B2Anywhere@GwinnettCounty.com**

Unreported Absences

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. These will be handled in the following manner:

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 instance after the third occurrence; more than three occurrences may result in suspension or dismissal from the program.

Reminders

- Clearly label all of your child's belongings
- Send a labeled, refillable water bottle each day
- A snack is provided. If additional/different snacks are sent, healthy snacks (fruit, veggies, cheese, crackers) are encouraged. 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
- With the exception of an inhaler or EpiPen, do not pack/send in medications; a completed **Afterschool Medication Dispensing Form** is required
- 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

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.

HEALTH & SAFETY

Illness or Injury

Afterschool staff at each site are trained in first aid and CPR and locations are equipped with first aid kits. *Gwinnett County will follow current recommended guidance and public health orders from Federal, State, and local agencies.* For the health and well-being of all students, please abide by the following:

- 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
- The student must inform the staff if they feel ill. Staff will then notify the parent/guardian to pick up the student
- Minor scrapes, scratches, and insect stings will be treated by staff and reported to parent/guardian at pick-up
- 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 afterschool. The parent/guardian must present a doctor's note confirming releasing the student to return
- Any life-threatening injury or accident that may occur during afterschool will be handled as follows:

Medical Emergency Protocol

Step 1 911 will be called immediately

Step 2 The parent or guardian will be called

Step 3 EMT may transport the student to a medical facility for immediate care

Step 4 EMT may advise parent/guardian/staff on any follow-up care required

Allergies

A nut-free snack will be provided daily. As students with severe nut allergies may attend, all sites will be NUT FREE.

In consideration of the health and safety of other students, any food items a student brings must 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.

List any allergies (nuts, latex, wasp stings, etc.) on the **Afterschool Student Enrollment** form.



Medications

Afterschool staff will only dispense emergency (EpiPen or inhaler) medications. For non-emergency medications, try to plan dosages during school hours for the nurse to administer.

1. Parents/guardians can authorize staff to assist their child in administering their EpiPen and/or inhaler via the **Afterschool Medication Dispensing Form**.
2. All medications must be in the original, up-to-date container, clearly labeled with the student's name
3. Place the completed **Afterschool Medication Dispensing Form**, EpiPen, and/or inhaler in a single zip-lock bag clearly labeled with your child's name. Drop it off to afterschool staff prior to the start of the program
4. It is the responsibility of the parent/guardian to replace any used or out-of-date medications

INCLUSION ACCOMMODATIONS



Successful Participation

Gwinnett Community Services will provide reasonable accommodations to students with disabilities upon request. With the support and commitment of 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 program. Some minimum eligibility requirements must be met in order to participate.

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

Reasonable Accommodations

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

- Ongoing inclusion training provided for all program staff
- Enhanced staff/participant ratio, when possible
- Common adaptive activity equipment and/or supplies
- Accessible transportation will be available upon request when transportation is provided as part of an activity or program
- Changing the rules of the games/activities as long as it does not fundamentally alter the purpose of the game/activity
- Implementation of an individualized behavior modification plan
- If an alternative location is available, moving the program/activity from a non-accessible location to an accessible location, while not fundamentally altering the activity
- Allowing service animals in programs
- Allowing assistive technology aids

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

STUDENT EXPECTATIONS

Behavior Expectations

We want our students to succeed and we're here to help them do just that! In all situations, each student is accountable for his/her own actions.

The student code of conduct was developed to help students understand the expectations and respond appropriately.

Parents/guardians should review the code of conduct with the student prior to the start of the afterschool program.

If anything seems unsafe, tell the afterschool staff immediately!

Code of Conduct

During afterschool the students will:

- Show proper manners and courtesy
- Keep proper voice levels when indoors or outdoors
- Show respect and consideration for fellow students
- Respect the authority of staff and leaders
- Respect supplies, equipment, and facilities
- Communicate needs or concerns to staff
- Respect other students' belongings and space
- Listen and follow instructions from staff
- Participate in all activities, unless told otherwise
- Clean up after themselves
- Treat others the way they want to be treated

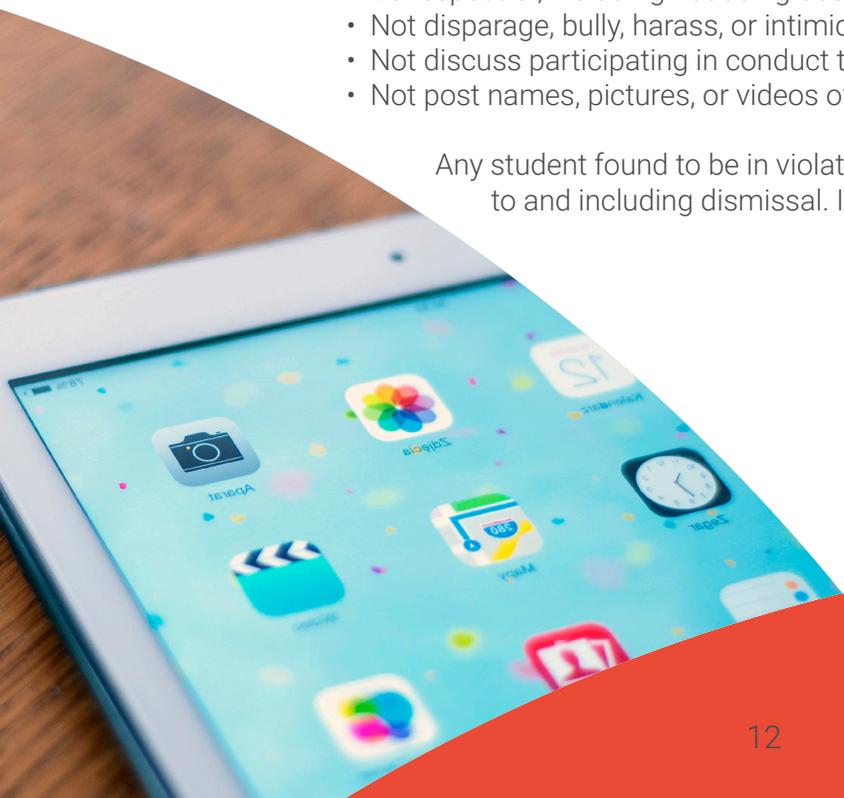
Internet/Social Media/Blogging Guidelines

If a student chooses to indicate online (Instagram, Snapchat, Facebook, websites, blogs, or other networks) they are a program participant, they should never present themselves as a spokesman of the camp or Gwinnett Community Services.

If referring to the afterschool program, activities, students, and/or staff, students should:

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

Any student found to be in violation will be subject to immediate disciplinary action, up to and including dismissal. If a student is dismissed, a refund will not be issued.



Behavior Management

In order to maintain a friendly, fun, and safe environment, the following behavior management procedures have been adopted for students. The goal is to ensure that each student will achieve the most positive experience possible. Please review these with your child prior to afterschool.

As in any group activity, the inappropriate behavior of a few can spoil the experience for the entire group. Staff are training to recognize, act swiftly, and appropriately correct misbehavior.

Unacceptable behaviors include but are not limited to:

- Use of violence, force, intimidation, fighting, or other inappropriate behavior
- Bullying, excluding, name calling, teasing, or profanity
- Destroying or defacing supplies or property
- Leaving the designated afterschool area
- Violating another person's personal space or belongings; keep your hands to yourself
- Bringing prohibited items including, but not limited to, gang- or drug-related paraphernalia or any item intended for use as a weapon

While we strive to keep all students engaged and reward positive behavior, program staff reserves the right to determine unacceptable behavior and to dismiss a student who is disruptive, disrespectful, or jeopardizes the safety of themselves or others. Staff will use the listed steps to correct behavior.

Corrective action will be taken in appropriate measure to the unacceptable behavior as determined by the program director or staff. Some behaviors (violence, stealing, leaving program-site unsupervised, inappropriate touch, or illegal activity) may warrant automatic suspension or dismissal. Every precaution will be taken to ensure the safety of all students, and the above actions will only be put in motion if absolutely necessary.

If, at the discretion of the program director or program supervisor, a student becomes unable to follow verbal directions or is a danger to themselves or others, staff may remove the student to a designated safe area. Staff will immediately notify the parents/guardians to pick up their child up. If a student is suspended or dismissed from the program due to behavior issues, a refund is not issued.

Behavior	Corrective Action
First Incident	<ul style="list-style-type: none"> • Warning • Written report to parent/guardian • Apology suggested • Age appropriate timeout
Second Incident	<ul style="list-style-type: none"> • Call parent/guardian • Written report to parent/guardian • Apology expected • Age appropriate timeout • Possible parent/guardian conference • Possible suspension or dismissal
Third Incident	<ul style="list-style-type: none"> • Call parent/guardian • Written report to parent/guardian • Apology expected • Age appropriate timeout • Parent/guardian conference • Possible suspension or dismissal



Communication & Contact Information

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

Questions regarding tuition, guidelines, staffing, activities, or enrollment can be directed to **B2Anywhere@GwinnettCounty.com** or any of the following:

Jason West – Deputy Division Director of Collaboration

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