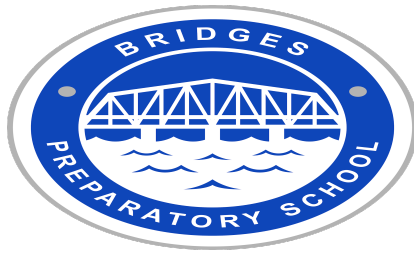


**Bridges Preparatory School
After School Program
Parent Handbook
2023-2024**



Dear Parent/Guardian:

Welcome to the 2023-2024 school year! I am delighted you are interested in Bridges Preparatory School's After School Program. Choosing an after school program is one of the most important decisions you will make as a parent/guardian. Bridges Preparatory School strives to provide a service that makes your child feel safe, nurtured and enriched. Our staff is trained to provide you and your child with the best after school enrichment and educational extension at better than average prices.

We have purposeful lessons planned for your child and I anticipate this will be a rewarding experience. We welcome any feedback you would like to share with us. Please don't hesitate to call me if I can be of assistance.

I hope you and your child have a wonderful school year!

Sincerely,

Gary S. McCulloch

Chief Executive Officer

Table of Contents

- Mission Statement
- Goals
- Overview
- Guidelines
- Hours and Days of Operation
- Rates and Registration
- Inclement Weather and Cancellation of School Procedures
- Discipline
- Suspension/Expulsion from Bridges Preparatory School's After School Program
- Medication
- Telephone Contact
- Safe Departure Procedures
- Contact List

Mission Statement

Bridges Preparatory School's After School Program will provide a safe and caring environment. Students will expand their education through innovative opportunities developing creativity, confidence and positive character traits in order to foster development of the whole-child.

Goals

- To provide a superior After School Program for Bridges Preparatory School's kindergarten through twelfth grade students.
- To engage children in a caring, safe, and recreational atmosphere.
- To present students a balanced range of activities which foster personal growth and achievement.
- To bring community enrichment activities to students.
- To offer affordable after-school care to Bridges Preparatory School's families.

Overview

Bridges Preparatory School's After School Program provides a safe environment and supervised activities after the school day. One of the focuses of the Program is to support the academic curriculum of the school day. Additional activities compliment the school day and include a wide variety of subjects, interests, resources and exposures. The daily schedule will include times for academic development, play (both indoors and outdoors), developmentally appropriate programs and activities, and time for children to complete homework (if applicable). A flexible daily schedule has been developed based on students' interests and needs.

Guidelines

Unless the program is at capacity, a child may start attending Bridges Preparatory School's After School Program as soon as the following forms are completed and given to the school bookkeeper:

- After School Program Application
- Payment Agreement Form
- Emergency Medical Form
- Registration Fee (required before a child is considered enrolled in the Program)
 - Other school accounts must be current

Hours and Days of Operation

- The After School Program begins at the end of the school's instructional day and ends at **5:30 p.m.**
 - ***Late fees will be applied to account balances when children remain after 5:30 p.m.***
- When there is no school due to a previously scheduled vacation or teacher workday, the After School Program will end at 3:00pm.

Rates and Registration

Bridges Preparatory School's After School Program seeks to make it as affordable as possible for every family who may require the service. All children attending the program must be at least five (5) years old and registered in the Program. To register your child for the After School Program, you must complete the Medical Release Form and receive the welcome letter. Once the welcome letter is received, you then must pay the fee online. Registration must be completed, welcome letter received, and registration fee paid to be considered "enrolled."

- Registration Fee: A \$10.00 registration fee is required for each child each school year. If you remove your child from the program and decide to enroll them again, you must pay the \$10.00 registration fee.
- Weekly Rate: The cost of the After School Program is \$40.00 per week per child (regardless the number of afternoons your child attends). If you decide to change the status of your child in the After School Program, you must email the After School administration at admin@bpsafterschool@bridgespreparatoryschool.org and complete a Change Form prior to changing status. Otherwise, you will be charged fees based on your registration status. All payments are due on the first of every month.
- Family Discount: Families with more than one child in the Program are given a discounted weekly rate. The first child is \$40.00 a week and each additional child is \$35.00 a week.
- Late Pickup Fees: If you are late picking up your child, the following charges will apply: \$5.00 for every 15 minutes a child remains after 5:30 pm.
 - Example: 5:31-5:45 p.m. = \$5.00 total charge
5:46-6:00 p.m. = \$10.00 total charge
6:01-6:15 p.m. = \$15.00 total charge
 - When possible, please notify administration if you will be more than fifteen minutes late. Please see the attached "Bridges Preparatory School's After School Agreement" for more information.

Inclement Weather and Cancellation of School

The After School Program does not operate on days Bridges Preparatory School is closed due to adverse weather conditions.

- The After School Program will not operate when school is dismissed early because of inclement weather. You must make arrangements to have your child picked up as soon as an announcement is made for early dismissal.
- If roads become hazardous when the After School Program is in session, please make arrangements to pick up your child as soon as possible. Our goal is that every child and staff member involved in the Program arrives home safely.

When school is dismissed early, telephone lines at the schools become very busy. You should create a plan in advance about what your child should do if school is dismissed early. This information will be used automatically in the event of any inclement weather or cancellation of school unless you notify the After School Program administration of a change.

Discipline

The After School Program is optional and participation in it is a privilege and voluntary. Continued participation in the Program is contingent on the student's attention to school behavioral guidelines. Students will be given the opportunity to choose from a variety of

activities, all conducted within group settings. Students are expected to act responsibly and safely.

In keeping with the goals and objectives of the After School Program, the following guidelines govern student participation in it. All students must understand and agree to follow these guidelines and all school discipline and safety rules.

- The student has the ability and willingness to fully participate in group activities.
- The student conducts themselves safely and appropriately in a group setting.
- The student cares for their personal and hygiene needs.
- The student understands and follows program rules.
- The student follows one- and two-step directions.
- The student successfully transitions from one activity to another and in and out of the program at the start and conclusion of each day.
- The student interacts with peers and the community in a socially appropriate manner.
- The student is not a danger to themselves or to others.
- The student does not disrupt normal activities, making it unreasonably difficult for other youth to enjoy the Program.
- The student does not engage in repetitive, aggressive, harmful, or disruptive behavior.

In all cases, maintaining the safety and security of all students in the Program is of utmost importance. Discipline will be handled in accordance with Bridges Preparatory Schools' adopted policy on Student Discipline (www.bridgesprep.org). Used only as appropriate, methods of discipline will include removal of the child from a group setting, limited privileges and consultation with parent/guardian. Actions deemed by the teacher and/or the administration to be serious offenses will result in suspension or dismissal from the Program in accordance with Bridges Preparatory School's policy and procedure on student discipline. Teachers and/or administrators will report behavior concerns to parents/guardians.

Suspension/Expulsion from After School Care

Dismissal may result from the student not following the guidelines, habitually leaving a child after closing time, failure to pay promptly or issuing "bad" checks for payment to the Program.

Medication

No medication will be kept by After School Program teachers. All medication will be kept in the nurse's office. To minimize disruptions, students should take medicine at home rather than at school whenever feasible.

Telephone Contact

Students are not permitted to make telephone calls during the After School Program. Should a student need to contact a parent/guardian, they should inform the teacher for help. If you need to contact the teacher, please refer to the contact list provided at the end of this handbook.

Safe Departure Procedures

- Students who are picked up from the After School Program must be signed out by a parent/guardian or someone designated by the parent/guardian (at least 16 years of age) and permission must have been received in writing.
- Upon the child's departure, an adult must come inside the facility and notify staff the child is leaving and sign the departure form.
- A picture ID will be requested.

- Children must never be left unattended.
- Students must be picked up promptly at the end of the Program. If a student has not been picked up by the end of the program, staff will try to contact the parent/guardian and/or individuals designated as emergency contacts. If the parent/guardian and/or those individuals designated as emergency contacts cannot be reached and the student has not been picked up by 30 minutes after the end of the Program, Beaufort County Police and Child Protective Services will be contacted. Three (3) late pick-ups will be cause for dismissal from the Program. Every 15 minutes after 5:30 will be an additional charge of \$5.

After School Program Contact List

- K-3 Assistant Principal: Bridgette Halker - bhalker@bridgesprep.org
- 6-8 Assistant Principal: Valerie Bell - vbelle@bridgesprep.org
- 9-12 Assistant Principal: Ashley Reid - areid@bridgesprep.org
- Chief Executive Officer: Gary McCulloch - gmcculloch@bridgesprep.org

Bridges Preparatory School's After School Program 2023-2024

\$40 per week August-May

After School: 3:30-5:30pm

Participant's Name: _____ / _____ / _____
(first) (middle) (last)

Address: _____ City: _____ Zip: _____

Date of Birth: ___ / ___ / ___ Email: _____ Gender: Male/Female

Name of Parents/Guardians: _____ Home Phone: _____

Mom's Cell: _____ Dad's Cell: _____ Mom's Work: _____ Dad's Work: _____

Best Person to Contact: _____ Mom Cell _____ Dad Cell _____ Home _____ Other _____

Additional Emergency Contacts:

1st Emergency Contact _____ Relationship: _____ Phone: _____

2nd Emergency Contact: _____ Relationship: _____ Phone: _____

ADDITIONAL PEOPLE AUTHORIZED FOR PICK UP

Name: _____ Contact Numbers: _____ Relationship: _____

Name: _____ Contact Numbers: _____ Relationship: _____

Name: _____ Contact Numbers: _____ Relationship: _____

For questions, please email bpsafterschool@bridgesprep.org. Please email all completed forms to bpsafterschool@bridgesprep.org. Registration payment, as well as monthly payments will be made online at <https://www.bridgesprep.org/online-payments>.



BRIDGES PREPARATORY SCHOOL AFTER SCHOOL PROGRAM MEDICAL RELEASE

I, the undersigned parent/guardian of _____ do hereby give my child permission to participate in the Bridges Preparatory School’s After School Program activities. I am aware of the nature and extent of the program and do hereby unconditionally release and agree to hold harmless Bridges Preparatory School and its agents and employees from any and all claims of any kind or nature which may arise in connection with this program. I also give the staff of Bridges Preparatory School’s After School Program permission to seek medical attention for my child in my absence.

In case of emergency, parent/guardian/emergency contact information:

Name: _____ Phone: _____

Name: _____ Phone: _____

Please list any allergies/medical problems, including those problems requiring maintenance medication, (i.e. diabetic, asthma, seizure disorder).

Diagnosis	Medication	Dosage	Frequency

The purpose of the above information is to ensure medical personnel have details of any medical problem which may interfere with or alter treatment.

Signature of Parent or Guardian

Date

PAYMENT GUIDELINES

I understand payment is due on the **first Monday** of each month, payable to Bridges Preparatory School, in the form of check or via the on-line payment option on Bridges Preparatory School’s website. On-line payment via credit card is preferred.

- I understand a late fee of **\$25.00** per child will be applied to my payment if I do not pay by the close of business on the first Monday of each month.
- I understand if payment is not received by **the close of business on the first Monday of each month** my child will not be allowed to attend the After School Program until payment has been made. (Space may not be available in the Program once removed.)
- I understand failure to pick up my child on time may result in late fees. In the case of extreme tardiness with inability to reach a point of contact, local law enforcement authorities may be contacted as provided for in the SC Code.