

**PARENT HANDBOOK FOR  
TRUSSVILLE CITY SCHOOLS  
AFTER SCHOOL CARE PROGRAM**

**COORDINATOR OF PROGRAM  
HAL RIDDLE**

**AFTER SCHOOL CARE PROGRAM MANAGERS**

**CAHABA ELEMENTARY:  
SHARON SMITH**

**MAGNOLIA ELEMENTARY:  
BELINDA PROSSER**

**PAINE ELEMENTARY:  
BETH MARTIN**

# TRUSSVILLE CITY SCHOOLS

## AFTER SCHOOL CARE PROGRAM

### PARENT HANDBOOK

#### Program Managers:

Cahaba Elementary: Sharon Smith (205) 517-2383  
[Sharon.smith@trussvillecityschools.com](mailto:Sharon.smith@trussvillecityschools.com)

Magnolia Elementary: Belinda Prosser (205) 517-2362  
[Belinda.prosser@trussvillecityschools.com](mailto:Belinda.prosser@trussvillecityschools.com)

Paine Elementary: Beth Martin (205) 317-6397  
[Beth.martin@trussvillecityschools.com](mailto:Beth.martin@trussvillecityschools.com)

#### Program Supervisor:

Hal Riddle (205) 228-3032

#### INTRODUCTION

The After School Care program is offered by the Trussville City Board of Education. The program is intended to be a high quality enrichment experience, providing opportunities for student interaction, physical, social, and academic development.

#### HOURS AND LOCATION

The After School Care Program begins immediately following the dismissal of the school day until 6:00 pm.

#### ENROLLMENT REQUIREMENTS

1. Only students who are K5-5<sup>th</sup> grade (K5 students must be potty trained) who attend Paine, Cahaba, or Magnolia Elementary will be accepted into the After School Care Program.
2. Only students whose parents/legal guardians have completed the following registration requirements will be considered for acceptance into the After School Care Program:

- Emergency Information Form
- Parent Handbook Signature Page
- Tuition Contract
- \$45 Registration Fee (Non- Refundable)
- Vital Information Card
- Copy of Current Health Insurance Card

**ANY STUDENT WITH AN INCOMPLETE REGISTRATION PACKET WILL NOT BE ACCEPTED INTO THE AFTER SCHOOL CARE PROGRAM UNTIL ALL DOCUMENTS ARE COMPLETED.**

3. When the student applying is designated a special needs student, the parent/legal guardian will first contact the Director of After School Care at the student's zoned school in order to discuss appropriate care for the student.
4. When the After School Care Program is at maximum capacity, parents may place their students(s) on a waiting list and be notified on a first-come, first-served basis.
5. All children in the After School Care Program must have proof of full coverage insurance, and provide a copy of their current health insurance card.

## **FEES**

**Registration Fee: \$ 45.00 per family**

**9 Monthly payments \$ 170.00 per month for the 1<sup>st</sup> Student**

**\$ 150.00 per month for additional student(s)**

**Late Fee: A \$5.00 per day starting after the 15<sup>th</sup> of the month until tuition is paid. Failure to make payment (including late fees) for three (3) consecutive months may result in your student(s) being dismissed from the program.**

**Late Pickup Penalty: A \$5.00 per student penalty will be charged for every five (5) minutes after 6:00 pm. The late pickup penalty will be applied to the month's tuition. If you are chronically late picking up your student(s), after the third offense they may be dismissed from the program.**

## **PAST DUE ACCOUNTS, RETURNED CHECKS, TAX DOCUMENTS**

1. Program participant agree to pay any cost incurred by Trussville City Schools for the collection of past due balances or returned checks, including but not limited to collection agency fees or attorney fees.
2. The After School Care program **does not provide** annual receipts for tax filing purpose. **PLEASE KEEP ALL YOUR RECEIPTS!!**

## **HOLIDAY AND INCLEMENT WEATHER**

1. The After School Care program follows the Trussville City Schools school calendar and will be closed any days that Trussville City Schools are closed.

2. If Trussville City Schools cancel school or close early due to inclement weather the After School Care program will also be closed for that day.

## **GRIEVANCE PROCEDURES**

Any problem regarding the After School Care program should be discussed with the After School Care manager at the student's zoned location. Please find the managers' contact information in the front of the Parent Handbook.

## **PICKING UP CHILDREN**

After School Care requires you to sign your child out each day. A child **may only** be picked up by people who are designated on the "Emergency Information Form" by the parent/legal guardian. Please call, email, or send a note to let the After School Care manager know that someone other than the parent/or listed person will pick up the student. Please be sure that the person who will pick up your student knows that he/she will be expected to have an ID so that we can be sure who is picking up your student. These conditions are made for protection of your child.

## **AFTERSCHOOL EMPLOYEES AND DISCIPLINE**

When dealing with a student who is having a problem with inappropriate behaviors, the After School Care employees will administer the discipline policy stated below consistently and fairly –with courtesy and dignity. After School Care employees may not use any form of corporal punishment or intimidating language or actions.

## **INAPPROPRIATE BEHAVIOR**

All students are expected to respond positively to program rules and After School Care employees' direction in order to provide an orderly, safe and enjoyable environment for "our" students. Students who have difficulty adapting to these expectations will be encouraged to do so or the following steps will be taken:

- 1<sup>st</sup> Offense: Parent/legal guardian will receive a First Notice Behavior problem form to review with their student, sign and return to the After School Care manager.**
- 2<sup>nd</sup> Offense: Parent/legal guardian will receive a Second Notice Behavior Problem form and the student will be suspended from the After School Care program for the following day after receiving the Second Notice.**
- 3<sup>rd</sup> Offense: Parent/legal guardian will receive a Third Notice Behavior problem form and the Student will be dismissed for the After School Care program.**

**TRUSSVILLE CITY SCHOOLS  
AFTER SCHOOL CARE PROGRAM  
PARENT HANDBOOK**

**I have read and understand the After School Care parent handbook.**

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**Parent's Signature****Date**

**Please list your student(s) who will attend the After School Care program: (please print)**

<b>Student(s) Name</b>	<b>Grade</b>
_____	_____
_____	_____
_____	_____

**Please return the signed signature  
page to the After School Care  
Manager.**