

Updated 8/9/2021

## **Ace Handbook for the 21-22 School Year**

### **Mission Statement: Commitment to Living Well**

Our mission is for each child in the Extended Day Program to participate in a safe, healthy daily schedule of physical and enrichment activities. All children in the program will be treated with respect, academically challenged, and are encouraged to maintain a healthy lifestyle. We maintain this service of childcare to benefit all of the families of Mitchell Road Elementary. We provide the students with these opportunities under the supervision of a highly qualified staff. Our goal is to maintain their healthy mind, body, and well-being.

- **\$40 registration fee per family (non-refundable)**
- **The Extended Day Program is not a drop-in program.**

#### **Extended Day Program Rates**

\*Week = 3 or more days

<u># of Children</u>	<u>Per Week*</u>	<u>2 Days a Week</u>	<u>1Day a Week</u>
1	\$46	\$29	\$18
2	\$74	\$52	\$29
3	\$97	\$75	\$40
4	\$122	\$97	\$52
5	\$142	\$120	\$64

#### **Attendance and Absences:**

ACE hours are from 2:15p.m. until 6:00 pm. Please contact the ACE office at 864-355-6711 if your child is out due to illness or personal reasons.

**Fees are to be paid regardless of your child's attendance.**

#### **Late Pick-Up**

**A late fee of \$1.00 per minute will be charged for children picked up after 5:45 p.m.** We are aware that emergencies may happen. Please contact the director at 355-6711 as soon as you find an emergency situation arises. Note that excessive late pick-ups will result in dismissal from the program.

#### **Holidays, Teacher Workdays, Inclement Weather, End of the Year**

There will be no Extended Day Program on regular school holidays, snow days, teacher workdays, or ½ days at the end of the school year as set on the school calendar. EDP may not be offered the last week of school based on how many full days and ½ days are on the calendar.

During those years EDP will end on the last day of the last full week of school. EDP will not operate on days when Mitchell Road is closed due to inclement weather. If there is a delayed entry such as one or two- hour delay, the Extended Day Program will operate as usual. If the school is dismissed early due to inclement weather, the Extended Day Program will not operate. On school days that we have early dismissal, the Extended Day Program will not operate.

### **Procedure for Sign-Out and Pick-Up of Children**

Sign-out will be done in the front office, at that time your child will be paged to meet you. An ACE staff member will greet you, identify you and ask who you are picking up each day. **Only authorized adults will be allowed to pick up students from the after school program. Parents must send a signed authorization with a daytime telephone number of any adults not listed on the registration form to pick up their children. In last minute or emergency situations, you may call the ACE office (355-6711) indicating who will be coming for your child.**

**Anyone that we do not recognize will be asked to show a photo ID before your child is released. This procedure is for the protection and welfare of the children.**

### **Payment Schedule**

- **Advanced payments of cash, check, Money Order, or My School Bucks are due on Friday prior to the week attending.** Payments made by check or money order, during the week may be left in the deposit bag on the sign out table. **All cash payments need to be handed directly to the director and your receipt will be handed to you at that time.**
- **Your account must be kept current at all times. If your account is not current within two weeks, you will be dismissed from the program.**
- **Fees must be paid weekly regardless of your child's attendance in order that your child may continue in the ACE program. There will be a \$10 dollar charge if you are three or more days late.**
- **Parents will pay for what they sign up for when they enroll their child in the program: full week, half week or a specific day.**
- **No discounts are allowed for this program.** No reductions for sick leave or other absences are to be made.
- If you no longer need services of the program, you need to write a withdrawal letter to avoid paying for the weeks you do not need. You may re-enroll your child when circumstances change without paying a registration fee again. If a financial burden arises, please contact director.
- **In the event that we receive a check with non-sufficient funds, reimbursement must be made to ACE, in cash within forty-eight hours from the time you receive notification from the school as to keep your child's space. Only cash will be accepted for your payment.**
- **Parents should retain their weekly payment receipts for taxes. The Greenville County Schools' Tax ID # is 576000234.**

### **Medical Conditions**

A medical form is required to be on file for each child enrolled in our program. Through out the school year if there are any changes in your child's medical history, please notify the ACE director to make the current updates to your child's file.

### **Children with Special Needs**

We will not discriminate against any child with special needs or care instructions. However, in order to maintain a safe environment, students with special needs or care requirements are expected to follow daily procedures and rules of the Extended Day Program. We will do our best to accommodate each child who attends our program.

### **School Insurance**

**Purchased** school insurance covers the activities of this program:

Accident and Health Plans are available through Alive Risk, a division of All Risks, Ltd. Phone 864-672-1345-Gail Gray- Educational Risk Specialist through McGriff Insurance Services.

Regular school insurance may cover the regular activities of this program because these programs are an extension of the school day. However, parents are **encouraged to have insurance coverage for their child through either a K-12 plan or personal health insurance.**

If parents do not wish to take this coverage, a parent or guardian waiver must be signed on the registration form indicating this choice. Many people with adequate insurance policies do not require additional coverage.

### **Discipline Procedures**

ACE follows the same guidelines and policies of Mitchell Road Elementary School and the School District as procedure for discipline. **Each child's safety and over all well-being is valued with great regard. Each child will be expected to follow the rules and guidelines. Our goal is to encourage each child to respect their ACE friends and staff.**

### **Discipline Referrals**

**Severe discipline problems such as fighting, hitting, using profanity, etc. will warrant a disciplinary referral.** The director, the principal, and the parent must sign the referral before the child may participate again in the Extended Day Program. After two referrals, the child will be dismissed form the Extended Day Program.

### **Activities**

The Extended Day Program will run on a rotational schedule for the students. A snack is provided at the beginning of each afternoon. Following snack there will be a set time for homework, recreation, and computer lab. Other weekly opportunities include arts, crafts, and games. We will have monthly themes to give opportunities to expose our children to explore many topics.

### **Homework**

A homework period will be offered daily. Assistance will be provided. Parents should monitor their child's progress and make sure homework is complete. Your child is responsible to bring their stuff from class everyday. It is the parent's responsibility to check homework each day. Some children may finish all their homework at ACE, while others will need extra help at home. **Homework is a quiet time. Students are expected to be quiet and respectful of each other during this time. When your child is completed with homework, they will have the option to read a book, or work on extra practice sheets that are provided to them. Please keep in communication with your child's teacher.** ACE provides an opportunity to be a win-win situation as the parent/student, teacher and ACE staff is able to work together.

### **WELLNESS POLICY:**

#### MRES ACE Community House Rules For Staff, Students, and Family

##### STAFF

We as Staff will set forth examples and guidelines to create an atmosphere of wellness.

We as staff will educate our students and parents' on the effects of tobacco, sharing our campus is tobacco free.

We as Staff will educate and participate with students in daily physical activities.

We as Staff will educate students on nutrition, having healthy food sampling days, along with serving snacks that are lower in fat and sugar.

We as Staff will provide water to the students, available at all times. Water breaks will be offered as we pass water fountain areas.

##### STUDENTS

We as Students will follow the guidelines and examples set forth by the after school staff to improve our awareness of healthy choices.

We as Students will participate in physical activity thirty minutes per day. Inclusive of recreational recess, catch activities daily, and Fitness Challenges.

We as Students will not sit for more than 30 minutes at a time.

We as Students will hydrate with water throughout the afternoon.

We as Students will commit to eating more Go Foods than Slow Foods, and eat more Slow Foods than Whoa Foods each day.

##### FAMILY

We as family members of MRES after school program will set forth guidelines to create an atmosphere of wellness in our family.

We as family members of MRES after school program will strive to support our children by offering healthy food choices at home.

We as family members of MRES after school program will provide opportunities for our children to participate in physical activities outside of school.

We as family members of MRES after school program will commit to realizing the health effects of tobacco when our family members are exposed to it.

*We are committed to provide a quality after school child care experience where each child's day is enriched. Please contact me with any questions or concerns that you may have at 355-6711 or [kholle@greenville.k12.sc.us](mailto:kholle@greenville.k12.sc.us)*

Keleigh James  
ACE Director