



Providence Elementary After School Program Student/Parent Handbook 2025-2026

Dear Parents and Guardians:

Welcome to Providence Elementary After School Program Handbook.

This Handbook is designed to give students, parents and guardians a helpful insight into the Providence Elementary After School Program. It includes detailed information about Program activities, procedures, and policies. Please read this Handbook carefully and keep it in a safe place for easy reference during the school year.

Providence Elementary After School Program strives to provide an atmosphere where students can enjoy, grow, and learn. The staff always welcomes suggestions and ideas that will help us make your child's time at the Providence ASP beneficial and rewarding. We encourage you to share your thoughts and ideas with us at any time.

Many thanks to our PES staff for their energy and the outstanding job they do with the students each day and to the parents and guardians of the students in Providence Elementary for your support and encouragement.

The students benefit greatly from the many special qualities contributed to the Providence Elementary After School Program by so many committed and caring people!

If you have any questions about the content of this Handbook, please feel free to contact Rebekah Teal at 770-537-8100 ext. 5.

We look forward to the time that we will be spending together.

Best regards,

Rebekah Teal

Rebekah Teal

Program Director

770-537-8100

rebekah.teal@carrollcountyschools.com

PROGRAM CONTACT INFORMATION

Program Director: Rebekah Teal

Principal: Ashley McGill

THE AFTER SCHOOL PROGRAM

At Providence Elementary, the After School Program uses a designated area where students have access to computers. The staff at each site includes ASP directors and Site Teachers. During the year, the Program also utilizes the services of other school and nonschool employees. Background checks are performed on all staff members and other members employed by the program. The PES After School operating policy for the program maintains a maximum staff/student ratio of one to twenty four. Students are divided into upper and lower grades (PK-2nd, 3rd-5th).

APPLICATION & ENROLLMENT PROCEDURES

PES After School program does not discriminate against applicants on the basis of race, color, national origin, sex, age, religion, or disability status. Enrollment application forms for the After School Program are available at the school, and completed application forms will be collected during open house or can be sent in through your child's Tiger Tracker. Parents of applicants who are accepted into the After School Program will be notified by a director and must complete a permission form and an intake packet for each student enrolled. These forms include the student's personal information, emergency contacts, full legal names of persons authorized to pick up the student, and health and other information. All forms must be completed prior to student attendance and will be collected by the directors of the program. A copy of each student's permission form and intake packet will be kept on file in the After School Office. It is the responsibility of the enrolling parent/guardian to update information in the permission form and intake packet should any changes occur in emergency, telephone, or other information.

SCHEDULE OF OPERATION

Providence Elementary After School Program operates on all days that Carroll County Schools are open for students.

DAILY SIGN IN

Students must report directly to the PES cafeteria as soon as they are dismissed from their regular school day and sign-in by the indicated program start time. The safety of each student is paramount to the staff of Providence Elementary. If a student will not be attending ASP, as scheduled, it is essential that the student's parent/guardian notify Michelle Otts, PES Secretary, of the afternoon dismissal changes before 2:00 p.m.

DAILY SIGN OUT

The After School Program intake packet includes a form for parents/guardians to indicate how students will leave the program each day. All students must be signed out by an authorized adult when leaving at the end of the day.

Students will **NOT** be released to anyone other than a parent, guardian, or person listed in the student's intake packet, unless the student's parent/guardian notifies the program director(s) in writing prior to pickup time. Any person picking up a student that is not listed on the "pickup list", will be asked to see picture identification before the student is released.

LATE PICK UP

Providence Elementary After School Program closes at 6:00 pm each day. We ask parents/guardians or others, authorized to pick up students, to arrive five minutes before the end time to allow students enough time to tidy up and gather their belongings. If running late, take a moment to call the ASP office, so a staff member can speak to the student about the delay. **A \$1per minute fee will be added to the child's account for every minute the student is not picked up after 6:00 p.m.**

DAILY SNACKS

Each day students will receive a nutritious snack when they check into the After School Program. Students will not be allowed to use vending machines on the premises.

TUITION, FEES AND PAYMENTS

The ASP program is self supporting with all tuition and fees funding teachers, snacks and activities. The cost of staying in the PES Afterschool Program is \$9 per day, per child. A second child in the same household is \$9.00. The third child and above cost \$4. Payment will be expected in advance unless special arrangements are discussed with Rebekah Teal, prior to the start of the program. **If a student's account reaches a balance of \$45, the student will no longer be able to stay in the ASP Program until the balance has been paid in full. If students are present in ASP any portion of the day, they are charged for the full day. No exceptions will be made.**

If a child(ren), has an outstanding balance from the prior year, they will not be permitted to enroll in the program until the balance has been paid. Payments can be made online, over the phone, in person, through your child's Tiger Tracker, or Pro Care. Forms of payment include cash, check (made payable to Providence Elementary), or credit/debit card. **Credit/debit cards will incur a small convenience fee of 3%. If you choose to send in payment with your child, please make sure the payment is placed in an envelope and clearly marked with ASP, your child's name, and the amount enclosed.**

A yearly, one time, registration fee of \$10 per family is due prior to the child's first day in the ASP program. This fee can be made in any of the methods listed above.

We welcome drop-ins who may stay occasionally in the program. Please note that drop-ins will be expected to pay the registration fee of \$10 prior to staying in ASP. We also ask that drop-ins pay the \$9 daily rate at pick up or before.

ACADEMIC SUPPORT

Providence Elementary stresses the importance of homework in promoting academic excellence and self-discipline and sets time aside every day for students to complete their assignments or work on academic skill development.

Staff members will supervise the homework area and assist the students with their work, but will not be able to check each student's homework for accuracy. Parents are strongly encouraged to review homework on a daily basis. Students who do not have homework may use homework time to practice academic skills, explore STEAM careers, or read a book.

PERSONAL ITEMS

Since we cannot guarantee the safe return of personal belongings, Providence Elementary After School Program asks that any personal possessions be left in backpacks during a student's time in ASP. We recommend that the student's name be written on all personal items. As storage space is limited, we ask that students take all belongings with them when they leave the site each day.

CELL PHONE AND TELEPHONE USE

Please review the Providence Elementary Cell Phone Policy:

Due to having enough devices for every student in each classroom and access to land-line phones in multiple areas of the school, students attending Providence Elementary School do **NOT** need to bring their cellphones to school. If parents request that their child bring a cell phone to school for emergency situations, they will be required to be powered off and stored in their bookbags during the school day. The responsibility to keep the device secure rests with the individual owner.

We feel that the implementation of this policy will reduce instances of behavioral problems in our school. If a student's phone makes any noise during instruction or is being used on the playground for videoing or any other use, teachers are to collect these items, put the student's name and date on them, and send items to the office. They will be kept in the office until the student's parent picks the items up. Carroll County School System staff or employees are not liable for any device stolen or damaged on any campus. Failure to adhere to these regulations outlined by the Carroll County Student Agreement will result in disciplinary consequences.

The After School Program will follow the school cell phone policy. The staff will be happy to convey messages to students when necessary, but it is not possible for students to make or receive telephone calls while attending the After School Program. Parents are welcome to call the Program to speak to the director about questions or concerns regarding their children. Students will be allowed to call/ text parents/guardians on a case by case basis that will be determined by the ASP director.

HEALTH POLICY- Student Illness /Accidents /Emergencies

Students must have attended school during the school day in order to attend ASP. If a student becomes ill or is injured during their time in ASP or exhibits any of the following conditions:

- fever exceeding 100 degrees Fahrenheit
- vomiting or diarrhea accident
- head lice

his/her parent/guardian or emergency contact person will be contacted and asked to pick up the student within one hour of notification. If a student is in need of urgent hospital attention, staff will call 911 as well as the parent/guardian. If EMT professionals deem it necessary, the student will be transported to the hospital by ambulance, and the student's parent/guardian will be held responsible for the child from that point forward.

Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the Program Director as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations.

BEHAVIOR MANAGEMENT POLICY

The parents, students, and staff of Providence Elementary are asked to treat each other with respect, tolerance, kindness, and consideration. In our After School Program at Providence Elementary, we provide a safe and orderly environment for all children while they wait for their parents to get off of work. This program is a privilege and is not mandatory for students to be able to attend. If your child engages in multiple inappropriate behaviors, the following steps will be taken:

1st Offense: Verbal discussion with the parent/guardian and documentation in ASP system

2nd Offense: Temporary Suspension for 1-5 days (depending on severity of student's action)
with verbal discussion and documentation in ASP system

3rd Offense: Permanent Suspension with verbal discussion and documentation in ASP system

COMMUNICATION

Providence Elementary After School Program strives to create an atmosphere of open and honest communication. Please feel free to direct questions or concerns related to any facet of the program to the Program Director(s) at any time.

The staff's first priority is the safety and well being of the students. In order to meet the needs of the students and the staff during program hours, we ask that parents limit their conversation with program staff members to subjects involving their children. The Program Director is available to answer all other questions that arise. Please feel free to call us at any time.

PROVIDENCE ELEMENTARY ASP STUDENT INFORMATION SHEET

2025 - 2026

Student's Personal Information:

Student's Name: _____

Birthdate: _____ Grade: _____ Homeroom teacher: _____

Parent's Name(s): _____ Parent's Phone Number(s): _____

Email Address: _____

Siblings attending ASP: _____

Emergency Contacts: In the event that the student's Primary Guardian can not be reached, please call:

_____	_____
Name/Relationship to child	Phone number

_____	_____
Name/Relationship to child	Phone number

_____	_____
Name/Relationship to child	Phone number

Pick Up Authorization:

Full legal names of persons authorized to pick up the student (please add additional names to back if needed):

_____	_____
_____	_____

Health and other information:

My child has the following allergies:

My child takes the following medications:

Are there any other health concerns the ASP program needs to be aware of in order to best serve your child?

