



Marvin B Smith Elementary School After School Program Handbook

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**AT THIS TIME, THE HIVE IS AT CAPACITY FOR THE 25-26 SCHOOL YEAR. WE
WILL INFORM FAMILIES IF REGISTRATION OPENS AGAIN.**

WELCOME

We would like to welcome you and your child to our Smith After School Care Program, The Hive! This is a joint effort between Smith Elementary and ABSS to provide safe and enjoyable childcare for your family. The program will consist of a variety of recreational activities, snack time and scheduled homework time.

Please take the time to read this information. To give you a better understanding of the program, we have listed below a number of important points of emphasis. We appreciate you as a part of the Smith family and for allowing us to care for your child.

PURPOSE

The purpose of the after school care program is to provide a safe and enjoyable environment for Smith students, kindergarten through fifth grade. Pre-K students are not eligible for our after school care program.

LOCATION

The program is located in the gymnasium, cafeteria and outdoor playground area. At all times, parents will pick up their child by using our main entrance or by the double doors near the cafeteria.

SNACKS

We will provide a snack and beverage to each child daily. If your child is unable to eat certain snacks or would like additional snacks, they may bring a snack from home. Snacks cannot be shared between students due to possible allergies

HOURS

After school care will begin promptly at school dismissal at 2:35pm and runs until 5:45pm.

REGISTRATION

The after school program runs on a first come/first served basis. Parents must complete the online [registration form](#), sign the [parent/student agreement](#) and submit the first payment before we enroll your child. Registration applications are accepted throughout the school year and students will be admitted based on available space in the program. A waitlist will be maintained if the program reaches capacity.

STUDENT PICK UP

Students will be picked up from the cafeteria. Parents should park in the back of the school and walk to the double doors beside the cafeteria. It is **imperative** that all students are picked up by 5:45 pm. Parents will be charged an additional dollar per minute after 5:45. Five late pick ups (after 5:45pm) will result in termination from the after school program.

WORKDAYS

The Hive After School Program will not operate on teacher workdays nor early release days.

THE HIVE FEES

[The Hive Fees and Rules](#)

Paying online is the only payment method. Please use this [link](#) to pay online. The rates will be the same for each month, regardless of the days we are in school that month. Please print, sign and return the Parent/Student Agreement to the main office.

INCLEMENT WEATHER

If the school closes or dismisses early for inclement weather, the after school program will not operate.

STUDENT BEHAVIOR

Appropriate student behavior is expected of all after school care students. Expectations for student behavior are the same as expectations during the school day. Minor incidents will be handled by after school staff members. Parents will be notified of any misbehavior. Repeated misbehaviors may be referred to the afterschool program

director and/or assistant principal. In the event of a serious infraction, suspension from the program may occur. Repeated serious infractions will result in dismissal from the program. Payments are not refunded for suspensions. If a student is dismissed from the program for the remainder of the year, the parent will be refunded any money that has been paid for any time after the student has been removed from the program.

MEDICATION

If your child needs medication during after school care, written permission and instructions from your medical provider are required. You may obtain a medication form from our school nurse.

WITHDRAWAL

If you elect to withdraw your child from the program you must complete the After School Care [Termination Notice](#). This form may be found in the main office as well. We require a two week notice for all withdrawals. Without a withdrawal notice, charges will continue to accrue to your account.

CHANGE IN STATUS

If you wish to change your child's status (example: part-time to full time), you must complete a [Change of Status Request](#). This form may be found in the main office as well. ***You may only change your child's status one time during the current school year.***

Thank you for allowing us the privilege to serve your child.

Sarah Rickman, Principal
Jennifer Hicks, After School Care Director

