

**CENTRAL COMMUNITY SCHOOLS**  
**Academic Enrichment and Remediation Program**  
**Bellingrath Hills Elementary School**

**PARENT HANDBOOK**

**INTRODUCTION:**

Welcome to the Bellingrath Hills Elementary School's Academic Enrichment and Remediation Program. We are committed to providing a safe environment for elementary students to experience academic enrichment and assistance in a before and after school setting. This handbook is a comprehensive guide to the policies and procedures of the Bellingrath Hills Elementary School Academic Enrichment and Remediation Program. Please read it carefully and discuss appropriate areas with your child.

**GOALS:**

- Provide a positive environment for learning
- Use motivational strategies to engage student participation and learning
- Provide effective program management, support and resources
- Assess program periodically for effectiveness

**PROGRAM DESCRIPTION:**

Bellingrath Hills Elementary School's Academic Enrichment and Remediation Program is designed to offer participating students in Kindergarten, reinforcement in academics through high-quality instruction.

**PLEASE NOTE:** Homework completion is not the primary focus of this program. A site supervisor and qualified instructional personnel staff the program. Staff members work closely with classroom teachers and school administrators. Students will be given academic enrichment/assistance each morning and/or afternoon.

**HOURS:**

Students participating in the program may be dropped off one (1) hour before school begins, **NO EARLIER**, and two (2) hours after school ends. Exact times will be provided once bus routes are established. **\$1.00 WILL BE CHARGED FOR EACH MINUTE AFTER ENDING TIME!**

**FEES/PAYMENT SCHEDULE:**

Registration Fee (**Non-Refundable**) \$35.00

**COST:**

Before School ONLY \$30.00 per week

Before/After **OR** After ONLY \$50.00 per week (Cost is subject to change during the school year).

Fees are paid in advance and are nonrefundable. Checks are made payable to: **Bellingrath Hills Elementary.**

There will be a \$20 fee for NSF checks. A second NSF check will result in all future payments being made by cash or money order for the remainder of the school year. If your child is absent for any reason, the entire weekly fee is still required. The only exception to this is, Thanksgiving, Christmas and Easter breaks. **Any student more than five (5) days behind in payments will be dropped from the program. NO EXCEPTIONS!**

The entire payment for the month of May **MUST** be paid in advance by Tuesday, April 30, 2013. **NO EXCEPTIONS!**

**ENROLLMENT:**

To enroll your child, you must:

- Complete Enrollment form
- Complete Emergency Information Card
- Sign Parent Before/After Enrichment /Remediation Agreement
- Pay Registration Fee (\$35) and first week's payment.

**ATTENDANCE POLICIES AND PROCEDURES:**

Students participating in the program must be checked in and out each day with the teacher the student is assigned with. The Academic Enrichment and Remediation Program will **NOT** operate during scheduled school holidays and will **NOT** be operational if the school is closed for emergencies. The afternoon program will **NOT** operate during early dismissal days and staff development days. Fees remain the same even when weeks contain holidays or early dismissal days. Refer to our district calendar and website for these dates. Students participating in the afternoon program will be provided a light snack each day.

**RULES:**

A positive approach to discipline will be used in Bellingrath Hills Elementary School's Academic Enrichment and Remediation Program. Behavior problems will be recorded and parents will be notified if inappropriate behavior continues. If a child continually misbehaves, the site supervisor may suspend and/or permanently remove the child from the program.

**SAFETY:**

The Bellingrath Hills Elementary School's Academic Enrichment and Remediation Program will provide a safe place where students can reinforce academic skills, participate in age-appropriate recreation and social skill building activities. Students are expected to follow all school rules and program safety rules. Violation of these rules may result in your child not being allowed to participate in the program.

**ACCIDENT OR INJURY:**

Parents will be contacted as soon as possible in the event of a serious accident or injury. In the event that a parent cannot be contacted, emergency contacts will be notified. An incident report will be completed and placed on file. Staff will use standard first aid when treating minor injuries.

**PURCHASE:**

Any student who will be a car rider for early dismissal days **MUST** purchase a 2012-2013 car tag. The car tag from last year may not be used. **NO STUDENT WILL BE ALLOWED TO BE PICKED UP WITHOUT THE CURRENT GREEN CAR TAG.** A note to your child's teacher must be sent to school for each early dismissal day indicating how your child will get home.

**REPEATED FAILURE TO COMPLY WITH ANY OF THE POLICIES INCLUDED IN THIS HANDBOOK MAY LEAD TO YOUR CHILD BEING REMOVED FROM THIS PROGRAM.**

## **PARENT AGREEMENT**

### **Academic Enrichment and Remediation Program Bellingrath Hills Elementary**

My signature on this agreement indicates that I have read the Academic Enrichment and Remediation Program and agree to abide by the rules and regulations of the Academic Enrichment and Remediation Program. I am aware that the Academic Enrichment and Remediation Program will not operate during scheduled school holidays. I am aware that the Academic Enrichment and Remediation Program will not operate during early dismissal days. I know that the program will be closed if the school is closed for emergencies. I am aware that the fees remain the same even when there are holidays and early dismissal days that fall during a school week.

I also agree to the following rules:

- I will drop off my child(ren) **no earlier** than one (1) hour prior to the start of school and I will pick them up **no later** than two (2) hours after the end of the school day. Exact times will be provided. I understand that \$1.00 per minute will be charged, if not picked up on time.
- Fees will be paid in advance on a weekly basis and are non-refundable. I agree to pay a \$20 NSF fee for returned checks, with a second offense resulting in future payments by cash or money order.
- It is my responsibility to keep the program informed of any changes in address, telephone numbers, custody requirements and emergency information.
- I agree to give a one (1) week written notice if my child will be withdrawing from the program.

\_\_\_\_\_  
PARENT or LEGAL GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

**\*\*Please complete and return the Parent Agreement form and application with a \$35 non-refundable registration fee and a first week payment (\$30 AM only/\$50 AM/PM or PM only).**

**Bellingrath Hills Elementary School**  
**Academic Enrichment and Remediation Program Enrollment Form**  
**2012 – 2013**

**Please print legibly and fill out this form completely.**

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Known allergies or dietary restrictions: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Grade: \_\_\_\_\_

Male \_\_\_\_\_

Female \_\_\_\_\_

Address: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mother's Cell #: \_\_\_\_\_

Mother's Work: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Father's Cell #: \_\_\_\_\_

Father's Work: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

List of all persons authorized to pick up your child: \_\_\_\_\_

Students **MUST BE** picked up by **5:30 PM!!!**

**Registration Fee: \$35 non-refundable** Paid \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ BOTH

Cost per week \$50 (before/after or after only)

Cost per week \$30 (morning only)

Cost of \$1 per minute AFTER pick-up time

My signature on this application indicates that I have read the Bellingrath Hills Academic Enrichment and Remediation Program Handbook and agree to abide by all rules and regulations.

\_\_\_\_\_  
Parent or Legal Guardian Signature