

ENROLLMENT PROCESS

Parents will apply for the After School Program by calling the school your child is enrolled.

If your child is approved to attend After School Program, you will receive an email with a link to complete the After School Enrollment Form.

If you have more than one child that is approved to attend the program, you will be required to complete separate enrollment forms for each child.

DAILY SCHEDULE INCLUDES

- After School Meal
- Homework and/or Quiet Activity
- Planned Project /Activity
- Structured Recreation Time
- Independent Play
- Clubs

BEHAVIOR EXPECTATIONS

If a child has a discipline issue, the After School Program Manager will request a conference with the parent or guardian. Any child who endangers the safety of and/or shows a lack of respect for others may be dismissed from the After School Program.

Expected Code of Conduct Agreement Form must be signed by the parent/ guardian and child. And be returned to the After School Program Manager with all other enrollment forms.

Our Mission as an After School Program is to provide a safe environment in addition to enhancing student learning and wellness.

Hancock County After School Programs



NON-DISCRIMINATION POLICY

The Hancock County School district prohibits discrimination on the basis of race, color, national origin, age, religion, marital, or parental status, political affiliations or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status or disability in its education programs and activities or employment practices.

After School Programs Contact Information

North Hancock Elementary South Hancock Elementary
MARTY WILLIAMS DEE CARTER
(270)927-7900 (270)927-6762

**HANCOCK COUNTY
SCHOOLS**
83 St Rt 3543
Hawesville, Kentucky 42348
(270)927-6914

POLICIES AND PROCEDURES

AFTER SCHOOL PROGRAM

We are pleased you have selected Hancock County After School Programs as a means of providing after school supervision for your child. It is our goal to offer parents a safe and enriching after school child care program at minimal cost to participants.

WEEKLY AFTER SCHOOL FEES

Number of Children	1	2	3	4	5
WEEKLY	\$35	\$45	\$55	\$65	\$75

EMPLOYEE FEE RATES

Number of Children	1	2	3	4	5
WEEKLY	\$30	\$40	\$50	\$60	\$70

HOURS OF OPERATION

The After School Program is in session each school day from the time of dismissal until 5:45 pm.

PAYMENT SCHEDULE

- Payment is due one (1) week in advance.
- Payment is due on Friday for the next week of attendance. If payment is not received by Monday morning there will be a charge of \$10 added to the normal fee.
- If an account becomes past due, a \$10 re-instatement charge will be added to the regular fee.

Note: If you have questions about financial assistance, please contact the Family Resource Coordinator at your school:

North Hancock- Lacey Mosby (270)927-7900

South Hancock- Jamie Stephens (270)-927-6762

PAYMENTS

Checks, Cash, and Debit/Credit Cards are acceptable forms of payment, (all debit/credit cards will have a 3% fee.) We encourage you to make your payments through "MY PROCARE". You will be made aware of payment details through the enrollment process.

RETURNED CHECKS

You understand and agree that we may collect a returned check processing charge of \$25.00 by the same means as allowable by state law.

SIGN OUT PROCEDURE

EACH CHILD, WITHOUT EXCEPTION, MUST BE SIGNED OUT BY A RESPONSIBLE ADULT EACH DAY.

If your child is to be picked up by anyone other than a parent/ guardian at any time, their names must be listed on the registration form and they must present a picture ID.

MEDICATIONS

The staff will administer medications only as directed by the parent/guardian.

Note: A signed permission form for administering medication must be on file.

ALLERGIES

If your child has a food/specific allergy, the After School staff may request written instructions regarding how your child's individual needs can be best met.

EMERGENCY PROCEDURES

In the event of a medical emergency, every effort will be made to contact the Emergency Contact listed in enrollment forms.

Should staff not be able to reach anyone, the injured student will be transported to an Emergency Room by Ambulance.

DISASTER DRILLS

All Emergency Drills will be in compliance with State Licensing Regulations.

LATE PICK UP

For each minute (after 5:45 pm) you are late picking up your child, a fee of \$1 per minute, per child, will be added to the regular weekly fee rate.

Late pick-ups during the year will result in dismissal of your child from the After School Program.

SEVERE WEATHER/ EARLY DISMISSAL

Should schools be dismissed early in the day, parents will be contacted and asked to pick up their child. If for some reason parents are unable to arrive early, then staff will remain at the school until the child is picked up.

When school is closed due to a holiday, bad weather, or unforeseen events, the After School Programs will also be closed.