

**Bethlehem Baptist Church
After-School Enrichment Program
2016 - 2017**

August 16, 2016 – June 02, 2017

Imagine • Believe • Succeed

**After-School Program
Parent
Handbook**



Bethlehem Baptist Church After-School Program
Brenda Baldwin, After-School Administrator
4 Harrison Bridge Road • Simpsonville, SC 29681
Telephone (864) 688-0414
Website: www.bcaedu.org/after-school.php

BBC After-School Enrichment Program Parent Handbook



PURPOSE

To provide a high quality After-School program. The After-School program equips elementary and middle school students with educational support through assistance with homework, computer skills, standardized testing and fundamentals such as reading, writing and math. We enable families to spend precious time together with minimal concerns of homework.

"For I know the plans I have for you," says the Lord. "They are plans for good and not for disaster, to give you a future and a hope." Jeremiah 29:11

GENERAL POLICIES

HOURS OF OPERATION: Monday - Friday 3:00PM - 6:00PM

Open Most School District Holidays: 7:00AM – 6:00PM

Closed Labor Day (September 5), Christmas (December 26-27), & New Year's Day (January 2)

ADMISSIONS

A child will be accepted for enrollment after:

- 1) Parents meet with director
- 2) All forms are completed– including medical release form, registration form, and discipline policy form.
- 3) All fees are paid.

REGISTRATION

Registration Fee: \$60 (Includes all material fees and snacks – non-refundable) •

Early Bird Registration – Registration Fee will be \$50.00 per student (Expires 07/31/2016) (non-refundable)

Activity Fee: \$50 (includes paper, pencils, field trips, and holiday activities - non-refundable)

FACTS Annual Enrollment Fee: \$45

TUITION

Weekly

\$65 per week (\$115 - 2 children/\$170 - 3 children) – Non-members

\$60 per week (\$105 – 2 children/\$155 – 3 children) - Bethlehem Baptist Church members &

2015-2016 School Term BBC After School Program Students

Tuition - \$55 per week (\$100 – 2 children/\$150 – 3 children) – All Students who participated in Early Bird Registration.

\$25 daily drop-in rate (3PM - 6PM includes snack) - if space is available.

Holiday drop-in (7AM - 6PM includes lunch & snack).

After School Program Students will pay the regular weekly tuition and will be responsible for the costs of off-campus activities.

Non After School Program Students (if space is available)

Rates: \$40 -One (1) day per holiday week / \$50 -Two (2) Days per holiday week / \$75 -Three (3) or more days per holiday week

FINANCIAL POLICY

Facts, Rules, and Regulations.

Past due accounts are not permitted to participate in another program until account is current.

ABSENCES

There will not be a fee adjustment for absences or holidays.

RETURNED CHECKS

There is a \$35 returned check fee. This will be strictly enforced.

SCHOOL PICK UP LOCATIONS

Elementary Schools - (K-3 - 5th Grade)

Bells Crossing, Bethel, Blythe, Bryson, Fountain Inn, Fork Shoals, Golden Strip, Greenbrier, Mauldin, Mt. Zion Christian School, Oakview, Plain, Simpsonville, Rudolph Gordon, and More.

Middle Schools - (6th - 8th Grade)

Bryson, Hillcrest, Hughes, Mauldin, Langston, Ralph Chandler & more

If a school is not listed please call the office at 864-688-0414 (Must have at least two students per school for pick-up)

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GENERAL POLICIES (continued)



AUTHORIZATION TO PICK UP

No child will be released to any person that is not on the pick-up list. We must have written or verbal permission from the parents for changes in pick-up authorization. We will ask for a photo I.D.

LATE PICK-UP

The program closes promptly at 6:00PM. We do not have provisions for employees to stay late. **A charge of \$1.00 per minute per child will be assessed after 6:00PM.** Payment (cash only) should be given directly to the staff member. Consistent tardiness may lead to your child being dismissed from the program.

HOLIDAYS

Open most School District holidays from 7:00AM-6:00PM. CLOSED: September 5 (Labor Day), November 24-25 (Thanksgiving), December 26-27 (Christmas), and January 2, 2017 (New Years)

SNOW CLOSINGS

Please tune in to WYFF-TV4, WSPA-TV7 call the office at 864-688-0414 or visit the website at www.bcaedu.org for listings.

ITEMS FROM HOME

Children will not be allowed to bring cell phones, electronics, hand-held games or board games. These items will be confiscated and must be picked up by the parent. These are only permitted on Friday.

WITHDRAWAL OF A CHILD

Bethlehem Baptist Church After-School Program reserves the right to withdraw a child from the program for the following reasons:

- Failure to pay tuition.
- Failure to comply with disciplinary policy.
- Disrespectful Parent.

Early withdrawal from the After-School program will result in one weeks payment due. Please give us two weeks notice before withdrawing from any program.

DISCIPLINE

The purpose of discipline in the program is to help children learn acceptable behavior. We will use developmentally appropriate methods for guiding behavior realizing that all children are different with individual past experiences, preferences, and concerns. A signed copy of the discipline policy will be kept in each child's file.

ILLNESS

We do not have the staff or facilities to care for children who are too sick to participate in regular activities. **Please do not bring your child if he/she has a fever of 101 or higher, an infectious disease, or severe diarrhea.** If your child becomes ill while in our care, you will be notified to come for him/her.

MEDICINE

We will administer medicine to your child according to your written and signed instructions on the medication card. Please do not ask us to give more than the prescribed dosage. Be sure that all medicine is labeled with the dosage and your child's name and placed in a plastic bag. We will not administer any medicine without written or verbal permission from the parent.

FOOD

Snacks are included in the weekly cost. (Please note: When the program is open from 7AM - 6PM, breakfast, lunch and a snack will be served)

Bethlehem Baptist Church

After-School Enrichment Program

Contact Information



After-School Enrichment Program

Sis. Brenda Baldwin, BCA After-School Administrator
Telephone (864) 688-0414
Email: BBaldwin@bbc1867.org
Website: www.bcaedu.org/after-school.php

Billing and Tuition Inquiries

Sis. Derrick Brown, Accounting Office
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Email: DBrown@bbc1867.org

Bethlehem Baptist Church

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Dr. Phillip M. Baldwin, Pastor

