

BETHLEHEM BAPTIST CHURCH

STUDENT DEVELOPMENT PROGRAM

2020-2021



August 24, 2020 -May 28, 2021

Believe • Achieve • Succeed

After-School Program

Parent Handbook

After-School Student Development Program

Director Shelia McBee-Norman

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Revised 7/14/2020

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 After-School - 3:00PM - 6:00PM

Full Day e-learning 7:00am-6:00-pm

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

Closed Labor Day (September 7th), Thanksgiving (November 26th -27, Christmas (December 24-25)

New Year's Eve December 31, 2020 New Year's Day (January 1 2021), MLK Day Jan. 18, 2021 TBD, & May 31st 2021 (Memorial Day)

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 (non-refundable)

Activity Fee based on activities

- **FACTS Annual Enrollment Fee:** \$45

TUITION

Weekly After School

\$75.00 per week (\$135.00 - 2 children/\$200.00 - 3 children) – Non-members

\$65 per week (\$125 – 2 children/\$175 - 3 children) - Bethlehem Baptist Church members & 2019-2020 returning students

.\$40 daily drop-in rate (3pm – 6pm includes snack) - if space is available.

Weekly Full Day E-Learning Service

\$125 per week (\$250 - 2 children/\$350 - 3 children) – Non-members

\$125 per week (\$225 – 2 children/\$325 - 3 children) - Bethlehem Baptist Church members & 2019-2020 returning students

\$\$50 daily drop-in rate 7:00am -6:00pm includes breakfast, lunch (\$40.00 3pm – 6pm includes snack) - if space is available.

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

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

Non After School Program Students (if space is available)

Rates: \$50 -One (1) day per holiday week

\$75 –Two (2) Days per holiday week

\$100 –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, Bryson, Fountain Inn, Fork Shoals, Golden Strip, Greenbrier, Mauldin, Plain, Simpsonville, Rudolph Gordon, and **more.**

Middle Schools - (6th - 8th Grade)

Bryson, Hillcrest, Hughes, Mauldin, Langston, Ralph Chandler, Fisher & **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 **to be considered**)

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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 7th (Labor Day), November 26-28 (Thanksgiving), December 24-25 (Christmas), and December 31- January 1, 2021 (New Years), MLK Day Jan.18th, 2021 TBD, May 31 (Memorial Day)

SNOW CLOSINGS

Please tune in to WYFF-TV4, WSPA-TV7 call the office at 864-688-0414 or visit the website at www.bbc1867.org for listings.

ITEMS FROM HOME

Children will be allowed to bring cell phones, electronics, hand-held games or board games at their own risks and may be used for approved occasions. BBC Afterschool Program **IS NOT** responsible for lost or stolen items.

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 two 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, vomiting, or severe diarrhea.** If your child becomes ill while in our care, you will be notified to come pick-up 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) If your child has a known food allergy please send appropriate food

Bethlehem Baptist Church Student Development Program Contact Information



After-School Program

Student Development Program
Director Shelia McBee-Norman
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FACEBOOK: BETHLEHEMSDP

Billing and Tuition Inquiries

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Bethlehem Baptist Church

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