

**Oconee County Parks and Recreation Department**

**AFTER SCHOOL  
PARENT HANDBOOK  
2020-2021**



**AFTER SCHOOL PROGRAM**  
**[www.oconeecounty.com/ocprd](http://www.oconeecounty.com/ocprd)**  
**706-769-3965**

**Oconee County Parks and Recreation Department**  
**After School Parent Handbook**

## Contents

Welcome Letter .....	1
Contacts and Sites.....	2
Hours of Operation .....	2
Mission Statement .....	3
After School Goals.....	3
Non-Discrimination Clause .....	3
Registration Process.....	3
Fees .....	4
Payment Policy.....	4
Forms of Payment.....	4
Withdrawal Procedures .....	5
Sign-in/Sign-out Procedures .....	5
Late Pick-up Policy .....	6
Alternate Pick-up .....	6
Transportation .....	6
Snack .....	7
Health Requirements .....	7
OCPRD After School Program Protocol for COVID-19 .....	8
Medication Policy.....	9
Inclement Weather Policies .....	9
Site Emergencies.....	9
How Parents Can Be Helpful .....	10
Clothing and Personal Belongings .....	10
Participant Behavior .....	10
After School Closure Dates .....	12
All Day Camps .....	12

## Welcome Letter

Dear Parents & Guardians,

It's school time again! We are very happy and excited to have your children enrolled in our After School Program. Due to the COVID-19 pandemic we have updated our policies and procedures for enhanced safety measures for the After School Program. These updates will assure the safety and wellbeing of our participants and staff. The recommendations have been determined from the Center of Disease Control, the Department of Public Health and local healthcare officials. Thank you for understanding and working with us to keep our community healthy.

Our staff is committed to providing a fun, safe and secure environment for your children for After School. We offer participants homework time, arts and crafts, special events and a diversity of games for all ages. During the program, participants will be separated into specific groups based on their grade level. Each group will have a specific classroom or space for check-in, snack time, and homework time. Each of our groups will have a limited number of participants per group. Participants will stay with their specific group for the duration of the afternoon, and will not participate in activities with other groups.

Providing a safe atmosphere for your children to have fun, recreate, learn and make new friends is our number one goal. We have hired an exceptional group of counselors to work with your children this school year. All staff are AED/CPR/First Aid certified, have completed a Mandated Reporter training, have completed the CDC Heads Up concussion protocol training, and are required to pass a drug screen and background check. All staff have been trained about safety protocols, social distancing requirements, and enhanced sanitizing procedures to mitigate the spread of infection and viruses. Staff will be required to wear a mask at all times throughout the duration of the program. We take pride in our staff and ensure that they are properly trained, in order to best serve your children.

Thank you again for enrolling your child in our After School Program. Please do not hesitate to contact me if I can be of any assistance to you. We are looking forward to this school year, and the new friends and memories that will be made in the Oconee County Parks and Recreation After School Program!

Sincerely,



**Chase Brown, M.S.** | Youth Program Coordinator  
Oconee County Parks & Recreation Department  
706.769.3965 | [www.oconeecounty.com/ocprd](http://www.oconeecounty.com/ocprd)



## Contacts and Sites

### After School Main Office

Herman C. Michael Park (HCM) 706-769-3965, select option 1  
Office Hours 8 a.m. – 5 p.m.

### Staff Directory

Lisa Davol	Director	<a href="mailto:ldavol@oconee.ga.us">ldavol@oconee.ga.us</a>	706-769-3965
Whitney Sperlik	Deputy Director	<a href="mailto:wsperlik@oconee.ga.us">wsperlik@oconee.ga.us</a>	706-769-3965
Brent Sexton	Recreation Manager	<a href="mailto:bsexton@oconee.ga.us">bsexton@oconee.ga.us</a>	706-769-3965
Chase Brown	Youth Program Coordinator	<a href="mailto:cbrown@oconee.ga.us">cbrown@oconee.ga.us</a>	706-769-3965
Dove Creek	Asst. YPC (Site Leader)	<a href="mailto:dcas@oconee.ga.us">dcas@oconee.ga.us</a>	706-769-3965
High Shoals	Asst. YPC (Site Leader)	<a href="mailto:hases@oconee.ga.us">hases@oconee.ga.us</a>	706-769-3965
Rocky Branch	Asst. YPC (Site Leader)	<a href="mailto:rbas@oconee.ga.us">rbas@oconee.ga.us</a>	706-769-3965
Joan Postero	HCM Office Assistant	<a href="mailto:jpostero@oconee.ga.us">jpostero@oconee.ga.us</a>	706-769-3965

\*If you need to contact the After School Program staff or if you are returning their call please contact our HCM office location at 706-769-3965, select option 1. Please do not contact the school directly via their front office phone.\*

## Program Locations

DCES Program – Kindergarten through 5th grade  
Dove Creek Elementary School, 7921 Hog Mountain Road, Statham, GA 30666

HSES Program – Kindergarten through 5th grade  
High Shoals Elementary School, 401 Hopping Road, Bishop, GA 30621

RBES Program – Kindergarten through 5th grade  
Rocky Branch Elementary School, 5250 Hog Mountain Road, Bogart, GA 30622

## Hours of Operation

After School Programs operate from the time participants are released from school until 6 p.m., Monday – Friday.

### Tentative Daily Schedule

2:30 – 3:30 Participants are checked in at their specific group classroom. Announcements, snacks, and study program. There will be separate groups of up to 25 participants.

3:30 – 3:45 Announcements for group activities and restroom/water break.

3:45 – 5:30 Group rotation activities. Ex: (K – 1<sup>st</sup>) in gym, (2<sup>nd</sup> – 3<sup>rd</sup>) outside and (4<sup>th</sup> – 5<sup>th</sup>) in classroom for computer lab. Groups will rotate to different areas after the space and equipment has been sanitized for next group.

5:30 – 6:00 Free-time in specific group classroom and pick-up.

*Tentative Program dates: August 5 – December 18, 2020 and January 5 – May 21, 2021*

## **Mission Statement**

The Oconee County Parks and Recreation Department, through a coordinated effort, seeks to enrich the quality of life of the citizens we serve, by providing safe and accessible recreational facilities and a diversified program of recreational activities for all citizens.

## **After School Goals**

The After School Program is designed to provide positive after school activities for elementary school participants within a safe, secure and enriching environment. A trained and caring group of staff supervises the program. Educational and recreational activities geared to the interest of the participants are provided and will include: a study program period, arts and crafts, sports, games, special events, music days, and group activities.

## **Program Objectives**

- Provide an enriching experience for all participants.
- Provide a variety of quality recreational and educational activities in a safe and fun atmosphere.
- Create positive staff/participant interaction, communication and guidance.
- Promote self-confidence and accomplishment through completion of program activities.
- Provide encouragement and help expand social skills.
- Provide an outlet for physical exertion.

## **Non-Discrimination Clause**

- No otherwise qualified individual with a disability in the U.S. shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination.
- No person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

## **Registration Process**

- Children must be registered 24 hours in advance and have all online paperwork completed before they can attend the program.
- A child is considered registered once the online registration form and all other necessary paperwork have been completed and the first week's fees are paid in full.

## **Fees**

- Fee is \$70 per week, per child for 5 days of care.
  - Full rate is expected regardless of how many days your child attends.
- Flex rate is \$45 per week, per child for 3 days of care.
  - Full rate is expected regardless of how many days your child attends.
- If on the Flex plan and participants attend more than three days, the full rate of \$70 will be due.
- Fees are set forth by the Board of Commissioners and are subject to change.

\*All program activity schedules and fees are subject to change based on Board of Education guidelines related to COVID-19.\*

### Full-Time Participants Only (\$70/week) - Pro-rated Weeks - due to School Closures

- August 5 – 7, 2020 \$45
- September 8 – 11, 2020 \$56
- October 5 – 8, 2020 \$56
- October 13 – 16, 2020 \$56
- January 5 – 8, 2021 \$56
- January 19 – 22, 2021 \$56
- February 8 – 11, 2021 \$56
- February 16 – 19, 2021 \$56
- March 9 – 12, 2021 \$56

## **Payment Policy**

- The first week's payment is due at the time of registration for each participant.
- Payments are billed in advance of the upcoming week on Friday; payment due on Monday at 6 p.m.
- Payment must be received in order for a child to attend the program.
- If payments are not received by Monday at 6 p.m., a late payment fee of \$10 per child will automatically be charged to your account.
- If the balance on your account is not paid in full, including late fees, by Noon on the coming Friday your child will be withdrawn from the After School Program and your account will be flagged preventing you from registering for any OCPRD program until account balance is paid in full.
- After three late payments, OCPRD has the right to require the parent to enroll in automatic payments in order to keep their child enrolled in after school programming.

## **Forms of Payment**

- All payments are to be made online through the parent/guardian Community Pass account with either a credit card, debit card, or e-check.
- Payments may be made weekly, or monthly as long as payment is received in advance.
- If you wish to be billed monthly, please call the After School Program office or email Joan Postero.

## Withdrawal Procedures

All of the following must be complete:

- Complete withdrawal notice form that can be sent by email.
- Submit withdrawal notice form via email by **12:00 pm on Friday before the requested withdrawal week.** If withdrawal notice is received after we have billed for the next week, it will result in you still being financially responsible.
- Pay final balance.

## Sign-in/Sign-out Procedures

- A daily attendance record is kept on all participants who attend the After School Program.
- Participants will be released from their classrooms in a staggered manner and will be escorted to the cafeteria for check-in. Staff will monitor participants to make sure social distancing protocols are being followed as they wait.
- After School staff will take roll to ensure all participants are checked in upon arrival.
- Once participants have been checked in they will be separated to their specific group based on their grade level. They will spend the rest of the afternoon with their specific group.
- Below is the location and instructions for pick up from each After School Program location. We encourage all parents and guardians to please wear a mask or face covering when communicating with staff. If you have any questions, please contact the After School office.
  - **Dove Creek Elementary –**
    - Participant checkout will begin at 2:45 pm.
    - Please enter through the bus pickup and pull around to the sidewalk under the breezeway beside where the busses park.
    - A counselor will be at the corner of the sidewalk to greet you.
    - Please make sure you have your photo I.D. with you or your current photo is uploaded in your family pickup list on Community Pass.
    - Once I.D. has been confirmed, the counselor will sign out your participant via digital attendance or paper sheet.
    - The counselor will then direct you to pull up beside a specific numbered traffic cone to wait for your participant. Please remain in your vehicle.
    - Staff will radio for participant to come to your vehicle.
  - **High Shoals Elementary –**
    - Participant checkout will begin at 2:45 pm.
    - Please enter through the bus pickup and pull around to the sidewalk under the breezeway beside where the busses park.
    - A counselor will be at the corner of the sidewalk to greet you.
    - Please make sure you have your photo I.D. with you or your current photo is uploaded in your family pickup list on Community Pass.
    - Once I.D. has been confirmed, the counselor will sign out your participant via digital attendance or paper sheet.
    - The counselor will then direct you to pull up beside a specific numbered traffic cone to wait for your participant. Please remain in your vehicle.
    - Staff will radio for participant to come to your vehicle.

- **Rocky Branch Elementary –**

- Participant checkout will begin at 2:45 pm.
- Please enter through the bus pickup and pull around to the sidewalk under the breezeway beside where the busses park.
- A counselor will be at the corner of the sidewalk to greet you.
- Please make sure you have your photo I.D. with you or your current photo is uploaded in your family pickup list on Community Pass.
- Once I.D. has been confirmed, the counselor will sign out your participant via digital attendance or paper sheet.
- The counselor will then direct you to pull up beside a specific numbered traffic cone to wait for your participant. Please remain in your vehicle.
- Staff will radio for participant to come to your vehicle.
- 

### **Late Pick-up Policy**

- The After School Program ends at 6 p.m.
- Parents whose children remain past the end time will be charged **\$1 per minute late fee** beginning at 6:01 p.m.
- Late fees must be paid before the child can attend the next day.
- **If a parent/guardian has not made contact with our offices by 6:30 p.m., law enforcement will be contacted who will then contact children’s protective services.**
- After three times of being in violation of this policy, parents may be asked to find alternative after school care.

### **Alternate Pick-up**

- **Only persons that you have previously approved will be permitted to sign for your child.**
- In the event that someone else may be picking up your child, the alternate person must be listed on the Authorized Pick-up list on your family Community Pass account.
- The alternate person must provide a **photo I.D.** at pick-up, preferably a valid driver’s license.
- If we are not notified prior to checkout, your child will not be allowed to leave until we have communicated with you. This procedure is imperative for the safety and security of your child.

### **Transportation**

- Participants will not be transported in personal vehicles at any time.

## Snack

- A snack will be provided in the afternoon for every participant.
  - All snacks will be pre-packaged and there will be no buffet style snacks dispersed.
- Staff will hand out snacks to participants in their specific group. Counselors will wear gloves and a mask when handing out snack.
- If your child has specific dietary needs, which are not met by this program, then you will need to provide a snack for your child.
- It is strongly encouraged that your child is sent with a refillable water bottle each day that is labeled with their name. Water fountains will not be operational. However, water filling stations will be available for participants to refill water bottles.

## Health Requirements

- The parent has a responsibility to monitor the daily health and physical condition of their child to determine the child's ability to actively participate in the program.
- **Your child can not attend on days which they may have any contagious infections which include, but not limited to: COVID-19, flu, pink eye or other condition causing a discharge from the eye, severe colds, chicken pox, mumps, measles, diarrhea, ring worm, head lice, and/or fever of 100.4 or greater. Children are to be kept out of after school for a period of 72 hours after the illness has resolved. A Doctor's statement may be necessary in some cases in order for your child to return to after school.**
- **Parents are required to notify the Youth Program Coordinator, Recreation Manager, Deputy Director, or Director, immediately, if their child has been diagnosed with a communicable disease. An email will be sent to all parents to inform of the communicable disease. Names of participants will not be released**
- When a child shows signs of illness while participating in the program, the parent or emergency contact will be notified and they **must pick-up the child immediately**. **We appreciate your promptness in taking a sick child home for the health of others.**
- All minor incidents, such as scrapes and scratches, will be treated by the After School Program staff and will be reported to you at the end of the day.

## **OCPRD After School Program Protocol for COVID-19**

The OCPRD After School Program is operating in compliance with Governor Brian Kemp's recommendations, regarding the opening of schools, and following similar protocols issued by the Oconee County School District.

Parents and Guardians Understanding:

I understand that I am responsible for assessing whether any health conditions of my child makes them especially vulnerable to COVID-19, and that their medical professionals are the best source for advising whether they should participate in the After School Program with OCPRD.

I understand that my child cannot attend After School if...

- My child's temperature is 100+.
- My child has been exposed to someone who has tested positive for COVID-19 in the last 14 days.
- My child is sick or has experienced any two COVID-19 symptoms in the last 24 hours.
- An Assistant Youth Program Coordinator or OCPRD staff contacts me acting in his/her discretion that having my child at ASP is not in the best interest of others.

I have discussed the following After School Program rules with my child, and he/she understands he/she must...

- Wash hands or use hand sanitizer to clean his/her hands before entering ASP.
- Avoid physical contact with other students.
- Use hand sanitizer after touching frequently touched surfaces such as door knobs and tables.
- Cough/sneeze into his/her elbow.
- Keep his/her hands away from his/her face, and the face of other students.
- Not share snacks or food with other students.
- Never bring toys from home to ASP.
- Leave electronic devices at home.
- Closely and promptly follow all other directions given to him/her by any ASP counselor.

I understand...

- That if my child is sick he/she will be isolated from the other participants until I can pick him/her up.
- Visitors are not allowed at ASP.
- I must remain in my car when I pick up my child from ASP.
- If I need to discuss a concern with the Youth Program Coordinator or Assistant Youth Program Coordinator, I must contact them electronically and cannot enter the ASP facility.

## Medication Policy

If a child is to receive any medication (including over-the-counter), the Youth Program Coordinator must have the following information:

- The Parent/Guardian is required to hand deliver the medication(s) to the Youth Program Coordinator at Herman C. Michael Park, or to the Assistant Youth Program Coordinator at the school. Please do not have it delivered by your child.
- **If your child has medication stored in the nurse's office at school, we are not authorized access to the medication.**
- Medication must be in its original container as delivered by the pharmacy.
- A complete written and signed Authorization to Administer Prescribed and Non-Prescribed Medication Form from the parent/guardian. This form is available in the HCM office, or can be sent via email.
- No child is allowed possession of any medication while participating in the program unless it has been approved by the Youth Program Coordinator, i.e. carrying an epi-pen or inhaler.
- All medications, prescribed and/or over-the-counter, will be kept and locked in a secure location at the schools by the Assistant Youth Program Coordinator.

## Inclement Weather Policies

- If Oconee County Schools do not open due to inclement weather, there will be no After School program conducted that day.
- If Oconee County Schools close early due to inclement weather, parents are responsible for picking up their child at the school or informing school to allow child to ride the bus home.
- **No refunds** will be issued due to inclement weather closures.

## Site Emergencies

If a major or life-threatening injury or accident occurs during scheduled program hours, it will be handled in the following manner:

- 911 will be called immediately,
- The parent/guardian will be notified,
- Based upon the professional decision of the EMT unit, the participant may be transported to the closest medical facility for immediate care or the EMT may advise the parent/guardian or program staff as to how to treat or care for the participant.

In the event of an emergency or natural disaster, the following procedures will be in effect:

- Participants will remain on site until they are picked up by the parent/authorized pick-up person.
- If a site evacuation is required, participants will be taken to a local emergency shelter or other designated safe location. The location will be posted on the site door. Whenever possible, efforts will be made to contact parents should evacuation be necessary.
- Program staff will remain with the participants until they are picked up.

## **How Parents Can Be Helpful**

The After School program is not a daycare or a baby-sitting service. Please impress upon your child that this is a special program designed to meet his/her needs and interests. Cooperation and teamwork are vital for safety and fun. Our staff appreciates parents who keep us informed of their child's special needs or any transitions in the home life. This helps the staff remain sensitive to your child's needs. Feedback is essential to our program; please share your thoughts with us. The After School Program is required to maintain up-to-date records of attendance and emergency information on each participant in the program. Please notify us immediately of any changes in residence, telephone numbers, medication, health, etc.

## **Clothing and Personal Belongings**

- Please label all of your child's belongings.
- Please do not send personal items to the program such as toys, money, stuffed animals, games, etc. **We are not responsible for any misplaced, damaged, or stolen items.**
- **Cell phones and electronics are NOT allowed** in the After School program unless there is a special event in which we notify parents in advance.
- Participants should be dressed in appropriate clothing for the program to include **tennis shoes** and socks. Your child will not be allowed to participate in activities without appropriate footwear.

## **Participant Behavior**

In order to maintain a friendly, fun, and safe environment in the After School Program, we have adopted the following policies regarding behavior management of participants. These policies ensure that each participant will achieve the fullest positive experience possible from our program. We are here to help them make good behavioral decisions, and create a positive environment in which to learn and flourish. As in any group activity, the inappropriate behavior of a few children can spoil the experience of the entire group.

### **Participants will:**

- Exhibit proper manners
- Be respectful and courteous to other participants and staff
- Respect equipment, supplies and facilities
- Communicate with other participants and with staff
- Respect the belongings of others
- Listen and follow instructions from staff
- Participate in activities

### **Participants will not:**

- Use violence, force, intimidation, or other inappropriate behavior
- Use inappropriate language or name-calling
- Damage supplies or property
- Bring inappropriate items to the program (knives, drugs, etc.)

**Consequences for Inappropriate Behavior:**

1. **Verbal Warning:** The participant will be reminded of the appropriate behavior and expectations from the staff. They will be given the chance to correct their behavior and return to the activity. A written note will be made in the behavior log for the program.
2. **First Offense:** If the behavior is repeated, the participant will be removed from the activity, receive a verbal warning that the exhibited behavior is inappropriate, and receive reinforcement of appropriate behavior from staff. Participant may or may not return to the activity, depending on the severity of the incident. Parent will be notified at pickup.
3. **Second Offense:** If a second offense occurs, the participant will be removed from the activity, receive a verbal and written warning that the exhibited behavior is inappropriate, and receive reinforcement of appropriate behavior. Participant may not return to the activity and must sit out for an appropriate period of time, dependent upon the severity of the offense. When the child is picked up, the program staff and the Youth Program Coordinator will meet with the parent, discuss the incident and its consequences, and revisit the ramifications of a 3rd offense. The parent must also sign the behavioral report.
4. **Third Offense:** If a third offense occurs, the participant's parent will be called for immediate pickup, and the child will be suspended from the program for up to 5 days, without refund. When the child is picked up, the program staff and Youth Program Coordinator will meet with the parent, discuss the incident and its consequences, and revisit the ramifications of a 4th offense. The parent must also sign the behavioral report.
5. **Fourth Offense:** A fourth offense may occur for persistent inappropriate behaviors that have been previously reported, or any severe offense determined by the program staff and Youth Program Coordinator to warrant expulsion. The participant's parent will be called for immediate pick up, and the child will be expelled from the program without refund. When the child is picked up, the program staff and Youth Program Coordinator will meet with the parent and discuss the incident and expulsion details. The parent must also sign the behavioral report.

**Please note:** In cases of inappropriate behavior deemed extreme or repetitive by the staff, participants may be suspended or expelled from the program immediately, regardless of the number of previous offenses.

### **After School Closure Dates**

We will be closed on the following dates during the 2020 – 2021 school year:

September 7, 2020	Labor Day
November 26 – 27, 2020	Thanksgiving Holiday
December 21, 2020 – January 1, 2021	Holiday Break
January 18, 2021	MLK Holiday

### **All Day Camps**

- All Day Camps will be conducted on the dates listed below.
- Registration for All Day Camps will open approximately 3 weeks prior to the All Day Camp.
- Space will be limited and registration is first come, first serve.
- All Day Camps are open to all Oconee County elementary students.
- The fee for All Day Camp is \$30 per day, per participant.
- During All Day Camps, we will open at 7:30 a.m. and close at 6 p.m.
- All Day Camps are held at Herman C. Michael Park.
- Morning and afternoon snack are offered during All Day Camps.
- Parents must provide a lunch for their child each day during All Day Camps.

### All Day Camp Dates

October 9 and 12, 2020	Fall Break and Teacher Workday
November 23 – 25, 2020	Thanksgiving Break
January 4, 2021	Teacher Workday Day
February 12 and 15, 2021	Winter Break
March 8, 2021	Teacher Workday
April 5 - 9, 2021	Spring Break*- \$125 for the week or \$30 per day

\*These dates reflect the school system calendar. This list of dates is subject to changes and modifications based on decisions by the Oconee County Board of Education.\*

We look forward to having your child in our After School Program!  
Please contact Chase Brown, Youth Program Coordinator, for more information.

[cbrown@oconee.ga.us](mailto:cbrown@oconee.ga.us)

706-769-3965