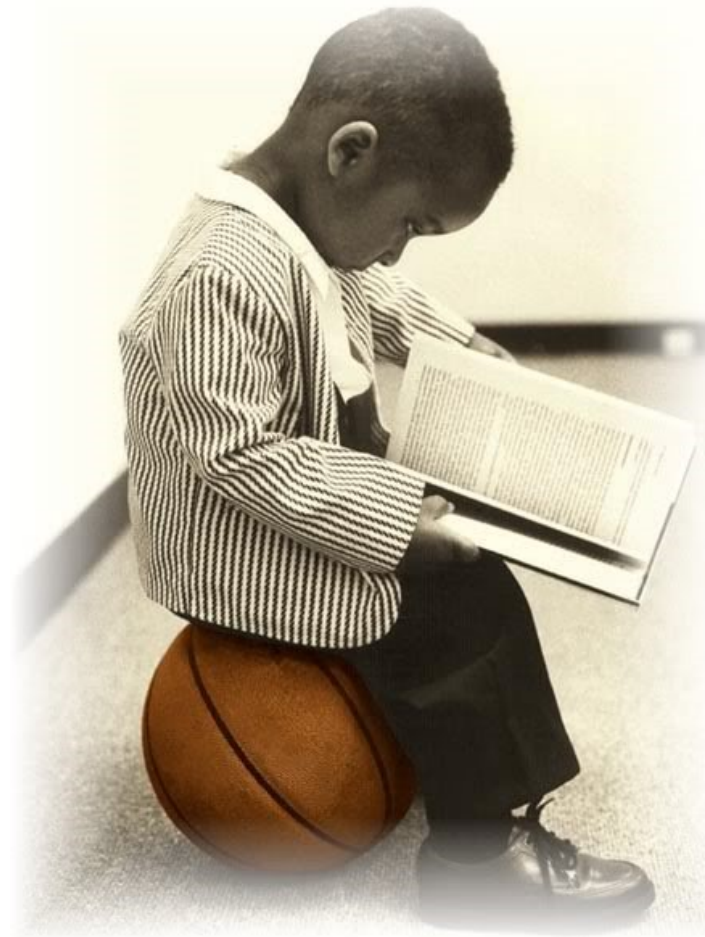




A Quality Education in a Christian Environment



Green Pastures Academy, Inc. After School Program



“MOVING FROM GOOD TO GREAT”

Green Pastures Academy, Inc.

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Parental Agreement

My signature below declares that all information contained on my child's application, student information and emergency information forms are complete and accurate.

My signature below declares that I/we have read, and that I/we have entered into and agree with the policies and procedures outlined in this handbook. As parents/legal guardians, we are responsible to adhere to the prescribed program of Green Pastures Academy, Inc. After School Program.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

Staff is prohibited from transporting participants in private vehicles.

Enrollment & Attendance Requirements

Children will be released only to persons who are authorized to pick them up as indicated on the enrollment contract. If someone other than the authorized persons will pick up a child, prior written permission is required stating the name and telephone number of the person who will pick up the child. The authorized person will be required to show a picture ID and sign the child out on the appropriate sign-out sheet. Once students sign out, they will not be re-admitted to the program for the afternoon.

Program participants are expected to adhere to the rules in force during the school day. This includes any rules regarding attire and dress codes, language, respect for authority, and being in the appropriate area of the school facility.

Staffing

According to the Georgia Department of Early Care and Learning guidelines, staff to child ratios should be 1:25. However, at Green Pastures we strive to maintain our staff to child ratio at 1:15.

The After School Program Director will interact daily with school administrators, custodial staff, and students participants. Program staff in the after school program will be employees of GPA. Their primary role is to plan the activities and maintain a cooperative program atmosphere. At times, this may include addressing behavioral issues and resolving concerns. The After School Program Director will be happy to meet with parents to discuss issues or accept suggestions.

The Program staff's primary responsibility is present and lead fun recreational activities. Staff will provide basic instruction and lead participants in games, arts or crafts projects, fitness activities, outdoor skill activities, dance and music opportunities, and field trips. These individuals maintain constant interactions with the student participants.

Fees

The proposed program's fee will be as follows:

\$25.00 Registration
\$220.00 Monthly fee (Must be paid through FACTS)

Delinquent Accounts

Accounts are required to be current each month. A late fee of 10% of the current months' tuition is incurred on all accounts not paid by the 5th of the month. Late tuition plus late fees are payable by cash, credit card or money order only. Checks are not accepted for late payment. Students will not be allowed to attend After School if all fees are not current by the 15th of the current month.

Program Overview

To provide an academic enrichment, recreational-based after school program at Green Pastures Academy, Inc., (GPA) that will serve students in grades K-8th. The program will operate in partnership between GPA and the surrounding neighborhood schools approved by the President/CEO and Principal of GPA. The After School Program Director will oversee the program and meet with GPA Principal to coordinate facility use.

This After School Program will serve multiple purposes including:

- Provide an academic focus with time to complete homework, read, and received assistance tutoring.
- Provide positive interaction with caring adult role models.
- Encourage and develop life skills, respect for others, and positive social interaction.
- Introduce and engage youth in positive, potential life-long recreational pursuits.
- Provide a fun and safe place for students during after school hours.

Indirectly, the implementation of the program is expected to

- Support an active learning environment in the school.
- Provide a balanced lifestyle for youth participants
- Effectively increase health, wellness and fitness for youth.
- Potentially decrease juvenile crime.

Activities

The program activities will be planned on a monthly calendar and be theme based. Activities would include a variety of recreational options such as:

- Outdoor Skills and Environmental Education
- Fitness and Exercise
- Sports
- Field Games
- Dance and Music
- Arts and Crafts
- Theatre

- Leadership Development and Community Service
- Special Guests
- Field Trips

The After School Staff Leaders will present, instruct or lead activities. Students will have opportunities to provide input and help plan activities and fields trips. As appropriate and when available, outside experts would be included in program activities to introduce areas of expertise and lead discussion.

Activity Schedule

Schedules and calendars will be available the last week of each month for the upcoming month. Students are encouraged to offer suggestions and help plan activities. A newsletter will provide program updates. This will be developed and distributed by the After School Program Director.

Emergency & First Aid

Parents will be required to keep “Emergency Information” and ‘Medical Release for Treatment” forms current. If parents would like program staff to administer medication an “Authorization to Administer Medication” form will also be required. Each of these documents will be kept o site for staff to refer to in the event medical attention is required. The site coordinator will address minor injuries. If medical attention is needed, 911 will be called for assistance. Parents will be informed of all injuries. All program staff will be First Aid and CPR certified.

Earthquake, Fire & Emergency Evacuation

Program staff will follow the evacuation guidelines as outlined by Green Pastures Academy, Inc.

In case of inclement weather, all after school activities will be held in the lower level of the main building.

Phone Use

Phones will be available for student use on a restricted basis. Parents may contact the program staff at the school site.

Food

Daily snacks will be provided.

Hours of Operation & Daily Schedule

The After School Program will follow, as close as possible, the DeKalb County School District calendar, with operating hours Monday through Friday, 3:15pm - 6:30pm. The program will be closed on holidays, school breaks, vacations and all non-contact school days.

Daily Program Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3:00-3:15	Roll Call / Bathroom Break	Roll Call / Bathroom Break	Roll Call / Bathroom Break	Roll Call / Bathroom Break	Roll Call / Bathroom Break
3:15-3:30	Health Snacks	Health Snacks	Health Snacks	Health Snacks	Health Snacks
3:30-4:30	Homework	Homework	Homework	Homework	Homework
4:30-5:30	Reading/ Playground /puzzles	Reading/ Playground /puzzles	Reading/ Playground /puzzles	Reading/ Playground /puzzles	Reading/ Playground /puzzles
5:30-5:45	Bathroom break	Bathroom break	Bathroom break	Bathroom break	Bathroom break
6:00-6:30	Organized free play/ Board games	Organized free play/ Board games	Organized free play/ Board games	Organized free play/ Board games	Organized free play/ Board games

Facility

Program activities will generally take place on site at GPA. Activities area may include the cafeteria, gymnasium, art rooms, and other classrooms as available. Outdoor activities will take place on school playing fields.

Transportation/Late Pick-up

Transportation from surrounding neighborhood schools as approved by President/ CEO and Administrator of GPA will be provided from participating schools to GPA campus only. Parent pick-up must take place no later than 6:30pm. A late pick-up fee will begin to accrue at a rate of \$25.00 per every 15 minutes beginning at 6:31pm.

Example: 6:31pm - 6:45pm = \$25.00
6:46pm - 7:00pm = \$50.00