



**Jackson County**  
**After School Program Handbook**  
**2022-2023**

## School Contacts

East Jackson Elementary School  
1531 Hoods Mill Road  
Commerce, Ga. 30529  
Phone: (706)-336-7900  
Principal: Allyson Pennington, email: [apennington@jcss.us](mailto:apennington@jcss.us)  
After School Directors: Tonya Looney, Michele Nunn, email: [mnnunn@jcss.us](mailto:mnnunn@jcss.us) , [tlooney@jcss.us](mailto:tlooney@jcss.us)

Gum Springs Elementary School  
600 Gum Springs Church Road  
Jefferson, Ga. 30565  
Phone: (706)-654-5580  
Principal: Lisa Ellis, email: [lellis@jcss.us](mailto:lellis@jcss.us)  
After School Director: Kim Fields, email: [kfields@jcss.us](mailto:kfields@jcss.us)

North Jackson Elementary School  
1880 Old Gainesville Highway  
Talmo, Ga. 30575  
Phone: (706)-693-2246  
Principal: Troy Johnson, email: [tjohnson@jcss.us](mailto:tjohnson@jcss.us)  
After School Director: Jennie Sosebee, email: [jsosebee@jcss.us](mailto:jsosebee@jcss.us)

Maysville Elementary School  
9270 Highway 82 Spur  
Maysville, Ga. 30558  
Phone: (706)-652-2241  
Principal: Dr. Katie Warwick, email: [kwarwick@jcss.us](mailto:kwarwick@jcss.us)  
After School Director: Hannah Gailey, email: [hgailey@jcss.us](mailto:hgailey@jcss.us) Co-director: Lorna Samples, [lsamples@jcss.us](mailto:lsamples@jcss.us)

South Jackson Elementary School  
1630 New Kings Bridge Road  
Athens, Ga. 30607  
Phone: (706)- 543-8798  
Principal: Resa Brooksher, email: [rbrooksher@jcss.us](mailto:rbrooksher@jcss.us)  
After School Directors: Tracy Johnson, email: [tjohnson@jcss.us](mailto:tjohnson@jcss.us)

West Jackson Elementary School  
391 E. Jefferson Street  
Hoschton, Ga. 30548  
Phone: (706)654-2044  
Principal: Dr. Amity Hardegree, email: [ahardegree@jcss.us](mailto:ahardegree@jcss.us)  
After School Directors: Crystal Pursley, Debbie Chambers , Laurie Carolus, email: [cpursley@jcss.us](mailto:cpursley@jcss.us) , [dchambers@jcss.us](mailto:dchambers@jcss.us) , [learolus@jcss.us](mailto:learolus@jcss.us)

*Student Success through Leadership, Character and Performance*

## **Jackson County After School Program Guidance**

The goal of the After School Program is to provide a social and educational atmosphere for the students who participate in the program. The After School Programs are staffed by current Jackson county employees, community members and high school students. We strive for a 1 staff member to 15 student ratio, but that can stretch to 20 students at times when needed. While participating in the program, students will receive an afternoon snack as soon as they are signed in each day. Students will have “homework” time, as well as time to attend different centers and activities. The activities and centers may vary between art, music, games, outside play, and computer lab.

### **Fees:**

After school fees: \$35.00 per week flat rate prepaid regardless of how many days a student attends (no discount for additional children). The weekly rate will be adjusted for short weeks when school is not in session for 5 full days due to student holidays. The fee is due weekly to secure your child's place in the program as many schools have waiting lists.

There will be a late fee of \$1.00 per minute past 6:00 p.m for students who are picked up late. If a child is not picked up by 6:30 and no one on the registration form can be contacted, local law enforcement will be notified.

### **Registration Fee:**

There is a yearly registration fee of \$15.00 for each student. This should be submitted at the same time as the registration form is being submitted to the school. A current updated registration form on every student is required for each school site. This form ensures that the directors have access to correct contact information in the event that a parent or guardian needs to be contacted.

### **Student Pick up:**

All students must be signed out by an approved adult. The school and the program director must be notified in writing by the parent/guardian if someone not listed on the registration form will be picking up the child. Please note that a picture ID is required of any individuals picking a student up from the program who is not the custodial parent. A phone call should be made to the parent to confirm the written notification. A phone call to change pick up without written notification will only be accepted in emergency situations. To restrict a parent from picking up a child, a copy of court documents stating

the restriction is required.

### **Past Due Accounts:**

A child will not be allowed to return to the program if the parent/guardian is delinquent in payment for one week. The child may return once the balance is paid. Students transferring from another Jackson County School may enter the after school program only if all after school fees have been paid at the former school.

### **Returned Checks:**

If a returned check is not paid in full within two weeks, the child will not be allowed to attend the program. After two returned checks, payment must be made in cash. There is a returned check fee charge for each returned check. The returned check fee is based on the fee charged by the school's banking institution.

### **Discipline:**

The after school program will follow the procedures of district code of conduct. However, in certain cases a parent may be called immediately if a child is involved in a severe behavioral incident.

The “three strike rule” is in place for severe behavioral incidents. A discipline form will be submitted for each incident and kept on file for the school year. A copy should be given to the parent when the incident occurs. Additional copies may be given to the principal and/or counselor. After three strikes, a child may be dismissed from attending the after school program or suspended for a period of time not to exceed a week depending on the incident.

The after school program is a privilege. We strive to provide an atmosphere that is safe and inviting. Maintaining proper conduct while in the program is the joint responsibility of the students, parents, and guardians, as well as our staff.

***Please Note:*** The JCSS After School Program is exempt from licensure from Bright from the Start. The After School Program does not carry liability insurance. Parents will assume liability for any accidents and injury incurred during the After School Program.

The following form is used to document discipline incidents during after school:

## DISCIPLINE FORM

Dear Parents:

The After School Program is a privilege. We must strive to provide an atmosphere which is conducive to safety and appropriate behavior while attending the after school program. Maintaining proper conduct while in the Program is the joint responsibility of the students, parents, and teachers. The A.S.P. will follow the "three strikes" guidelines. After the third offense the child may be suspended for one day or more, or may be removed from the program depending on the offense they were written up for.

INFRACTION	DISCIPLINE ACTION TAKEN BY STAFF
<input type="checkbox"/> Refusing to obey teacher	<input type="checkbox"/> Conference with student
<input type="checkbox"/> Fighting	<input type="checkbox"/> Warning
<input type="checkbox"/> Profanity	<input type="checkbox"/> Letter to parent/guardian
<input type="checkbox"/> Disrespect to staff	<input type="checkbox"/> Time out
<input type="checkbox"/> Failure to follow directions	<input type="checkbox"/> Assigned seat
<input type="checkbox"/> Failure to remain seated	<input type="checkbox"/> Withdrawal from the program
<input type="checkbox"/> Involved in physical contact	
<input type="checkbox"/> Other	

Comment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1st Offense	2nd Offense	3rd Offense
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Staff Member's Signature \_\_\_\_\_

After the 3rd offense, the student may be withdrawn from the program.

	Parent's Signature	Date
Student's Name	Teacher's Name	Date

**Health and Medical Procedures:**

The parent/guardian will be contacted to pick up a sick child as soon as possible. If a child has become sick during the school day, he/she must be picked up by the end of the school day and not attend the After School Program. The parent/guardian will be called immediately if anything other than a minor injury or sickness occurs.

A Jackson County Incident report for injuries will be completed for injuries that may require medical attention. A copy of this report should be kept in the after school records and a copy should be sent to the school's clinic aide and Ronda Brewer. This report does not go home with the child. ASP workers will use an "ouch" report for written parent notification of injuries if necessary. Medication logs will be kept for any medication dispensed during after school. A JCSS Medication form with signed parent permission is required to dispense medication during the after school program. The JCSS Medication Log form will be used by ASP staff to document medication dispensed. This is an extension to the school clinic procedures.

**Allergies must be alerted to all employees.**

**SPECIAL INSTRUCTIONS FOR ALLERGIES, DIET, MEDICAL, ETC. MUST BE IN WRITING BY THE PARENT/GUARDIAN**

I HAVE READ AND UNDERSTAND THE POLICIES CONCERNING PAYMENTS, LATE FEES AND DISCIPLINE CONCERNING MY CHILD'S PARTICIPATION IN THE JACKSON COUNTY SCHOOL SYSTEM AFTER SCHOOL PROGRAM.

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



# Jackson County Schools After School Program Registration Form

Dr. April Howard, Superintendent  
Mr. Don Clerici, Chairman

1660 Winder Highway  
Jefferson, Georgia 30549  
Phone (706) 367-5151 Fax (706) 367-9457

Name: \_\_\_\_\_ HR Teacher: \_\_\_\_\_

Home Address: \_\_\_\_\_

**\*Special Instructions-Must be in writing by parent/guardian (allergies, diet, medical, etc.):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mother /Guardian: \_\_\_\_\_

Cell: \_\_\_\_\_ Work Number: \_\_\_\_\_

Father/Guardian: \_\_\_\_\_

Cell: \_\_\_\_\_ Work Number: \_\_\_\_\_

Emergency phone contact (other than parents/guardians): \_\_\_\_\_

I acknowledge the rates for After School are as follows:

**\*\*\*A yearly \$15.00 registration fee per child is due at the time of registration.\*\***

**\*\*\*After School is a flat pre-pay this year of \$35.00/week - I will pay for the week in advance.**

**\*\*\*OVERTIME FEE:** Our After School Program closes at 6:00 p.m. There is a \$1.00 per minute charge after 6:00 p.m. Local law enforcement may be called if a child is not picked up by 6:30 p.m. All contacts will be attempted prior to contacting law enforcement.\*\*\*

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

The following people may pick up my child from the After School Program:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please sign and date the following:**

**\*Parents/Guardians will assume liability for accidents and/or injuries incurred during the After School Program.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*I have read and understand the policies concerning payments, late fees, and discipline concerning my child's participation in the Jackson County After School Program.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_