



# AFTER SCHOOL FOR KIDS PARENT HANDBOOK

## STAFF

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## ACTIVITIES

Daily activities at all After School for Kids Programs include gym or playground time, snack time, quiet time for homework or other quiet activities, and group or self-directed activities. A daily schedule is posted at each program. Below is an example of what the daily schedule may look. **Daily schedules may vary by site.** \*\*

2:25pm School is dismissed and participants go to the cafeteria  
 2:30pm Roll-call and Check-In, Quiet Activities  
 2:45pm Restroom Break  
 3:00pm Active Time (Gym or Playground)  
 3:30pm Restroom to wash hands  
 3:45pm Snack  
 4:00pm Restroom to wash hands  
 4:15pm Homework or Quiet Activities  
 5:15pm Group Activities, Enrichment Activities  
 (This is flexible based on Homework needs and facility schedule)

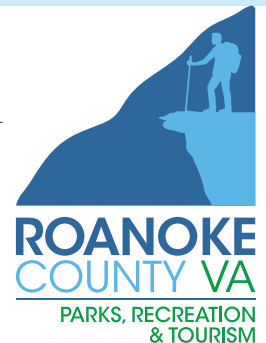
\*\*This schedule may vary at each site based on homework needs, school use, enrollment and planned activities.

## ADMISSION & REGISTRATION

After School for Kids is designed especially for children, in grades K-5. The daily schedule includes time for homework, play, and individual or small group activities. The general registration period for the next school year is March. Children must register each year. Please submit a ASK Registration Form and separate Health Form for each child. Incomplete registration will not be accepted.

## AFTER SCHOOL FOR KIDS PROGRAM COMMUNICATION:

If you wish to leave a message about your child, please contact the After School Program Administrative office at 540-647-7404 and we will be glad to contact the site by cell phone in a timely manner, or you can call the site cell phone directly to leave a message. Staff can retrieve messages after 1:45 pm messages. Cell phone numbers and will be given to parents on the first day of school or the first day your child starts ASK.



**After School for Kids**  
 3738 Brambleton Ave  
 Roanoke, VA 24018  
 (540) 647-7404

*EXEMPTION: ASK is a program of recreational activities offered by the local government, staffed by local government employees, and attended by school age children. Such programs shall be subject to safety and supervisory standards established by the local government offering the program. Code of Virginia 22.1-289.030 (B)*

## **ATTENDANCE**

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Staff is responsible for all children from the end of the school day until they are picked up from the After School for Kids program. If your child will not be attending After School for Kids on a particular day, it is imperative that the After School for Kids Office or ASK site be notified by 12 noon.

If your child is involved in after school activities and will be arriving at After School for Kids late, or will be leaving After School for Kids temporarily during the afternoon for an in-school activity, please complete an In-School Activity Permission Form, available from your ASK site staff.

ASK parents have busy schedules, but at 2:25 PM when ASK participants are not present, and ASK has not been notified, the ASK staff go into Emergency Search Mode. Staff must go to the school office to be sure participants did not get on the bus by mistake, or get picked up as a car rider. Then, phone calls must be made to parents. If parents do not answer, staff must make calls to the Emergency Contact List. All of these procedures can be time consuming, and that is only for ONE PARTICIPANT! Imagine if this happens with five participants. Our job is to supervise the children, and if one of our staff is making phone calls or running around the school trying to locate children, that is one less set of eyes for supervising children. The first time a parent forgets to let the ASK staff know a child is at an In-School Activity or will not be attending ASK, that is free. The next time this occurs, there will be a fee of \$10.00 attached to the cost of the payment. \* \* \*

## **BEHAVIOR**

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Staff provides a positive and authoritative approach to guiding behavior. Using age-appropriate limits, choices and behavior support such as prompting, redirection, modeling and praise, children are encouraged to take responsibility for their role in the classroom community. Staff communicates with parents regularly, discussing their child's successes in the program. Staff also keeps parents informed, both verbally and in writing, of how their child's needs are being met in After School for Kids. Parents may be contacted to pick up their child in the event of aggressive behavior toward another child OR staff member OR other inappropriate actions.

In the event disciplinary action is necessary in addressing a child's behavior, staff will communicate with parents regarding the behavior issue and work with parents to help resolve the situation. The disciplinary process may include time-out, taking away privileges (such as participation in a special program or activity), parent conference, and possible suspension, or under serious circumstances, removal from the After School for Kids Program. Physical abuse to another child or to a staff member will result in suspension or dismissal. Any threat of physical violence, including those involving weapons and written or drawn threats, will also result in automatic suspension or dismissal and will be reported to the school Principal. Running out/away from the program, biting or spitting may bring automatic dismissal. ASK has a no tolerance policy for bullying; suspension or dismissal may occur. NO corporal punishment of any kind will be used in the After School for Kids Program. Administrative staff reserves the right to suspend or dismiss at any time, depending on the severity of the situation or behavior that has occurred.

## **SPECIAL NEEDS / DISABILITIES**

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Roanoke County Parks, Recreation and Tourism does not discriminate against persons with disabilities or special needs. In accordance with the Americans with Disabilities Act (ADA), every effort is made to make reasonable accommodations to meet the needs of ASK participants. If your child has a disability and would like to participate in the ASK program, a Therapeutic Recreation (TR) staff will provide an individualized assessment to determine if ASK can meet the individual needs of the child without fundamentally altering the program. If it is determined that reasonable accommodations are needed, TR staff will provide ASK staff with any additional training and guidance necessary to allow a child with a disability to have a positive experience. For more information, please contact the Therapeutic Recreation Department at 772-7529, ext 2.

## **MEDICATIONS**

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No over-the-counter medications are dispensed by After School for Kids staff or stored at the program site. Use of inhalers or epi pens will be handled on a case-by-case basis due to severe allergies. Epi pens or inhalers must have the original prescription with the child's name, the name of the medication, the dosage amount, and the time or times to be given. The prescription must be in date. A Medication Administration Form will be mailed to you and must be completed prior to your child starting the ASK Program.



**EMERGENCY PROCEDURES**

Procedures will include calling 911; contact a parent/guardian or an emergency contact if the parent/guardian can not be reached. If a child (ren) needs emergency medical transportation, a staff member will make a parent/guardian aware and accompany the child to the medical facility.

**2024-2025 FEES**

Fees have been established for the 2024-2025 school year:

First Child*	Each Additional Child
\$150*	\$140

\*Final, 20th payment will be \$130

**PAYMENTS BY AUTOMATIC DRAFT ONLY**

You can use your VISA, MasterCard, Discover to make payments. Payments are based on days of service, and divided into 20 equal payments through May 9, 2025. There is no charge for holidays, Teacher Work Days, Winter or Spring Break. Payments are drafted every two weeks, beginning prior to the start of the school year. **\* There is no ASK the last week of school, May 27-29, 2025.**

Outstanding balances on your account must be paid in full or your child cannot attend the program. If your credit or debit card has to be re-run due to decline or insufficient funds, an administrative fee of \$25.00 will be added to your account. After the second occurrence of your payment being declined, your child may be dismissed from the program.

Payments for Missed School Days - When ASK is closed on a school day due to snow, flooding, water main break, etc. payments will still take place as scheduled.

**2024-2025 PAYMENT SCHEDULE**

Automatic payments will be drafted for the 2024-2025 school year on the following dates:

Friday, August 16	Friday, January 3
Friday, August 30	Friday, January 17
Friday, September 13	Friday, January 31
Friday, September 27	Friday, February 14
Friday, October 11	Friday, February 28
Friday, October 25	Friday, March 14
Friday, November 8	Friday, March 28
Friday, November 22	Friday, April 11
Friday, December 6	Friday, April 25
Friday, December 20	Friday, May 9*



## HOLIDAYS & CLOSINGS

Any time schools are scheduled to be closed, After School for Kids will not be held at each site. This policy is in accordance with School Board Policy and policy of the Parks, Recreation and Tourism Department. Additionally, if Roanoke County Schools close early due to inclement weather or impending inclement weather, After School for Kids Program is cancelled at the School site. Please make sure your children and your school are aware of what they need to do and where they are going for early closings for inclement weather. **ASK will NOT meet the last week of school, May 27-29, 2025.**

## PERSONAL BELONGINGS

Children will be given space on a table or other surface to store personal belongings (lunch boxes, book bags, jackets & coats) during the hours of After School for Kids. After School for Kids is not responsible for lost or stolen belongings. Electronic devices (Cell phones, games) may not be permitted on a daily basis, but may be allowed on Fridays. Please check with your ASK site staff concerning electronics.

## PICK-UP & SIGN-OUT

If anyone other than those listed on the registration form will be picking up your child from the ASK program, contact the After School for Kids office at (540) 647-7404 by noon so that on-site staff can be notified.

A photo ID will be required by After School for Kids staff at anytime for anyone picking up a child. All children must be picked up between 2:30pm and 6:00pm. ASK will have a "touchless" pickup procedure: please call the site cell phone and a staff person will walk your child outside to your car. Staff will check ID and sign out your child for you. The After School for Kids program ends at 6:00pm. Two After School for Kids staff remains at each site until all children are picked up. After the first 10 minutes that a parent is late, staff will begin trying to contact parents and/or other persons on the pick-up list. If your child has not been picked up by 7:00pm, Child Protective Services will be contacted to provide care for your child.

Each family is allowed one 15-minute "free" late pick-up during the 2024-2025 school year. After this one "free" late pick-up has been used, parents will be charged \$1.00 per minute per child for each minute they are late. This late fee is due immediately when the child is picked up. Parents who have a total of 3 incidences of late pick-up (including the first "free" one) will be charged \$5.00 per minute or may be asked to make other after school care arrangements for their child.





## **SCHOOL SPACE**

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Children in After School for Kids will be allowed to enter only those areas designated for use during After School for Kids (generally, this is limited to the gym, cafeteria and restrooms). Children will not be permitted to return to their classrooms once they have arrived at After School for Kids. Children should be reminded to take everything they need from their classroom at the end of the school day.

## **SICKNESS**

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The After School for Kids staff will keep a first aid kit on hand at all times. ASK staff is trained in first aid procedures. A child will not be allowed to participate in the ASK program with any of the following symptoms: fever of 100 degrees or higher, severe sore throat, vomiting, undiagnosed rash, diarrhea or lice. When a child is not feeling well, the parent/guardian or the emergency contact will be called. Please make arrangements to pick up your child(ren) within 30 minutes of the phone call. Failure to do so will result in the child's dismissal from the program. If a child is absent because of an infectious disease, they may not return to the program without a note from their physician indicating the child's condition is no longer contagious.

## **SNACKS**

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Nutritious snacks including milk, juice, fruit and cereal are provided daily (menu is subject to change). No other snacks or soft drinks may be purchased at the site. Parents may send snacks with their child if they prefer that their child have something other than what is provided. Due to the serious nature of food allergies, children are not permitted to share food brought from home.

## **SUSPECTED CHILD ABUSE**

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Any cases of suspected child abuse will be reported to the Program Administrator, Roanoke County Department of Social Services and Child Protective Services immediately.

**Please call the administrative office at (540) 647-7404 with any questions you have concerning AFTER SCHOOL FOR KIDS. THANK YOU for your participation in Roanoke County Parks, Recreation and Tourism Department's After School for Kids Program.**