GUILFORD COUNTY SCHOOLS

After-School Care Enrichment Services

PARENT HANDBOOK

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ACES PARENT HANDBOOK

TABLE OF CONTENTS

	Page
1) ACES Goal	1
2) Non-Discrimination Statement	1
3) ACES Program Activities	1, 2, 3
▪ Academic, Enrichment and Recreational Activities	
▪ ACES Programming	
▪ Academic Opportunities	
▪ Indoor and Outdoor Play	
▪ Field Trips	
▪ Personal Belongings	
4) Enrollment and Withdrawal	3, 4
▪ Who is Eligible	
▪ Enrollment	
▪ Withdrawing From and Re-Enrolling In ACES	
5) Days and Hours of Operation	4, 5
▪ ACES Calendar	
▪ After-School	
▪ ACES All-Days	
▪ ACES Extended Days	
6) Days ACES Does Not Operate	5
▪ State Holidays and School Breaks	
▪ Inclement Weather	
7) Payments	5, 6, 7, 8
▪ Enrollment Fee	
▪ Annual Tuition Fee	
▪ Weekly Payments	
▪ Delinquent Fees	
▪ Late Pick-Up Fee	
▪ Returned Checks	
8) Financial Assistance	8
▪ Subsidy Payments Accepted	
▪ Applying for Financial Assistance	
▪ Parent Responsibilities	

Page

9) Accidents and Illness 8, 9
- Accidents and Emergencies
- Illness
- Student Absences

10) Medical or Other Health Conditions 9
- Notifying ACES Staff
- Administration of Medication
- Diabetes, Health or School Emergency Care Plan

11) Behavior Expectations 10
- Mutual Respect
- Code of Conduct
- Discipline

12) Pick Up and Signing Students In and Out 10, 11
- Persons Authorized to Pick Up Student
- Persons Prohibited from Picking Up Child
- Sign-In and Sign-Out
- Persons Suspected of Being Under the Influence of Drugs or Alcohol

13) ACES Staff 11, 12
- Child: Staff Ratio
- ACES Team
- Guilford County Schools Employees
- Professional Development

14) Snacks and Meals 12
- Afternoon Snacks
- Breakfast and Lunch on ACES All-Days
- Meal Times and Parent-Supplied Foods
- Food Allergies

15) Student Wellness 13

16) Communication 13
- Changes in Contact Information
- Parent Information
- Contacting ACES Site Coordinator
- Questions and Concerns

17) North Carolina Division of Child Development 13

1. ACES GOAL

The goal of ACES is to provide a quality, affordable and convenient after-school care program where children in kindergarten through fifth grade can study and play with school friends in a safe, nurturing and fun environment.

2. NON-DISCRIMINATION STATEMENT

In compliance with federal laws, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law. Refer to the Board of Education's Discrimination Free Environment Policy AC for a complete statement. Inquiries or complaints should be directed to: Guilford County Schools Compliance Officer, 120 Franklin Boulevard, Greensboro, NC 27401, (336) 370-2323.

3. ACES PROGRAM ACTIVITIES

ACADEMIC, ENRICHMENT AND RECREATIONAL ACTIVITIES

The ACES program offers a structured balance of academic, enrichment, and recreational after-school activities. The program expands children's experiences, extends their learning, and provides warm and caring support. Involvement in ACES helps build positive school-family relationships and strengthen schools' educational partnership with parents and students.

During ACES students can:

- Pursue academic excellence by working on homework and other academically-enriching activities,
- Develop friendships while studying and playing with school mates,
- Strengthen social skills and physical fitness by participating in fun indoor and outdoor sports and games,
- Participate in hands-on, multi-cultural enrichment activities in areas such as arts and crafts, drama, music and computer projects,
- Develop strong moral character as they learn about character traits such as respect, kindness, responsibility, honesty and citizenship, and
- Enjoy a healthy afternoon snack prepared by the Guilford County School Nutrition Services staff.

ACES PROGRAMMING

AfterSchool KidzLit® – Because of the importance of developing reading skills in elementary education, ACES uses the AfterSchool KidzLit® reading enrichment program. Group leaders read high interest children's books aloud and facilitate activities such as discussions, games, drama, art, music or writing that help students extend their thinking about the ideas in the stories.

CATCH Kids Club® – ACES uses the CATCH Kids Club® kit and other fun physical fitness activities to provide 30 minutes a day of physical activity at a moderate to vigorous intensity level.

ACES Environment – The design of the ACES area and the resources made available to students meet the developmental needs and interests of school-age children. Activities include arts and crafts, music, movement, blocks and construction, drama, language/reading, math/reasoning, science/nature and cultural awareness.

ACES All-Days – On teacher workdays designated as ACES All-Days, special on-site or off-site activities are provided. On some All-Days students can enjoy field trips to local museums, libraries, historical sites, theatres, bowling lanes and activity centers. On other All-Days, students can participate in special on-site activities and events.

ACADEMIC OPPORTUNITIES

ACES supports students' school success by imbedding academics in after-school activities and providing time for students to work on homework. Students at many ACES programs also utilize academic software in the school's computer lab.

Each student and his/her parents determine if the student will work on homework during ACES. If the family determines the child will work on homework, the child and parent complete the *ACES Homework Agreement*. The agreement helps parents, students, and ACES staff members have a clear understanding of their roles and responsibilities regarding homework.

It is the responsibility of ACES staff to provide a comfortable homework area with some homework materials, to offer limited guidance and to communicate successes or concerns about homework to parents. ACES group leaders cannot tutor individual students or check each child's homework due to their responsibility to maintain oversight of all children in their assigned group. During the Monday through Thursday academic period, students who do not work on homework participate in quiet learning activities and games.

INDOOR AND OUTDOOR PLAY

Students participate in recreational and physical fitness activities each afternoon. For outdoor play the length of time outside, areas of the playground used, and activities are adjusted based upon environmental conditions. Children should wear shoes that allow them to play safely. During cold weather children also need a coat or jacket.

FIELD TRIPS

Field trips may occasionally be taken on ACES All-Days. The ACES All-Day activity fee covers field trip costs such as admission and transportation. In order for a child to participate in an ACES field trip, the parent/guardian must return the signed field trip permission form and activity fee by the stated deadline. Children may not remain at the school during an off-site trip.

Guilford County Schools' activity buses are used for all ACES field trips unless otherwise noted on the field trip permission slip. Commercial motor coach companies used for an ACES field trip must be approved by Guilford County Schools.

On the ACES All-Day, parents must sign in their children in ACES at least 30 minutes before the trip departure time. Parents must ensure their child has all items that the field trip permission form stated the student should bring for the field trip. Students do not need to bring money on field trips as students do not purchase any personal items while on ACES field trips.

Parents who do not give permission for their child to participate in a field trip are responsible for their child's care during the field trip time period. Depending on the field trip schedule, the child may be able to participate in on-campus ACES activities prior to or after the field trip.

PERSONAL BELONGINGS

Children may not bring personal items such as toys, media devices, etc. to ACES that are prohibited during the school day. Other personal items cannot be brought to ACES without prior approval of the ACES site coordinator. Unapproved items must remain in the student's book bag or classroom until the parent picks up the child.

Guilford County Schools is not responsible for lost, damaged or missing personal belongings. A student's personal items are the sole responsibility of the student's parent/guardian.

4. ENROLLMENT AND WITHDRAWAL

WHO IS ELIGIBLE

Students in kindergarten through fifth grade, and currently attending the school or designated cluster-site school, are eligible to participate in the school's ACES Program if space is available in the appropriate group.

Students may be appropriate for ACES who:

- Are enrolled in kindergarten through fifth grade at the school or designated cluster-site school,
- Can independently participate in program activities in a group setting of approximately 20 students supervised by a single group leader,
- Can be supervised by a group leader who performs a variety of academic, enrichment, recreational, administrative and clerical tasks for the children under his or her direct supervision,
- Can take care of themselves in age-appropriate ways (toileting, feeding, personal care, etc.) within the staffing ratio described above or with reasonable accommodations provided by the parent or others,
- Do not pose a direct threat to the health or safety of themselves or others,
- Behave well in an environment that is less structured than the school day classroom and offers a variety of indoor and outdoor enrichment, recreational, and academic activities,
- Work quietly on homework or academic-related activities,
- Can go outside each day that environmental conditions permit,
- Demonstrate respect and regard for fellow students and ACES staff,
- Meet behavior expectations and follow rules identified in the school's handbook, and
- Follow Guilford County Schools' policies and procedures regarding student conduct.

ENROLLMENT

Parents/guardians are encouraged to be involved with and participate in their child's ACES enrollment. Visits to the ACES program are welcomed and recommended as part of the enrollment process.

ACES enrollment applications for the upcoming school year are accepted during designated time periods each Spring. Current ACES students and their siblings are provided a guaranteed enrollment period prior to enrollment being opened to new ACES students. The time periods are announced to parents through Connect-Ed phone messages and information sent home to parents with students. Please contact the ACES site coordinator for specific dates and times.

After the guaranteed enrollment period for the next school year, and throughout that school-year, enrollment is open to all students at the school or designated cluster-site school on a first-come, first-served, space-available basis.

To enroll a child, the parent or guardian must fill out both sides of the ACES enrollment application and submit it to the school's ACES site coordinator. An annual non-refundable enrollment fee is due when the initial application for the school year is submitted. The enrollment fee is not required for students who have a DSS or other agency child care voucher.

The enrollment fee reserves a space for the child in the ACES program. If all spaces in the appropriate group are filled, the enrollment fee enables the child to be placed on the ACES waiting list until a space becomes available in the appropriate group during that school year. If no space becomes available during the school year, the enrollment fee will be reimbursed to the parent at the end of the school year.

Enrollment applications are not accepted from families with past due accounts.

WITHDRAWING FROM AND RE-ENROLLING IN ACES

In order to withdraw a child from ACES, the parent should complete the *Notification of Withdrawal from ACES* form. The form can be obtained from the ACES site coordinator or by visiting the Guilford County Schools Web site at www.gcsnc.com. Once completed, the form should be returned to the site coordinator. Payment must be made for the week in which notification is made and for the following week. If a child is absent from ACES for two consecutive weeks and payment is not received for these weeks, the child will be considered withdrawn from the ACES program. The child cannot be readmitted to ACES until payment for the two weeks is made.

Parents who withdraw a child from ACES and later want to re-enroll the child must submit a new application along with the weekly fee for the first week back in the program. An additional enrollment fee is not charged for students who return to ACES during the school year. As for any new applicant, a space must be available in the appropriate group for the child to enroll. If no space is available, the child's name will be placed on the ACES waiting list.

All outstanding delinquent fees must be paid before a child can be re-enrolled in ACES.

5. DAYS AND HOURS OF OPERATION

ACES CALENDAR

The *ACES Calendar* for the school year is available from the ACES site coordinator.

AFTER-SCHOOL

ACES operates on school days from school dismissal until 6:00 pm, Monday through Friday, from the first to the last day of the school year.

ACES ALL-DAYS
ACES operates from 7:30 am to 6:00 pm on those teacher workdays designated as ACES All-Days.

On All-Days, students must be signed in by the parent/guardian and cannot be dropped off before the ACES program opens at 7:30 am. School bus transportation is not provided on non-school days.

Some dates designated as an All-Day may become a regular school day if school days are missed due to inclement weather. Please refer to the *ACES Calendar* for dates on which All-Days are scheduled.

ACES EXTENDED DAYS
ACES operates from the time of early dismissal until 6:00 pm on the district's four Early Dismissal Days. Please refer to the ACES Calendar for specific dates.

6. DAYS ACES DOES NOT OPERATE

STATE HOLIDAYS AND SCHOOL BREAKS
ACES does not operate on North Carolina state holidays, school district scheduled vacation days, some teacher workdays and during winter and spring breaks. Please refer to the *ACES Calendar* for specific dates.

INCLEMENT WEATHER
ACES does not provide after-school or All-Day care when school is closed for students due to inclement weather conditions. Even if the day is designated as an "Optional Teacher Workday", ACES does not operate if school is canceled.

If the district announces that school is closed early due to inclement weather, ACES will not operate that afternoon, and parents must pick up their child by the announced school closing time.If school lets out at the usual time but weather conditions worsen during the ACES hours, parents are strongly encouraged to pick up their child as early as possible so the family and ACES staff can arrive home before roads are unsafe.

If school opening is delayed on an ACES All-Day, the All-Day opening is delayed by the same amount of time. Example: If school is delayed by two hours, the All-Day opening time will move from 7:30 am to 9:30 am.

Typically, each ACES All-Day is a school day for one or more Guilford County Schools (extended year elementary schools, middle/early college high schools, regular 10-month schools, etc.). If school is canceled due to inclement weather, any ACES All-Day scheduled for that day is also canceled.

School closing information can be obtained on the GCS Web site at www.gcsnc.com, The School Zone on Channel 2 or by tuning in to local TV and radio stations.

7. PAYMENTS

ENROLLMENT FEE
A non-refundable enrollment fee is due when the initial application for the school year is submitted to the ACES site coordinator. The enrollment fee is not required for students who have a DSS or other agency child care voucher.

The enrollment fee reserves a space for the child in the ACES program. If all spaces in the appropriate group are filled, the enrollment fee enables the child to be placed on the ACES waiting list until a space becomes available in the appropriate group during that school year. If no space becomes available the fee will be reimbursed.

ANNUAL TUITION FEE

The ACES annual tuition fee covers the cost of care, afternoon snacks, program materials, and breakfast, lunch and an afternoon snack on ACES All-Days. To provide parents and guardians the convenience of making consistent weekly payments, the annual fee is divided by the number of service weeks in the school year. The weekly payment represents one of the equal payments and is not a fee for any one individual week.

The weekly payment is not based on the number or type of ACES days in the week or the number of days a child attends. For example, the tuition fee is paid during a week with just three days and during a five-day week that includes an ACES Extended Day or ACES All-Day. The only exception is for a two-ACES-day week when the fee is decreased to one-half of the weekly fee (Example: Week of Thanksgiving Holiday). The weekly tuition fee is due regardless of the number of days a student attends during the week, and must be paid even when the child is absent the entire week.

Weekly payments are not made for winter and spring break or if ACES is closed an entire week due to inclement weather.

CASH PAYMENTS

The ACES site coordinator must ***immediately*** **provide a hand-written Guilford County Schools receipt** or a computer-generated ACES receipt.

The site coordinator must also provide a computer-generated receipt no later than the following afternoon.

Questions?
Contact the ACES District Office
(336) 370-2321

WEEKLY PAYMENTS

ACES weekly payments are due on Monday or on the first ACES day of the week by 6:00 pm. Parents may pay in advance for as many weeks as they choose.

All payments must be submitted to the ACES site coordinator at the designated area.

Payment by check, money order or official bank check is preferred. Checks must be made payable to the school's ACES Program (include name of school). The name and mailing address of the parent must be written or printed on the check. The child's name and the date of the week during which the payment is being made must also be included. A computer-generated ACES receipt for the check, money order or official bank check will be provided the following afternoon.

Cash payments are accepted but are discouraged. Cash payments should be for the correct amount as ACES site coordinators do not maintain a change account. For cash payments, the ACES site coordinator must immediately provide a hand-written Guilford County Schools receipt or a computer-generated ACES receipt. If a hand-written receipt is provided, the site coordinator must also provide a computer-generated receipt the following afternoon.

If the payment amount on the check, money order or official bank check is more than the amount due, or if excess cash is submitted, no change will be given. Credit will be issued towards the next week's payment.

DELINQUENT FEES

If payment for a week has not been made by Monday at 6:00 pm, the fee for the week is delinquent. Parents and guardians with delinquent fees must pay the fees or make alternate arrangements for their child's after-school care.

If the child will need to ride the school bus, the parent/guardian will need to complete the *Request for School Bus Transportation* form and submit it to the school office. It may be a week before GCS Transportation Services can process the request and begin transporting the child in the afternoon.

If payment for the current week is not received, students cannot attend ACES the following week. Principals reserve the right to withdraw a child from the ACES program if payments are routinely paid late or to deny entry into the program if the fee for the week has not been paid.

ALL-DAY ACTIVITY FEE

An All-Day activity fee is charged for each All-Day a child attends to cover the cost of special on-site and off-site events and activities. For each All-Day, parents and guardians must indicate to the ACES site coordinator whether their child will be present and must submit the All-Day activity fee by the stated deadline.

The activity fee is not required for students who have a DSS or other agency child care voucher. Financial assistance may be available for other eligible parents/guardians. Interested parents should contact the ACES site coordinator for eligibility information.

LATE PICK-UP FEE

The time shown on the ACES site coordinator's Nextel phone is used as the ACES official time as the phone automatically shows the correct time. A late fee of $1.00 per minute, per child, will be charged for each minute that a child remains after 6:01 pm. This fee must be paid when the child is picked up or on the next payment day. A receipt for the late fee will be provided.

The principal or ACES site coordinator may call Child Protective Services if a child is not picked up by 6:30 pm. Repeated late pick-ups may cause the principal to dismiss the child from ACES.

RETURNED CHECKS

Guilford County Schools contracts with a check collection agency to collect non-sufficient funds (NSF) checks submitted for ACES payments. By paying with a check, the check writer accepts the district's check acceptance policy. In the unlikely event a check is returned unpaid, the check writer understands and agrees that the check can be electronically re-deposited, or if necessary, re-deposited by paper draft, and that a return check processing charge can be collected by the same means. The return check processing charge is set as the amount allowable by state law ($25 in May 2009, subject to change). Parents who have questions regarding the check acceptance policy should call 1 (877) 891-5422.

If a parent/guardian has an outstanding NSF check or has submitted two NSF checks to the school during the school year and/or summer, all remaining ACES payments for the school year must be made in the form of cash, money order or official bank check. Guilford County Schools reserves the

right to require a parent/guardian to make all future payments through cash, money order or official bank check. Parents who do not promptly rectify NSF checks cannot continue receiving ACES services. Guilford County Schools pursues legal action to collect NSF check debts that cannot be collected by the check collection agency or district.

8. FINANCIAL ASSISTANCE

SUBSIDY PAYMENTS ACCEPTED

Child care vouchers from the Guilford County Department of Social Services (DSS) and scholarships from Guilford Child Development are accepted by ACES programs that are licensed by the NC Division of Child Development. Other subsidy payments such as from adoption services or other DSS providers are also accepted at licensed ACES programs.

APPYING FOR FINANCIAL ASSISTANCE

Eligible parents can apply for DSS child care vouchers at the Guilford County DSS Child Day Care Services office at 1203 Maple Street in Greensboro (641-3715) or at 300 S. Centennial Street in High Point (845-7879). Parents who are not eligible for DSS assistance, and who live or work in Greensboro, may be eligible for Guilford Child Development day care scholarships. Interested parents should contact Guilford Child Development at 1200 Arlington Street (378-7700).

PARENT RESPONSIBILITIES

Parents paying for ACES with DSS child care vouchers, Guilford Child Development scholarships or other subsidies must provide up-to-date documentation to the ACES site coordinator to show that a child's tuition will be paid by the agency. The parent is responsible for following the agency's rules and procedures for maintaining financial assistance. If the DSS day care voucher is revoked, or financial assistance ends, the parent must pay the full weekly tuition fee in order for the child to attend ACES after the DSS termination date or the financial assistance expiration date.

9. ACCIDENTS AND ILLNESS

ACCIDENTS AND EMERGENCIES

For minor injuries, an ACES staff member will cover the wound, contact the parent, and if needed, have the parent, or person authorized on the enrollment application, pick up the child. If the injury warrants immediate medical attention, 911 will be called to secure medical treatment for the child. Parents are responsible for any expenses resulting from an injury (EMS team, hospital, doctor, medicine, medical supplies, etc.) It is recommended that children enrolled in ACES have medical insurance coverage through personal insurance coverage or through the school student accident insurance plan. School accident insurance information is available through the school office at the beginning of each school year.

For all injuries, the ACES site coordinator will complete a Guilford County Schools Student Accident Report. The parent, or person who picks up the child, will sign and date the bottom of the form. The site coordinator will give the form's yellow copy to the parent.

ILLNESS

ACES has neither the facilities nor staff to provide care for sick children. Students attending ACES are expected to participate in scheduled For the protection of all students in the program, parents should not send a child to ACES if the child shows any of the following symptoms: temperature,

diarrhea, vomiting, a rash, discharging eyes or ears, or conjunctivitis (pink eye). Parents will be called if a child shows evidence of illness. Depending on the severity of the symptoms, parents may be asked to pick up the child immediately. Students who do not attend school during the regular school day or who leave school early due to illness cannot attend ACES on that day.

STUDENT ABSENCES

Parents should notify the ACES site coordinator if their child will not attend ACES, either because the child will be absent from school or because their child will leave school before ACES begins. If a parent cannot inform the ACES site coordinator of the absence in person, the parent should notify the site coordinator by phone or leave a message on the site coordinator's voice mail.

10. MEDICAL OR OTHER HEALTH CONDITIONS

NOTIFYING ACES STAFF

It is very important that ACES staff know if a child has a health condition (allergy to bee stings or food, diabetes, seizure disorder, etc.), fears, or is receiving special services for any conditions. It is also important for appropriate ACES staff members to know if a child has a *Diabetes, Health, or School Emergency Care Plan*, and may need care during ACES.

Parents must report their child's needs on the ACES enrollment application in the *Medical and Other Needs* section and discuss the needs with the ACES site coordinator.

ADMINISTRATION OF MEDICATION

Administration of medication to students at school is governed by Guilford County Schools policy JGCD and procedure JGCD-P, *Administration of Medications to Students.*

If medication is required when the child is at the school, the medication will be administered in accordance with the health care provider's instructions and established procedures. The request for administration of medication during ACES must be made by the parent/guardian on the *Authorization of Medication for a Student at School* form and be submitted to the school office. After it is reviewed and signed by the principal and school nurse, the parent must provide a copy to the ACES site coordinator.

Parents may not send prescription or over-the-counter medication to ACES with their child.

DIABETES, HEALTH OR SCHOOL EMERGENCY CARE PLAN

It is the parent's/guardian's responsibility to ensure that if their child needs a *Diabetes, Health, or School Emergency Care Plan* one is developed by the school administration, parent/guardian, and school nurse and that a copy of the plan is provided to the ACES site coordinator.

It is also the parent's responsibility to indicate on the ACES enrollment application that the child has, or will have a plan. ACES staff members will follow the guidelines for care indicated in the child's plan.

If the child needs quick access to an item such as an inhaler or Epi-pen, the ACES staff will follow Guilford County Schools policy JGCD and procedure JGCD-P, *Administration of Medications to Students* and policy JGHB and procedure JGHB-P, *Students with Food Allergies*.

11. BEHAVIOR EXPECTATIONS

MUTUAL RESPECT

ACES staff, students, and parents are expected to demonstrate mutual respect and regard for one another. Parents/guardians should immediately report concerns regarding inappropriate language or behavior to the ACES site coordinator or school principal.

Disrespectful language or behavior directed towards an ACES staff member, student, or others by a student or parent will not be tolerated and could result in the principal dismissing the child from ACES immediately.

CODE OF CONDUCT

The *Guilford County Schools Student Handbook* contains the district's policies and procedures regarding student conduct and discipline. In addition, each school has a handbook outlining school procedures and rules. Parents/guardians and students receive a copy of the district and school student handbook at the beginning of each school year and sign a statement of receipt and review.

ACES conduct and discipline procedures align with district and school policies and procedures. GCS standards of school behavior that apply to school sites , off-site school-sponsored activities and any form of transportation provided by the district, apply during the ACES program. Violations of the Guilford County Schools Code of Conduct that result in a child's suspension from school during the regular instructional day will also result in suspension from the ACES program.

DISCIPLINE

ACES staff members use positive reinforcement such as praise, recognition and incentives to encourage appropriate behavior. Inappropriate behavior is dealt with through developmentally-appropriate guidance techniques such as redirecting the child, giving choices, setting limits, providing natural and logical consequences, and short intervals of reflection time, or using other approved discipline techniques. Some inappropriate behaviors may be dealt with through parent/site coordinator conferences or parent/site coordinator/principal conferences.

Students whose behavior may be harmful to self or others, and/or has a detrimental effect on the ACES program, may be suspended or dismissed from the program by the school principal.

12. PICK UP AND SIGNING STUDENTS IN AND OUT

PERSONS AUTHORIZED TO PICK UP STUDENT

Only parents/legal guardians and the persons designated on the ACES enrollment application are allowed to pick up a child unless the parent submits written notification to the ACES site coordinator. All persons who pick up children must be at least 16 years of age. A driver's license will be required if the designated person is not recognized or verification of their age is needed. A child will not be allowed to go home with another ACES child unless the parent provides written permission to the ACES site coordinator.

PERSONS PROHIBITED FROM PICKING UP CHILD

In families in which separation or divorce has occurred, unless there is a court prohibition, either parent may pick up, or designate persons approved to pick up, the child. If a non-custodial parent is

prohibited from picking up the child, a copy of the current protective custody order must be submitted to the ACES site coordinator for the child's ACES file.

SIGN-IN AND SIGN-OUT

A parent, or another adult authorized on the child's ACES enrollment application, must sign out and post the pick-up time of the child each day. After a child is signed out, parents and authorized pick-up persons must keep the child with them and exit the school through the doors designated for ACES departure.

On ACES All-Days, parents/guardians are responsible for transporting their child to the school, walking the child into the ACES area of the building and signing in the child with the ACES site coordinator or group leader. ACES staff will alert parents of any changes in the day's schedule during sign-in time. On ACES All-Days, students cannot be dropped off before the ACES program opens at 7:30 am nor remain at the school during an off-site trip.

For doctor, dentist and other appointments, children may be signed out and then signed back in to ACES by a parent or authorized person if the departure and return times can be coordinated with the ACES schedule. These departures/returns must be approved in advance by the ACES site coordinator.

All adults and students should depart from ACES by 6:00 pm in order for the ACES staff to leave the building on time. Parents who arrive after 6:00 pm must come to the area designated by the site coordinator to sign out the child and pay the late pick-up fee.

PERSONS SUSPECTED OF BEING UNDER INFLUENCE OF DRUGS OR ALCOHOL

If an authorized pick-up person is suspected of being under the influence of drugs or alcohol when he/she attempts to pick up a child, an ACES staff member will encourage the person to allow the staff member to call for alternative transportation. If the person insists on leaving with the child, the ACES staff member will contact 911.

13. ACES STAFF

CHILD: STAFF RATIO

The ACES child to staff ratio is 20:1.

ACES TEAM

ACES staff members work as a team to provide quality care, setting behavior expectations, actively supervising ACES children and building positive relationships with students and families.

GUILFORD COUNTY SCHOOLS EMPLOYEES

ACES staff members are employees of the Guilford County Schools. All staff members and substitutes have been approved by the district to work with ACES students. ACES site coordinators report to, and are supervised by, the school principal. ACES group leaders report to, and are supervised by, the ACES site coordinator.

ACES programs may employ classroom teachers or other district-approved staff to serve as substitutes or to provide tutoring, music, art, physical education or other activities for ACES students. Larger ACES programs also employ an ACES clerk or assistant site coordinator.

PROFESSIONAL DEVELOPMENT

ACES staff members participate in professional development classes that are designed to equip staff to work as a team to provide high-quality care and service. The training focuses on: providing a safe, child-centered environment; offering developmentally-appropriate academic, enrichment and recreational activities; setting behavior expectations and actively supervising ACES children; and building positive relationships with students and their parents.

The ACES site coordinator and at least one group leader are trained in playground safety, first aid, CPR and preventing disease transmission.

14. SNACKS AND MEALS

AFTERNOON SNACKS

Snacks that meet USDA nutritional requirements are prepared by the Guilford County School Nutrition Services staff for ACES students. Snacks include milk, 100% fruit juice, water, fresh fruits and vegetables, and a variety of crackers and muffins. Snack menus are posted on the ACES Parent Information board each month.

BREAKFAST AND LUNCH ON ACES ALL-DAYS

Simple breakfasts that meet USDA nutritional requirements are prepared for ACES students by the School Nutrition Services staff. Lunches are prepared either by School Nutrition Services or are obtained from restaurants or stores approved and inspected by the Guilford County Environmental Health Department.

MEAL TIMES AND PARENT-SUPPLIED FOODS

Children may eat only during the designated snack or meal times. Parents are discouraged from sending supplemental food with their child. Unapproved items must remain in the student's book bag or classroom until the parent picks up the child. Foods shared by a parent with other students must come from a facility inspected by Environmental Health Services and must be stored and served by the parent in a manner that meets Environmental Health Department regulations.

FOOD ALLERGIES

Guilford County Schools policy JGHB and procedure JGHB-P, *Students with Food Allergies*, are followed in ACES. The parent/guardian should indicate on the student's ACES enrollment application that the child has a food allergy.

School Nutrition Services may provide alternate menu items for students with food allergies or food restrictions if the parent submits to the cafeteria manager the USDA-required statement from a medical authority stating the specific food allergy or restriction and acceptable alternatives.

15. STUDENT WELLNESS

Guilford County Schools policy IHB and procedure IHB-P, *Student Wellness*, are followed in ACES. Foods and beverages served for snacks, meals, and celebrations are planned to meet the Eat Smart Nutrition Standards, and come from facilities inspected by Environmental Health Services. Fitness activities are planned to provide 30 minutes a day of physical activity at a moderate to vigorous intensity level to support significant health benefit to students.

16. COMMUNICATION

CHANGES IN CONTACT INFORMATION

Parents/guardians must update both the school office and the ACES site coordinator in writing when there are changes in the contact information provided on the ACES enrollment application (new address, phone number, employer, work number, cell phone number, emergency contact, persons authorized to pick up child, student's health condition or allergies, etc.).

PARENT INFORMATION

Parents can receive the *ACES Parent Handbook* from the ACES site coordinator or by visiting the Guilford County Schools Web site at www.gcsnc.com.

ACES information is shared with parents through ACES newsletters and memorandum distributed by the ACES site coordinator. The newsletters and memorandum communicate the school's ACES news and information, changes in ACES procedures, and information regarding special events planned for ACES students.

In addition, ACES schedules and weekly activity plans for each group are posted for parents to view. Snack menus, the site coordinator's work schedule, NC-DCD licensure documents, and other ACES correspondence are posted on the ACES Parent Information board. Parenting resources are also made available to ACES parents.

CONTACTING ACES SITE COORDINATOR

Each ACES site coordinator has a Nextel phone so parents may contact the site coordinator throughout ACES hours or leave the site coordinator a message at any time.

QUESTIONS AND CONCERNS

Parents/guardians should contact the ACES site coordinator to obtain or provide information about the ACES program. The school principal should be contacted if questions or concerns are not resolved after speaking with the ACES site coordinator. Additional information may be obtained by contacting the school district's ACES office at (336) 370-2321.

17. NORTH CAROLINA DIVISION OF CHILD DEVELOPMENT

The North Carolina Department of Health and Human Services, Division of Child Development (NC-DCD), is responsible for regulating licensed child care programs in the state. The ACES program's NC-DCD license, which indicates the program's star rating, is posted in the ACES area. The number of stars earned by the program is based upon the education levels of staff and the program standards met by the program. The assigned NC-DCD licensing consultant visits the ACES program at least annually to monitor for compliance with child care requirements and to provide technical assistance

For information on child care law and rules, parents can read the NC-DCD brochure, *Summary: North Carolina Child Care Law and Rules*, provided by the ACES site coordinator, or review the *Summary of the North Carolina Child Care Law for Licensed Public School Programs* poster displayed in the ACES area. Parents may also contact the Division of Child Development at (919) 662-4499 or 1-800-859-0829, or visit the division's homepage at www.ncchildcare.net.

Jean Reece
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