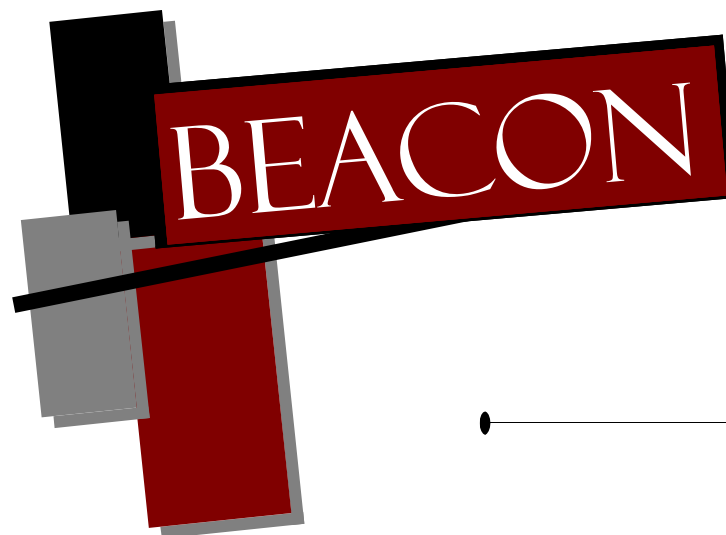




Parent Handbook

21st Century Community Learning Center

BEACON After-School Program



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QUALIFICATIONS: The BEACON (Bringing Education And Community On-Board Now) AFTER-SCHOOL Program is provided free of charge (plus annual \$10.00 early enrollment fee) to any student enrolled full-time in the Eufaula Public Schools in grades K-8.

GOAL: The goal of the BEACON After-School Program is to provide a safe, healthy, and secure environment for Eufaula students in grades K-8, where they can participate in enrichment activities outside of regular school hours.

ENROLLMENT: A completed BEACON Registration Form MUST be on file prior to the child's participation in BEACON. No student will be permitted in the program without an enrollment form on file. Only students that are enrolled full-time in the Eufaula Public Schools may enroll.

PROGRAM: The BEACON Program will provide a safe and exciting place for your student during the afternoon hours immediately after school. We are planning a variety of activities which include enrichment and academics, help with homework and tutoring, computer literacy, recreation, health and safety, drug and violence prevention, community service projects, and arts and crafts.

PERSONAL PROPERTY: A student's personal belongings are his/her sole responsibility. BEACON does not accept responsibility for items that are lost, stolen, or broken. Backpacks must be in student's possession at all times.

EMERGENCY PROCEDURES: Should an emergency situation arise (such as bad weather) during program time on a BEACON campus, the staff will notify parents of the existing situation. In such circumstances, parents will be required to make arrangements for immediate pick-up of their student.

DAYS-IN-SESSION: The Elementary School BEACON program will be held every day that the school is in session beginning September 4, 2007, ending May 15, 2008. The Middle School BEACON program will be held Monday – Thursday, following this same schedule. Field trips and special activities may be planned for days that school is not in session. Permission slips will be sent home in advance for those activities.

BEACON Coordinator: 689-2152

BEACON Secretary: 689-2152

Eufaula Elementary School: 689-2682

Eufaula Middle School: 689-2711
689-1055

BEHAVIOR/DISCIPLINE POLICY: Your student will be under the supervision of qualified personnel familiar with his/her school. The discipline rules for BEACON are the same as the regular school day and will be explained to your student. Disrespect to BEACON staff, rough conduct, destruction of property or equipment, vandalism, use of profanity, or any other undesirable act will result in disciplinary action, and if necessary, removal from the program. You will be contacted about serious and/or repeated misbehavior. House Bill 1906 prohibits hazing or bullying in public schools. BEACON will respect the dignity and rights of individuals and subject no individual to any unusual or cruel rituals or routines during the initiation ceremonies.



FIELD TRIPS: The BEACON students will take field trips periodically. In order to qualify to go on the trips, the students must maintain a good discipline record. The Field Trip Permission section of the registration form must also be signed by the parent.

SNACK: Each day a snack will be provided for your student. If for any reason, your student is unable to eat the snacks provided by BEACON, please notify the Site Coordinator. In such cases, it may be necessary for the family to provide the child with daily snacks.

RELEASE OF STUDENTS: You must provide BEACON with information as to how your student will be released from the program each day. Individuals authorized to sign out students must be at least 18 years of age AND listed on the enrollment form. It is best to list names of several different individuals that could pick up the child in case you are delayed.

Students are not allowed to walk or ride bicycles to or from school. Therefore, an authorized adult must sign them out daily. Students are to be picked up by 5:30 pm every day.

If there is a court order prohibiting certain people from having contact with your child, documentation must be provided to the Site Coordinator.

If you encounter an emergency situation that will prevent you from picking up your child, you must make pick-up arrangements for your student. You must also notify the BEACON Site Coordinator.

Out of respect for our staff's personal time, individuals picking up students late will be charged a penalty. You will be charged \$1 for every minute after 5:30 pm that you are late **regardless of the reason for late arrival**. This is to be paid directly to the person waiting with your child. In the event that a child has not been picked up, and the Site Coordinator has not been contacted by any family member by 6:00 pm, the child will be considered an abandoned child and will be transferred to the city police station. Repeated late pick ups and an unpaid late fee are reasons for dismissal from the program.

ABSENCES: If your student is in school on a certain day, but will not stay for the BEACON Program that day, please notify his/her school secretary by noon of that day. This will help to ensure the student's safety.

OTHER SCHOOL ACTIVITIES: Students will not be released from BEACON to participate in any other school activity unless the parent has provided authorization. Authorization, by phone or in writing, must include the activity, date and time, and be given to the BEACON staff. The student may return from that activity to BEACON prior to 5:30 pm if they have a pass from the teacher supervising the activity attended.

STAFF: The BEACON Site Coordinator, teachers, aides, peer tutors, and community volunteers will supervise your student in activities throughout the afternoon.

MEDICAL AND EMERGENCY INFORMATION: We have asked you to provide this information in order to better serve and protect your child. **It is the parent's/guardian's responsibility to notify the BEACON personnel if there are any changes in the parent contact and/or emergency information.**

Any medication taken by the student on a regular basis must be listed even though it may not be taken during BEACON. Should your student require medication during the hours that he/she attends BEACON, the permission form on the enrollment card must be signed by you. All medications must be in the original bottle and turned in at the office. **Students may not carry medication of any type on his/her person during the BEACON Program.**

ILLNESS/ACCIDENTS: Should your student become ill or injured during the program, you will be notified and it will be necessary for you to make arrangements to pick-up your student immediately. If the student has not attended school on any given day, he/she will NOT be allowed to participate in BEACON on that day.