



# AFTER SCHOOL PROGRAM PROCEDURES MANUAL

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# Section 1 Introduction

The After School Program (ASP) is administered by the Douglas County School System (DCSS).

1. All daily operational and discipline issues should be directed to the school principal.
2. All program operational, technical assistance, and support should be directed to the Director of Extended Learning.
3. All financial issues should be directed to the School Accounting Manager or Assistant Director of Accounting, Financial Services Department.
4. All personnel issues should be directed to the Human Resources Department.

The After School Program Procedures Manual has been developed to assist schools in administering an efficient and effective after school care program. This manual has been developed in accordance with and references to the DCSS Board Policies and Regulations.

The After School Program is a self-supporting program, receiving no support from taxpayer funds for its operation.

- Daily fees provide funds for the salaries and benefits of the ASP employees, program supplies, and nutritional supper/snacks for students and indirect operational costs such as utilities, building maintenance, central administrative salaries, etc.
- All surplus ASP funds must be used to benefit the ASP program through enrichment activities first and/or to benefit the entire school second.
- The program is considered exempt from licensure set forth in the 290-2-2-.05€3 and Bright from the Start. Acknowledgement of such exemption is documented in a letter posted on the community board at each school.

## **The After School Program:**

- Is provided at every elementary school in the Douglas County School System.
- May be provided at select middle and high schools in DCSS contingent identified and on ASP enrollment numbers.
- Requires prepayment of an \$8 per day fee per student in the program.
- Charges a \$10 per family system-wide registration fee.
- Daily fees are charged for each student present at the time (2:45 pm) attendance is taken each day.
- Requires parent/guardian identification and signature when students are picked up.
- Operates on days school is in session from the time students are dismissed until 6:00 pm (Elementary: 2:30–6:00 pm; Some schools may elect to extend to 6:30 pm and will publicize ending time on their school registration letters and website. This is determined by the school principal at each school.
- Charges \$1.00 per minute per family for every minute after 6:00 pm for students not picked up timely. Frequent late pick up may result in suspension from the program or referral to the school social worker.

- All ASP are required to begin their program on the first day of school and each school principal will establish a calendar of days the program will not operate prior to the start of each school year, if different from the school calendar. It is recommended that the ASP should be held every day school is in session. ASP schedule deviations are permissible.
- ASP program closures or early dismissals are made by the DCSS Superintendent. Schools are not allowed to close without his sole permission.
- School principals may elect to operate the ASP program on a ½ day dismissal, but not required. The school must notify the central office if they are electing to operate on such days. The after school part will begin at normal dismissal time (noon) and cost will be \$16 at a minimum.

### **The Before School Program:**

- At the discretion of the principal, a before school program can be operated, if a need exists.
- The earliest time for the before school program to begin is 6:15 AM, individual schools will determine and publish their before school drop off time.
- Two employees must be available at all times during the program. If a program is small enough, you may use one dedicated before school program employee and the second person be a school employee (such as an administrator); however, the second person must remain in the general vicinity of the location of the program so they can easily and quickly respond to an emergency if necessary.
- A daily fee of \$3.00 will be charged for the before school program, regardless of how long the student will be participating in the program.
- Only one \$10 registration fee/family will be charged for both the before and after school programs.
- A parent/guardian is required to sign their child into the program every day. They may not “drop off” their child as they would normally do for the regular school day. The parent/guardian is required to accompany their child into the building and sign the before school attendance roster.
- A separate attendance application must be maintained for each before school program student and after school program student.
- All other after school program policies and procedures apply, to include fee payment, reporting and discipline.

## **Vision**

Our VISION is to build a community of lifelong learners who become responsible individuals, independent thinkers, and productive citizens in a global society.

## **Mission**

**We will serve our community with excellence by:**

- Helping our students reach their potential as we prepare them for college and career in a safe and supportive environment
- Recruiting, cultivating and retaining the best teachers, staff and administrators

- Providing a challenging curriculum and relevant learning opportunities
- Providing the highest quality instructional resources and tools
- Fostering a culture of continuous improvement

## **Beliefs**

### **We believe that we must:**

- Understand how children and adults learn and continue learning.
- Build communities of lifelong learners.
- Cultivate the leadership potential of every employee, student and parent in our school system.
- Be creative, energetic visionaries who respond quickly to diverse and evolving issues.
- Meet the diverse needs of all stakeholders (students, parents, employees and community).
- Maintain efficient and effective administrative processes for instruction, operations, human resources and sound fiscal management.

### **ASP Mission**

The DCSS mission for the After School Program (ASP) is to provide a safe, relaxed, and enjoyable environment for its elementary and middle school students. The ASP provides enrichment activities, social interaction with peers and homework help in a well-supervised, structured setting. Students take part in experiences that encourage creativity, social relationships, appropriate behavior, and positive self-image.

## **Section 2      Registration**

### **Benefits and Services**

The After School Program is designed to provide adult supervision, in a group setting, to students whose parents work outside the home beyond school hours. The program does not provide educational services to students and is not intended to be an educational program; but rather, to provide group activities in which students participate including things such as enrichment, homework, computer games and story time.

### **Terms and Conditions of Participation**

The ASP is a service that is open to students who attend a Douglas County School. Students are eligible to participate in the ASP at the school in which they are enrolled to attend during the regular school day. Students are not allowed to attend an after school program of a school they are not currently enrolled in. Eligible students with disabilities who enroll in the ASP will be provided reasonable accommodations and/or modifications in order to afford them meaningful

access to the program. Accommodations are considered reasonable where the provision of them would not result in a fundamental alteration of the program, the services offered or create an undue financial or administrative burden on the school.

**All students who wish to participate in the After School Program:**

1. Must be registered each year by a parent or guardian.
2. Must have a new ASP Registration Form and ASP Policy and Procedure Parent Letter signed and on file at the beginning of each school year, including students of DCSS and ASP employees.
3. Must have paid the annual \$10 registration fee
4. Must have prepaid tuition.
5. Must clear up any unpaid prior year ASP balances before being allowed to stay.
6. Must be signed-out each day by a parent/guardian or other designated person. Proper photo identification will be required.

**Enrollment in the program may be terminated or denied if:**

1. A student has an ASP past due balance from the previous year not paid in full.
2. A student's behavior is so disruptive or dangerous that, even with the provision of reasonable accommodations, continued enrollment poses a significant risk of physical or emotional harm to the student, other students or staff.
3. A student's participation in the program requires removal of architectural barriers and such removal is not readily available.
4. A student's participation in the program, even with reasonable accommodations, poses a significant health or safety risk to the student, other students or staff.
5. A student's needs require the provision of services that are determined to be a "fundamental alteration" or an "undue burden."
6. A student may be denied admission to the program based upon lack of available space and may be placed on a waiting list for an available opening.
7. Parents/guardians of students participating in the program are required to pay a registration fee and a daily tuition fee, the amounts of which are determined by the Douglas County Board of Education. Students can be withdrawn from the program for failure to meet payment requirements.

Schools will conduct a program registration session online and offer ASP information during their sneak-a-peek or open house in the fall. Additionally, they may offer pre-registration at the end of each school year, through Eleyo. Registration forms will be electronic and found on the [Eleyo website](#).

Parents/Guardians are responsible for keeping all information on ASP registration current. Non-registered students will not be allowed to stay in the ASP. However, on an emergency basis, students who are not registered for the ASP may participate with principal oral or written approval. On or before the first day of attendance, the student's parent/guardian must complete

an ASP Registration Form, an ASP Policies and Procedures Parent Letter and pay all fees. Non-registered students left at a school are the responsibility of school administration. School administration may contact the school Resource Officer or the school social worker to report a non-registered student left at school as this constitutes child abandonment. See Emergency Procedures for Late Pick Up for additional information.

Some options for financial assistance are available to families in need. See Scholarships and Other Financial Assistance in the Financial Procedures section.

### **Registration Fees**

Each school's ASP will charge a \$10.00 non-refundable registration fee per family per school year. A transfer to another DCSS school will not require an additional registration fee. The school the child is transferring to will not receive any of the registration fee. It will stay with the initial school they registered at.

### **Parent Information**

All parents/guardians will be provided with an electronic copy, via email, of the ASP Rules – Parent Policies and Procedures upon enrollment of their student in the after school program in Eleyo. Parent handbook will be accessible on the school district website. This information will include:

- Tuition and fee information
- Payment procedure information
- Hours of operation
- Discipline policy information
- Pick-up procedure information
- Late pick-up penalties
- Activity schedule
- Name of the ASP director or other school contacts and phone numbers
- Severe weather procedure

## **Section 3      Daily Operations**

### **Daily Attendance**

Accurate attendance information is essential to operating a successful after school program. In order to ensure accurate attendance information, each ASP must mark attendance daily in the ASP attendance application on the iPad. Attendance must be completed daily, when the program starts in order for the check-out roster to be available when parents begin arriving. Updated and accurate records are expected on a daily and weekly basis. The following procedures must be followed each day ASP is operated:



1. The ASP director will prepare an ASP roster for each classroom teacher indicating all students registered for ASP in his/her class. The ASP director is responsible for keeping these rosters up-to-date at all times. Each roster must indicate the teacher's name and grade level at the top of the page.
2. The ASP director will print the class rosters on a daily/weekly/monthly basis. The frequency of printing will be dictated by the frequency of changes to the classroom rosters and transiency rate of the school.
3. A front office staff member will be responsible for notifying the ASP director of any transportation changes received in the front office prior to ASP beginning.
4. ASP director or bookkeeper is responsible for approving registration contracts daily in the online asp registration and attendance application system.
5. The ASP director or designee will distribute rosters to each ASP class leader to be used to take ASP attendance for their class that day.
6. The ASP Attendance Rosters will also be used to update students in the electronic attendance application for the students that attended ASP that day.
7. ASP staff must ensure IPAD is properly charged daily, apple updates checked and uploaded frequently. Users must ensure IPAD is connected to WIFI before they begin checking in students.
8. At the beginning of ASP, the ASP Attendance Rosters may be used to take attendance in addition to the ASP software Application, Eleyo. Each ASP class leader will mark the ASP Attendance Rosters indicating a student's presence. They will swipe if absent and tap to highlight if present.
9. If a student is tapped in attendance on the iPad by mistake, the front office will need to manually correct the attendance in the Eleyo online portal.
10. It is imperative that each student indicated on the ASP Attendance Rosters as attending ASP that day is accounted for during the taking of attendance. Any discrepancies must be investigated and resolved immediately.
11. GCAPS students must have their attendance intake with a staff signature. The attendance for CAPS students will be handled after all other children are signed in. Refer to the help sheet for how to complete this step.
12. Once attendance has been completed, the team will lock the iPad attendance screen.
13. Parents will use the iPad to sign their children out each day. This will allow for a timestamp and clear list of which parent/guardian checked the child(ren) out.
14. ASP Director is responsible for checking Eleyo each day to approve registration contracts, approve drop in dates and remove any drop in dates if a child is absent.
15. ASP cash or check payments received each day must be processed by the ASP bookkeeper. The ASP director and/or other ASP personnel responsible for recording ASP attendance must not handle ASP payments. The ASP bookkeeper will update each ASP online account software to indicate payments received each day. The bookkeeper will provide the director with a balance sheet showing students and accounts that owe for the week.
16. ASP payments made by an on-site credit card transaction may be processed by the ASP bookkeeper or ASP director. Parents will be provided access to a computer to sign into their account to make onsite credit card payments. Accounts set up for auto draft will charge parents upon invoicing.

17. As each student's parent/guardian arrives to pick up their child, they will be required to sign out their child on the ASP Attendance Roster on the iPad.
18. Proper identification is required from any person signing out a student from ASP that the ASP employee does not recognize
19. If a parent/guardian neglects to sign the ASP Attendance Roster before leaving with the student, the ASP employee responsible for the check-out desk that day and another ASP employee that can verify the student was in attendance must both sign and date the roster, adding a statement that the "parent failed to sign roster" on the iPad where the parent would have signed.
20. At the end of the day, the ASP employee responsible for checking out students must ensure all students listed on the ASP Attendance Rosters have been signed out as picked up. Any discrepancies must be investigated and resolved immediately.
21. A list of all accounts with a delinquent account balance must be prepared and provided to the ASP director and principal for follow up with the parent/guardian.
22. Emails and letters must be sent home weekly for students who owe balances. ASP director or bookkeeper will need to make phone calls, at the end of each week about past due balances.

### **Safety**

Walkie-talkies must be available for use during ASP. These will be used to summon students for pick up from their designated areas. They will also be used in case of an emergency so ASP workers can summon assistance. All walkie-talkies must be set to the same channel. The ASP director or designee must ensure all walkie-talkies are set to the desired channel each day.

### **Daily Activity Schedule**

Each school's ASP program must establish a daily schedule for each age group. The schedule must be approved by the principal and shared with parents when requested. The schedule should also list any established enrichment activities. It is recommended that students are grouped and work in classrooms during program hours. These schedules, at a minimum, must include established times for the following:

- A daily nutritious supper/snack
- Homework
- Technology
- Enrichment/Craft activities
- Recreational activities

### **Supper/snack Requirements**

All after school programs must provide students with a nutritious supper/snack during ASP hours. Some sites may serve supper depending on their approval and status with the School Nutrition Department (SN). Programs will submit a food service registration form to their

cafeteria managers two weeks before the program starts. All schools are required to obtain their ASP supper/supper/snacks from the DCSS School Nutrition Department. The ASP director or designee should provide the school's SN staff with a daily count of the number of supper/supper/snacks required each day. The SN staff will ensure the delivery of a nutritious supper/supper/snack for each student participating in the program each day. Adults are NOT allowed to receive supper/supper/snacks from the SN department. Adult supper/supper/snacks must be purchased from the break room. Students must obtain both components of the supper/supper/snack. Children can choose not to get a supper/supper/snack at all. However, ASP Staff should highly recommend the supper/supper/snack if the child did not bring one from home.

### **Enrichment Time**

Enrichment activities may be provided during the ASP to provide additional opportunities to students. The activities will vary from school to school, but should be tailored to the needs of each school's students. The ASP director, with the approval of the principal, should initiate all enrichment activities. An enrichment activity plan should be prepared at the beginning of each year and updated during the year to indicate any additional changes. The enrichment activity plan should include the following:

- Detail the enrichment activities to be offered.
- Indicate when the enrichment activities will be offered.
- List who will instruct the enrichment activity programs.
- Update the enrichment plan throughout the year to include dates when activities occurred.
- Consider the financial impact of the enrichment program on the school's ASP financial condition.

Programs operating at or above the required fund balance (two month's operating expense) may be able to offer more enrichment programs, where programs operating below the required fund balance must discontinue additional enrichment activities until the program reaches the required fund balance.

### **Student Behavior and Discipline Procedures**

Student behavior expectations are the same in the ASP as during the regular school day. When student behavior disrupts the effectiveness of the program to the extent that parent notification is necessary, an ASP Disciplinary Form must be completed. One copy of the signed form must be provided to the parent and one copy must be kept in the student's ASP file.

Each ASP director and school administrator will establish discipline guidelines at their school site. Students may be temporarily or permanently removed from the ASP depending upon the offense. Documentation of discipline violations will be necessary prior to removal from the program. A one on one conversation with the student's parent/guardian must take place prior to the suspension or removal of any student from the program. All suspensions and withdrawals from the program must be approved by the principal. Please see the DCSS Elementary Handbook for a full detail of discipline regulations and protocols.

### **Withdrawal of a Student**

Students may be withdrawn from the After School Program for any of the following:

- Chronic late pickups – after holding a conference with the parent and school administration.
- Chronic discipline problems – after holding conferences with the parent and school administrator
- Non-payment of tuition and fees – after proper evidence is collected showing communication took place with the parent.
- At principal's discretion

When a student is withdrawn from the program, it is the parent's responsibility to arrange for another method for their child to go home when the school day is over. The parent must provide the school with written notification of this new plan.

### **Emergency Procedures for Late Pick Up**

If a child is not picked up by 6:00 pm (or designated ASP end time if different), the following must be done:

- The numbers provided on the child's registration must be called.
- If the parent/guardian cannot be reached, the other emergency number(s) listed must be called.
- If no parent/guardian or emergency contact is made, the ASP director, school principal or other school administrator must be contacted.
- If the ASP director and the principal will establish the chain of command for communication related, to emergency notification and late pick up.
- After all other options have been exhausted and at the discretion of the ASP director, school principal or other school administrator, system law enforcement or the school social worker should be contacted.
- If a parent/guardian is not located by the time a police officer arrives, the student should be placed in the custody of the officer.
- A note must be placed on the school's front door indicating the parent should contact the appropriate police department regarding their child.

## **Section 4      Financial Procedures**

### **ASP Tuition and Fees**

## **General Information**

The Douglas County School System requires an After School Program at each elementary school. The ASP is a self-funded program and does not receive funding from any other source. The program is operated with the daily tuition and registration fees received from each participant.

The tuition and registration fees are set by the Douglas County School System Board of Education. Each family is required to pay a \$10, non-refundable registration fee. ASP tuition is \$8 per each day's attendance. This fee is charged to all students present when attendance is taken at 2:30 pm or the time set by the principal. The full fee is charged regardless of how long the student attends the program each day. Students absent from the program are not required to pay for that day. Students not picked up by the required ASP closing time will be charged a \$1 per minute per family late fee. At the discretion of the principal, and if a need exists, a before school program can be offered. A \$3.00 fee per use will be charged per child for BSP.

Payments must be made by cash, check, ACH, credit card, debit card or money order. Checks should be made payable to the school's ASP. (Example: Bright Star ES ASP) All credit card payments are made by the parent when they log onto their child's ASP account in Eleyo. There is a 3.99% credit card or ACH processing fee charged to the parent per transaction when they initiate payment online. This fee is charged in an attempt to recover the online and ACH payment fees charged by the credit card processing company.

Tuition balances will be carried forward from one week to the next and one school year to the next. All tuition refund requests must be made in writing and submitted to the school office manager. All refunds will be made by school check no matter how the ASP payment was made. Please allow at least one week for processing of refunds. With the exception of emergency situations, tuition must be paid in advance. Tuition can be paid daily, weekly or monthly, provided it is received on or before the date of attendance. The program is not allowed to charge any other fees not specifically provided for in the ASP Procedures Manual, such as additional fees for supper/snacks or enrichment programs.

## **ASP Payment Box Access**

Access to the ASP payment drop box(es) must be limited to the principal and one designee (usually the ASP bookkeeper). Each employee with access to the payment drop box(es) must have their own payment box access code programmed into the box(es). Each employee must keep their access code confidential. Access codes must not be shared by anyone. Anytime a change in job duties causes an employee with access to the payment box to no longer be required to have access, the access code must immediately be changed to the code of the new employee or the principal's temporary designee. The new employee must program a new access code into the payment box at that time.

A current ASP Payment Box Access Form (FIN-613) must be on file in the Finance Department and the school at all times. (The FIN-613 is located on the Finance Department form bank located on the DCSS webpage.) The FIN-613 is used to document each school employee with an access code programmed into the ASP payment box. Each time an employment change

occurs, requiring a change in the employee(s) with access to the payment box(es), a new FIN-613 must be completed and signed by the principal. The original FIN-613 must be forwarded to the Finance Department. A photocopy must be maintained by the office manager as part of the school's permanent financial records.

Additionally, each employee with an access code to the payment box(es) must also complete an ASP Payment Box Access Code Confidentiality Agreement (FIN-614). (The FIN-614 is located on the Finance Department form bank located on the DCSS webpage.) The form must be signed by the employee with an access code. The original FIN-614 must be forwarded to the Finance Department. A copy of the form may be retained by the employee with the access code. The school office manager should not have a copy of this form. The employee's access code should remain confidential, with the exception of providing it to the Finance Office.

In the event the principal's designee (usually the ASP bookkeeper) will be absent for a short term, it is recommended that the principal access the payment box each day for the temporary designee to retrieve the payments located inside. If the original designee will be on an extended absence, a new FIN-613 and FIN-614 must be completed for the new/temporary designee. Upon the original designee's return, a new FIN-613 must be completed; however, a new FIN-614 is not required.

### **Money Handling Procedures**

All ASP payments must be placed in an official Douglas County School System ASP payment envelope prior to being received. The front of the ASP payment envelope should be completed in its entirety by the parent/guardian. An ASP payment drop box will be installed in each elementary school, securely attached to a wall in an easily accessible, common area where students and/or parents can drop payments into it. If a payment has been placed in the ASP payment drop box without an ASP payment envelope, the ASP bookkeeper should prepare one for the payment. All ASP payments should go directly from the student or parent to the ASP bookkeeper or be placed in the school's ASP payment drop box. School teachers, office and administrative personnel and other ASP employees should not handle ASP payments. The principal and the principal's one designee (usually the ASP bookkeeper) must be the only individuals who have access to the ASP payment drop box.

ASP payment envelopes must be ordered from the DCSS warehouse using the DCSS requisition process in Munis (Warehouse item #040050, 500/box). ASP payment envelopes must be retained for audit purposes. The envelopes for each ASP deposit prepared should be bundled together by deposit and filed with the daily deposit package by month. The deposit package, including the payment envelopes, may be stored in the boxes in which the envelopes were received. At the end of the year, the completed ASP deposit packages, including the ASP payment envelopes, must be filed with the ASP financial records.

The ASP bookkeeper is responsible for receiving ASP payments, preparing the ASP deposit and posting ASP payments to each student's account, which are recorded on each student's ASP

Attendance application and Infinite Campus. All payments must be posted to the student ASP Attendance applications and Infinite Campus on a daily basis. Each attendance application must be totaled at the end of each week to ensure account balances are current. Any delinquent account balance should be collected the next school day. Delinquent account balances will not be allowed to exceed \$40.00. See *Delinquent Account Balances* for collection procedures and additional information.

For payments made by credit card, the ASP bookkeeper or ASP director will provide a report each week for the office manager with the weekly deposits from ACH and credit card payments. They will code the report to reflect which of the deposits was registration, tuition, or fees. Credit card and ACH payments are posted automatically to the student's accounts. Parents may elect to sign up for an auto draft, which will pull the funds at the end of the week when invoices are generated. Weekly invoices will show a summary of the closing week, with a balance or credit. Balances on the account mean that is their past due balance as of that Friday. Invoices do not bill for the upcoming week, as charges are only applied when the children stay. Parents will need to pay their past due balance and any anticipated amount for the following week. The school office manager verifies that the payment has been posted to the school's bank account. When the school office manager verifies payments have been posted to the school's bank account, she will provide a Deposit Report and receipts to the ASP bookkeeper or ASP director.

### **Payment Procedures**

The following procedures must be followed for all ASP payments made by cash, check or money order:

- Students or their parents/guardians must place ASP payments into a DCSS ASP payment envelope and drop it into a locked, secured ASP payment drop box. Teachers or other staff members must not accept ASP payments.
- On a daily basis, ASP payments must be prepared for deposit, taken to the bank and posted to each student's ASP attendance application and Infinite Campus.
- ASP payments received after the daily deposit has been made may be secured in the school's safe or the ASP payment drop box, according to the following guidelines:
  - ASP payments secured in the safe/drop box must be in compliance with the \$300.00 overnight limitations as described in the *DCSS Accounting and Procedures Manual*.
  - If the amount received causes these limits to be exceeded, a deposit must be prepared and taken to the bank.

### **Deposit Procedures**

Principals are responsible for the daily deposit of all ASP funds collected. This responsibility may be delegated, and is normally performed by the ASP bookkeeper. All funds received by the school should be deposited intact, as received, to maintain the integrity of the deposit. All ASP payments must be deposited in the bank on the same day the money is collected. All money must be deposited into the school's authorized bank account. A separate bank account for ASP funds is not authorized. Daily deposits are required. Money should not be left in the building overnight. However, at the principal's discretion, small amounts of money up to \$300 (total of all cash and checks) can be left in the school's payment drop box or school safe. Principals who

elect to keep money at the school overnight must ensure that the money is properly secured. Any money held at the school overnight must be deposited the next business day without exception.

Money should not be held at the school over a holiday period. **No funds are to be taken home or stored in or on personal property.**

A separate deposit slip book should be maintained for ASP deposits. Deposit slips should be prepared in triplicate. The third copy of the deposit slip should be left intact in the deposit slip book as a permanent record of deposits made. Deposit slip books must be retained with the ASP financial records. The remaining two copies should be taken to the bank with the money and validated by the bank. The bank will retain one validated copy. The other validated copy must be returned to the school and filed with the daily deposit package. Deposit packages must be filed by month for each school year. Deposit slip books are obtained from the school's office manager.

When deposits are required to be made after banking hours or on a bank holiday, a night depository bag should be used to drop funds in the bank's night depository. The deposit should already be worked prior to being secured in the bank's night depository.

Schools in rural areas of the county may find it necessary to use the night drop at the bank on a daily basis. In these instances, two night depository bags, or disposable deposit bags should be obtained from the bank. The deposit should be prepared and ready for the bank to work when the bag is dropped at the bank. ASP bookkeepers should plan their banking trip to arrive at the bank just prior to closing. The bag with the completed deposit should be dropped for the bank to work after hours, and the second bag and bank validated deposit slip should be retrieved from the previous day's deposit. This will minimize the number of trips to the bank.

### **Daily Depositing Procedures**

- ASP Bookkeeper removes ASP payment envelopes from the ASP payment drop box.
- ASP Bookkeeper separates envelopes by cash payments and check/money order payments.
- ASP Bookkeeper verifies the funds in the ASP payment envelopes and completes the Information in the "Office Use Only" section of the envelope for each set of envelopes. Two Money Tally Forms (FIN-630) and two deposit slips must be prepared; one for cash payments and one for check/money order payments.

### *Procedures for Cash Payments*

- ASP bookkeeper writes a receipt to the parent/guardian for all payments made by cash. *(If cash and checks are received in one envelope, a receipt should be written for the total amount received. The amount for each type should be written in the appropriate space on the receipt.)*



- The white copy of the receipt must be returned to the parent/guardian.  
(*Suggestions: receipt copies available for pick up at the Sign Out area or send the receipts to the student's teacher to be attached/placed in the Agenda/Take Home folder.*)
- The yellow copy of the receipts must be attached to the Money Tally Form (FIN-630) completed for cash payments.
- The pink copy of the receipts will remain in the receipt book. (*The Master Receipt the school office manager issues will be attached into the receipt book.*)
- ASP bookkeeper completes an adding machine tape for the amounts verified on the cash ASP payment envelopes and an adding machine tape for the actual cash received.
- ASP bookkeeper completes a Money Tally Form (FIN-630) for the cash payments. The receipt number range (ex. Receipts 245675-245685) and the amounts to be posted to each ASP account should be listed on the Money Tally Form (FIN-630). ASP bookkeeper makes a copy of the Money Tally Form (FIN-630) to be filed with the ASP cash payment envelopes.
- ASP bookkeeper completes a deposit slip for the cash payments.
- ASP bookkeeper carries the deposit to the bank and receives a validated deposit slip.
- ASP bookkeeper provides the original Money Tally Form (FIN-630), yellow copies of receipts and the original validated deposit slip to the school office manager. (The school office manager's deposit package will include these items and the "Deposit Pkg" copy of the Master Receipt.)
- School office manager issues a Master Receipt for the cash deposit and returns the top portion of the Master Receipt to the ASP bookkeeper.
- ASP bookkeeper verifies that the amount on the Master Receipt agrees to the amount on the Money Tally Form (FIN-630) and the amount deposited.
- ASP bookkeeper makes a copy of the Master Receipt and attaches it to the ASP deposit package. The ASP deposit package includes the Money Tally Form copy, cash payment envelopes, plastic strip from the deposit bag (if a disposable deposit bag is used), copy of the validated deposit slip and a copy of the Master Receipt.
- ASP bookkeeper attaches the original Master Receipt obtained from the school office manager in the receipt book on the back of the page of the last corresponding receipt.

*Procedures for Check/Money Order Payments*

- ASP bookkeeper makes a copy of all checks/money orders which will be given to the school office manager. *(The ASP bookkeeper may make an additional copy of the checks to be filed with the ASP deposit package. However, this is not a requirement.)*
- ASP bookkeeper must complete an adding machine tape for the amounts verified on the check/money order ASP payment envelopes and an adding machine tape for the actual checks/money orders received.
- ASP bookkeeper completes a Money Tally Form (FIN-630) for the check/money order payments. Each check/money order must be listed separately on the Money Tally Form (FIN-630). The name of the check signer, check/money order amount and student's name must be listed on the Money Tally Form (FIN-630).
- ASP bookkeeper completes a deposit slip for the check/money order payments.
- ASP bookkeeper carries the deposit to the bank and receives a validated deposit slip.
- ASP bookkeeper provides the original Money Tally Form (FIN-630), check/money order copies and the original validated deposit slip to the school office manager. (The school office manager's deposit package will include these items and the "Deposit Pkg" copy of the Master Receipt.)
- School office manager issues a Master Receipt for the check/money order deposit and returns the top portion of the Master Receipt to the ASP bookkeeper.
- ASP bookkeeper verifies that the amount on the Master Receipt agrees to the amount on the Money Tally Form (FIN-630) and the amount deposited.
- ASP bookkeeper attaches the Master Receipt obtained from the school office manager to the ASP deposit package. The ASP deposit package will include the Money Tally Form copy, check/money order payment envelopes, plastic strip from the deposit bag (if a disposable deposit bag is used) and a copy of the validated deposit slip.

#### Procedures for Credit Card Payments

##### **Posting Eleyo Credit Card/ACH Deposits to EPES Web Accounting**

*Master Receipts and Deposit (General Ledger) Transfers must be posted using the date the deposit is posted to the bank account; not the date the transactions are posted in the Eleyo. Therefore, do not post the transactions until the deposit date has been verified on the bank account.*

1. Using the Payment Deposit Report by Date given to you by your ASP Bookkeeper, complete the following for each account that is listed on the report.

## **Write a Receipt**

A receipt must be written by the Office Manager to the ASP Bookkeeper for all ASP transactions posted on the same day. A separate receipt does not have to be written for tuition, registration fees, late fees and service fees. However, it must be indicated on the receipt how much was collected for each type fee.

- On the Received From line: Write the ASP Bookkeeper's name (not to the ASP program).
  - On the for line: Write Credit Card Transactions and the date the transactions were posted in the Eleyo (i.e. Eleyo Credit Card Transactions 8/1/19). *This date will be different from the date that the Master Receipt is posted because it takes several days for the deposits to be transferred from Eleyo to the school's bank account.*
  - On the Amount line: Write the total amount listed on the Payment Deposit Report by Date for this deposit. Write the account numbers listed in the Description column of your report in the note line. *(The amount to be posted to each account [tuition, registration fees, late fees and/or service fees] should be indicated somewhere else on the receipt.)*
2. When the receipt has been written for all of the accounts listed on the Payment Deposit Report by Date, post one Master Receipt for the receipt written by the Office Manager. Post the ASP Tuition to (401), ASP Registration Fees (402) and ASP Late Fee (403) and Service Fee to (198) ASP Credit Card. The Master Receipt date should be the date the deposit was posted to the bank statement. The note section of the Master Receipt should include the receipt number, "CC dep", and date deposit was posted to Eleyo. (example: Rec.#450231, Eleyo cc dep 5/1/19)
  3. Complete the Deposit Transfer. The amount in the Deposit Transfer should agree to the total of the receipts and the Master Receipt total. The date of the Deposit Transfer should be the date the deposit was posted to the bank statement. The Transfer Note section of the Deposit Transfer should include the Master Receipt number and "Eleyo" (example: MR # 123456; Eleyo).

## **Documentation for Deposit Package**

- Master Receipt (Deposit Pkg.Copy)
- Yellow copy of all receipts written by the Office Manager for the deposit.
- Deposit Payment Report by Date

- Any corresponding credit card transaction receipts/invoices printed as needed from the ASP Bookkeeper for the deposit.

### **Documentation to be given to ASP Bookkeeper for ASP deposits**

- Copy of Master Receipt (Deposit Pkg.Copy)
- White receipt written by the School Office Manager to ASP Bookkeeper for the deposit.
- Copy of Payment Deposit Report by Date
- Any corresponding credit card transaction receipts/invoices printed as needed from the ASP Bookkeeper for the deposit.

### **Posting Eleyo Service Fees to EPES Web Accounting**

*The credit card fees statement is emailed to the Finance Office the first week of the month. The fees charged on the statement are for the transactions posted in Eleyo the previous month. The Finance Office will forward the statement to the school office manager.*

1. When it has been verified that the Service Fee has been deducted from the bank account, enter a journal adjustment as an expense to the ASP Credit Card Fees (#198) account. The date for the journal adjustment should be the date the service fee is posted on the bank account. In the Note section, enter the Month and CC Service Fees (ie: September CC Service Fees.)
2. Complete an activity transfer to cover the service fees posted to the Credit Card Fees (#198) account as stated below. ***(Note: An activity transfer does not have to be posted for service fees charged for ASP transactions because a service fee is charged to the purchaser for each transaction and posted as a receipt at the time the ASP deposit is posted to EPES School Accounting.)***
  - a. For ASP Service Fees: At the beginning of each school year, the Finance Office will instruct the school office manager on the proper transfer for any balance (positive or negative) remaining in the ASP Credit Card Fees account. The school office manager should not make any transfers into or out of the ASP Credit Card Fees account without permission from the Finance Office.

### **Returned Checks**

Returned checks are checks that have been received, deposited in the bank, and returned by the bank unpaid for reasons such as insufficient funds, closed accounts, or other reasons specified by

the bank. Each school's ASP will follow the Douglas County School System's procedure for handling returned checks. It is the school's office manager's responsibility to collect on returned checks. However, the ASP director and/or the ASP bookkeeper should provide assistance with the collection of ASP returned checks. See the school office manager for the procedures related to collecting on returned checks or refer to the Douglas County School System Accounting and Procedures Manual (Pages 41-42) for these procedures. Every reasonable effort should be made to clear a returned check by collecting cash, money order or other certified funds from the payee. A \$30 fee should be charged for all returned checks. When a returned check is received, the payee may be put on a "Cash Only" basis. It is at the principal's discretion if the payee is put on and/or taken off of a "Cash Only" basis.

### **Delinquent Account Balances**

The after school program is a prepaid program. Accounts must be reviewed weekly and notification sent or made prior to the close of business on Friday. Delinquent ASP account balances should not be allowed to exceed \$40 total. All student accounts must be updated daily to accurately reflect their correct account balance. An evaluation of all accounts must be completed at the end of each week to ensure all accounts are paid in full. A list of delinquent accounts and their respective balances must be prepared at the end of each week. The list of delinquent accounts must be provided to and reviewed by the ASP director and principal. An attempt to collect on all delinquent accounts must be made on the next school day. If an account is delinquent, the ASP director must notify the parent by phone, letter, and/or US mail. The school must notify parents/guardians in writing when their child/family's delinquent account balance reaches \$40. At the principal's discretion, a student may be removed from the program for non-payment. **However, a personal conversation must take place with the parent/guardian before suspending the student for non-payment.**

### **Scholarships and Other Financial Assistance**

Although the ASP is a self-funded program, requiring the payment of tuition for student participation, the Douglas County School System may offer financial assistance as funding is available. Listed below are the financial assistance options available through different sources. An ASP Financial Assistance Form must be completed, approved by the principal and filed with the ASP financial records for each student receiving financial assistance, regardless of the subsidy type. The school principal and/or ASP director can offer additional information regarding each program.

#### **Financial Assistance Scholarships**

As funds are available, partial scholarships may be provided through the various grants. Scholarships for the ASP will be available to students based upon need. Students must meet the following criteria to be eligible for a Communities In Schools of Douglas County Scholarship, if available:

- Meeting requirements for free lunch – Tuition is \$2.00 per day

- Meeting requirements for reduced lunch – Tuition is \$3.00 per day
- Complete a Financial Need Application detailing the family hardship

All families will be required to pay the \$8.00 tuition fee until they are notified of the scholarship award and effective date. The \$10.00 registration fee is required regardless of being granted a scholarship.

Schools receiving scholarship funds must use those funds to provide scholarships. An ASP Financial Assistance Form must be completed and approved by the principal. The financial assistance form will then be submitted to the Central Office for review, approval, and award amount determination. All families receiving a scholarship will need to receive written notification from the school stating the scholarship amount, dates covered and effective date. The parent will need to sign acceptance of the award.

### GCAPS – Georgia Child and Parent Services

This is a program of the Georgia Department of Family and Children's Services operated by Maximus, Inc. Parents identify this payee to be GCAPS. Parents will need to provide the school with a certification letter listing the child's name and approved payment amount before the \$8.00 tuition and \$10 registration fee can be waived. Parents may provide the school with a rate sheet needed by Maximus, note this means they are applying for funds and not confirmation of award. Please make sure to list the "rate" as \$40. There will be a column for daily rate, which is \$8. Parents must provide a certification letter from Maximus as proof of CAPS, this is proof of award.

**RATES:** Please enter rates for the children listed below.

GA LOTTERY PRE-K (Y/N)	REG FEE AMNT	INFANT RATE	TODDLER RATE (1-2)	TODDLER RATE (2-3)	PRE- SCHOOL RATE (3-5)	BEFORE/ AFTER SCHOOL RATE	SCHOOL AGE FULL TIME RATE	B/A FOR PRE-K	DAILY RATE
NO	\$10					\$40 per week			\$8

The certification letter will also indicate the parent co-pay amount (which could be zero) and the date range covered. The certification will outline CAPS rat they will pay to the provider, weekly parent responsibility and start/end dates.

#### IV. CAPS payment and assigned Family Fees

Care_Type	Provider Rate	CAPS Weekly Rate	Family Fees	CAPS Weekly Amount to Provider	Parental Weekly Responsibility	Begin Date	End Date
Before and After Care	\$40.00	\$70.00	\$10.00	\$30.00	\$10.00	12/02/2019	11/29/2020

An attendance sheet must be completed on the Maximus website for each student at the end of each month. The ASP director will be responsible for ensuring all forms are completed accurately and submitted timely for payment. Each form will need to be marked with the child's attendance to agree with their ASP Attendance application. The form must be signed and dated. A printed copy of the monthly form must be made and kept in a GCAPS pending file for all participating students until payments are received. Maximus should pay the claim by direct deposit into the school's bank account within a few weeks. The school office manager will notify the ASP bookkeeper or director when this payment has been posted to the school's bank account. Payments from Maximus (GCAPS) should not be posted to the ASP Attendance application until the school office manager has verified that the payment has been posted to the school's bank account. When payments are received, the ASP bookkeeper must post on the account, with appropriate payment description.

**Example:**

**CAPS PMT CK# Alex 8/6 wk**

Once paid, the form(s) must be marked "Paid" and moved to the GCAPS paid file. Parents are required to adhere to the payment guidelines listed in the ASP Procedures Manual for their portion (if any) of their child's tuition. The ASP bookkeeper should prepare an ASP payment envelope for each GCAPS payment received, indicating the student's name, payment source (GCAPS), payment amount received and date payment received. The payment envelope should be included with all other payment envelopes for the respective deposit.

All students receiving funding under GCAPS have a 6 year hold on records. The school must keep a copy of the student attendance and payment card or statement, sign out sheets, with non GCAPS students backed out for future auditing purposes.

GCAPS and the Georgia Department of Early Care and Learning are required to do school health and safety visits to sites who received funding for GCAPS students. Each school receiving GCAPS will be required to maintain a notebook and will include the following items:

1. Exemption Notice
2. Program Handbook
3. Parent Handbook
4. Criminal Background checks for all employees through DECAL
5. Written Discipline Policy
6. Medication Forms – Authorization, dispensing protocols
7. Certificate of Occupancy
8. Fire Marshal Approval
9. Policies and Procedures related to emergencies and response
10. Policies and Procedures related to health related matters
11. CPR/First Aid certification for all staff working ASP
12. Health and Safety Orientation for all staff and ongoing training certification. (Staff members will complete the health and safety

training within the first 90 days of employment) please utilize the link below: <https://www.prosolutionstraining.com>

13. Ongoing Training On an annual basis, all supervisory and caregiver personnel, shall attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. This will be managed through the Safe Schools Platform. ASP directors will need to maintain a copy of employee certifications showing completion.
14. Program orientation to all staff prior to working to include: The program's policies and procedures; (b) The portions of these standards dealing with the care, health and safety of children; (c) The staff member's assigned duties and responsibilities; (d) Reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; (e) Emergency plans; (f) Childhood injury control; (g) The administration of medicine; DECAL 16 Health & Safety Standards for License-Exempt Providers Receiving Subsidy (I) Hand washing; (j) Fire Safety; (k) Water Safety; (l) Prevention of HIV/Aids and blood borne pathogens.

### **Principal Discretionary Subsidies**

If the school's program can sustain the cost, at the principal's discretion, a financial subsidy may be provided for a student in need that has no other financial assistance options available. An ASP Financial Assistance Form must be completed and approved by the principal prior to a financial assistance subsidy taking effect. The form must indicate the reason for the tuition subsidy and any other special circumstances. The principal's discretionary subsidy can be offered to any student in need. The subsidy can be for any amount and for any length of time. However, the selection process must be fair and equitable.

### **McKinney Vento Homeless Funding**

As funds are available, partial scholarships may be provided through the McKinney Vento Homeless Education Act grant (MV). Scholarships for the ASP will be available to students based upon need and issued by the Homeless Transition Coordinator, Jill Smith. Students must meet the following criteria to be eligible for a MV scholarship.

### **Tuition Discounts for ASP Employees**

As an incentive to provide schools with assistance in locating sufficient staff to operate the after school program, principals can offer employee discounts at their discretion, as long as it does not cause a financial hardship on the program. The \$10 per family registration fee is still required. An ASP Financial Assistance Form must be completed and approved by the principal for all employees' children receiving this subsidy. This discount is only for sites with sufficient funding at the discretion of the principal and not mandatory at every program site.



## **Program Expenditures**

### **General Information**

At the end of each month, the school's office manager will submit the current fund balance of each of the three local school ASP accounts to the DCSS Finance Office. The funds will be posted to each school's ASP revenue accounts in Munis. The ASP revenue check must be received in the Finance Office by the 5<sup>th</sup> business day of the following month.

All purchases to be made with ASP funds must be processed on a DCSS purchase order (PO) or with the school's ASP purchasing card.

- The PO will be approved by the school principal, the Area Director and the Assistant Director of Business Services. Additionally, these purchases are subject to the Douglas County School System Policy DJEA; therefore, if the purchase totals \$10,000 or more, the Superintendent's approval will be required and if \$25,000 or more, the School Board's approval will be required.
- Purchases made with the school's ASP purchasing card will be approved by the ASP director and school principal. Refer to the Douglas County School System Purchasing Card Policies and Procedures manual for additional instructions on the proper use of the school's ASP purchasing card.

### **Payroll**

All payments to ASP employees for hours worked must be processed through the DCSS Payroll Department. All ASP employees are required to complete the appropriate daily time report. The appropriate time sheets consist of the following:

- Certified & non-classified personnel must complete the DCSS Certified & Non-Classified Employee Hourly Timesheet.
- Classified personnel must complete the DCSS Classified after School Program TimeSheet.

Each ASP employee must complete and sign their respective time sheet. The school principal must sign all ASP time sheets at the end of each pay period. Time sheets must be submitted to the Payroll Department by the set payroll schedule. Each time sheet must be completed in full, to include the employee's full name, employee number or the last four of the social security number, dates and times worked, the employee's position (ASP director, ASP bookkeeper, ASP teacher, etc.) and school name to ensure timely payment. Time sheets not completed in full will be returned to the appropriate school for correction and may not be paid timely due to necessary corrections. ASP directors will cut off time as noted on the time sheets obtained from the Finance Office and submit them to the school administrator for signatures. Time sheets must include appropriate signatures and employee information prior to payroll being processed. **All signed times sheets and cover letter with signatures must be in the payroll office by 5:00 p.m. on the designated date.** Please check with your office manager about inter-school mail pick up times and dates. **Any timesheet submitted after the specified date will not be paid until the next ASP payroll cycle.** The payroll schedule can be obtained through the Payroll Department.

In the event of school closure, timesheets may be signed electronically and submitted to Payroll. The ASP director will need to compile the files, print and send through school mail, or scan as one PDF to send to payroll.

The Payroll Department will automatically post each school's ASP salary and benefit expenses directly to their ASP expense accounts in Munis without further work on the school's part. Copies of all ASP time sheets must be kept on file with the ASP financial records at the school.

Classified personnel that work during the regular school day and in the ASP must record the number of hours worked and lunch times for their regular school day duties on their ASP time report. Additionally, they must record any leave taken related to the same time period for the regular school day. If considered full time (40 hours/week), all hours worked over 40 hours must be paid at their overtime rate. Any leave taken during the regular school day in the same week the employee works in the after school program must be made up at the employee's regular hourly rate before their overtime rate will apply. For example: a school full-time employee works 32 hours during their regular school day duties in the week of August 20<sup>th</sup> – August 24<sup>th</sup> and uses 8 hours of sick time during the same week. Then, they work an additional 16 hours in ASP that same week. The first 8 hours worked during the ASP will be paid at the employee's regular hourly rate and the additional 8 hours will be paid at their overtime rate. The same rule applies to holiday periods. Any time missed due to a holiday period will be "made up" prior to overtime rates applying.

ASP directors are responsible for collecting and reviewing timesheets for accuracy. The school office manager can provide a list of all leave taken during a pay period to be used to verify time report accuracy. Leave is double checked by the Payroll Department as well. If a discrepancy is noted, the time report will be adjusted accordingly. **If the regular school day time is not listed, the time report will be returned to the school for correction. If the timesheet is not returned to the Payroll Department with the proper corrections by the payroll deadline, the check will not be issued until the next month.**

DCSS contracted/salaried regular school day employees will not be allowed to record ASP hours prior to the completion of their contracted/scheduled work hours. The ASP director and principal must ensure that no employee receives dual compensation. For example: An employee is contracted to work until 2:55 p.m. daily. They should not be allowed to record hours in the ASP until 2:55 p.m. or later. The principal can assign a DCSS contracted employee to assist with ASP during their regularly scheduled, contracted work period; however, no time will be reported on an ASP Time Report until their contracted work period ends.

### **ASP Supper/snacks/Supper**

All ASP supper/supper/snacks must be obtained through the DCSS Food Services Department. Each day, the number and type (student/adult paid, free or reduced) of ASP supper/snacks served are recorded. Prior to the program starting in August, ASP directors must complete the startup snack request form. **This form can be found in the Appendix.** At the end of each month, the cafeteria manager will provide the ASP director with a summary of the supper/snack program for that month. The ASP director must ensure the accuracy of the summary and sign it indicating

approval. At the end of the month, the DCSS Food Services Accountant will provide the ASP director with a Monthly ASP Supper/snack Invoice, indicating the charges for any paid ASP supper/snacks served that month. The ASP director must sign the invoice to ensure its accuracy. The signed invoice and a copy of the Monthly ASP Supper/snack Summary Report should be forwarded to the DCSS School Accounting Manager. The DCSS School Accounting Manager will forward the invoice to the DCSS Accounts Payable Department for payment. The expense for supper/snacks will be posted to the school's ASP supper/snack expense account in Munis. No further work will be required by the schools.

### **Other Expenditures**

Before additional purchases can be made from a school's ASP revenue, the school will be required to meet or exceed the ASP required fund balance. The required ASP fund balance is equivalent to two times the previous month's ASP salary/benefits and supper/snack expenses. Purchases requested by schools that have not met their required fund balance will be evaluated on a case by case basis. Once the required fund balance has been met, all remaining requested purchases to be paid from ASP funds will be approved based on the following order:

- Purchases for ASP related supplies
- Purchases for ASP enrichment programs
- Purchases to benefit the entire school

All purchase requests that do not fit the parameters set above will be rejected. The procedures for making a purchase from ASP funds will require the staff member to complete a Purchase Request Form, documenting the vendor's information, account funds requested and a detailed list of the items to be purchased. This form must be approved by the school's principal and turned in to the office manager. The office manager will enter a requisition into Munis. The requisition will be routed through the proper approval process. If approved, the PO will be created and sent to the appropriate vendor for order completion.

If the purchase will be made with the school's ASP purchasing card, the staff member will complete a Purchasing Card Request – Purchase Request Form – After School Program, documenting the vendor information and a detailed list of the items to be purchased. The Purchase Request Form for ASP must be approved and signed by both the ASP director and the school principal. When the Purchase Request has been approved, the purchasing card will be checked out to an authorized purchasing card user. Refer to the Douglas County School System Purchasing Card Program Policies and Procedures manual for additional instructions on the proper use of the school's ASP purchasing card.

The only disbursements allowed to be posted to the local school ASP accounts are tuition refunds to parents/guardians as required and ASP revenue remittance to the DCSS Finance Office. All other disbursements from ASP funds must be processed through the school's central ASP expense accounts in Munis. However, one exception is to make purchases for "operational emergencies." An operational emergency purchase requires the advance approval of the School Accounting Manager or the Assistant Director of Accounting. In the event of an operational emergency, a Local School Purchase/Check Request must be completed by the ASP director or

designee, indicating the emergency need and estimated cost. The purchase/check request must be approved by the principal or designee. Then, it must be emailed to the School Accounting Manager or the Assistant Director of Accounting for approval. Once approved, a school check can be prepared and the purchase made. After the purchase has been made, a copy of the itemized receipt/invoice must be provided to the office manager. A copy must be forwarded to the Finance Office as well. Disbursements for tuition refunds do not require approval of the School Accounting Manager or the Assistant Director of Accounting.

## Personnel

### Hiring Practices

All individuals not currently employed by the DCSS and all previous DCSS employees with a break in service of 90 days or greater that desire to be employed in the ASP are required to complete the DCSS application process online through the Human Resources Department. Once selected, interviewed, and recommended for hire by the school administrator, the candidate will complete the criminal background check process through the Douglas County School System Human Resource Department if selected for hire.

All currently employee's individuals desiring to be employed in the ASP Program are required to complete the online application. The school administrator will then conduct interviews and submit a recommendation form for hire. These documents are submitted to the Human Resource Department for processing. **Neither a school administrator nor After School Director are permitted to hire nor supervise a family member according to Board Policy GBE. Additionally, they cannot hire family members as a paid consultant. In programs where there are co-directors you are still prohibited from hiring either of the director's family members to work in the program. In cases where the co-directors are related, they will not be allowed to work in the program in any other capacity other than a co-director position. The policy prohibits the supervision of family members.**

Staff assignments shall be made by the Board upon the recommendations of the Superintendent. The basic consideration in the assignment of professional personnel is the well-being of the program of instruction.

An administrator or other certified employee may not be directly responsible for the supervision or evaluation of a member of the immediate family, i.e., spouse, children, mother, father, brother, sister, grandmother, grandfather, grandchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, or any relative living in the household of the employee. An employee shall remove oneself from the decision making process when required to make administrative or supervisory decisions which personally and individually affect a relative employed by the Board." Policy GBE

If the program has one director, they cannot add a co-director without posting the position as a new vacancy.

Once the potential worker is cleared for employment through the Human Resource Department, the ASP director will receive notification. Upon hiring, all personnel must receive a school system photo ID badge, which must be displayed on their person at all times while on duty. ASP Program Directors will be responsible for new employee orientation and policy review.

All vacant positions are required to be posted by Human Resources to the DCSS open position application program for their hiring selection process.

**Hiring school day staff:** The program is required to notify the entire school of the possible program opening opportunities. Interested individuals are required to submit their intent in writing by completing the “Staff Interest Survey” as well as the online application on the school system website. The survey will be collected by the director and reviewed to see which employees are available for vacancy slots and open sessions. The director and principal will review the interest surveys, determine who to interview and conduct interviews with potential candidates.

#### **Resignation of Employees:**

When an employee resigns or does not show up, a letter of resignation must be sent to T. Dobbs in HR. If a letter does not exist, the director must email Ms. Dobbs letting her know of the situation. HR records on employees must be updated as active or inactive at all times and changes must be noted immediately, in writing.

#### **Salary Schedule**

Site Coordinator/director: \$30.00/hour

\*only when working in the director role, if working with students they will fall under one of the areas below and submit two different timesheets.

Certified teachers: \$25.00/hour

\*Classified personnel: classified pay rate

High School graduates, College students or other adults: \$10.00/hour

High school students: \$8.00/hour

School Administrators: Will not be paid by the ASP for working in the program at their school.

All ASP personnel are subject to Social Security taxes at a cost of 7.65% of their salary. (FICA: 6.20%; Medicare: 1.45%)

**\*Board Policy GBRB-R/GBRC-R – Time Schedules/Work Loads –** according to the policy the daily hours of duty for a teacher are:

Elementary 7:45 AM – 3:15 PM

System employees also employed by the ASP will only be allowed to begin recording ASP hours following the completion of their contracted/scheduled time. Ex.: An employee contracted to work until 3:15 p.m. daily, will not be allowed to record beginning work hours in the ASP until 3:15 p.m. or later.

### **Sign In/Out Sheets**

All employees will sign in and out using the approved method in their department

### **Staff/Pupil Ratio**

Maximum homework or enrichment time ratio is ONE ASP staff member to 15 ASP attendees. Recreational ratio can be increased to 1:27 or above. Exceptions to these ratios must be submitted to and approved by the school principal.

### **Dress Code for Classified and Certified Employees**

***All employees are expected to set positive examples for students and the community by dressing professionally.*** These guidelines are being published to reduce questions about expectations and to provide more consistency in the type of dress worn throughout the system by all employees.

***Modesty and cleanliness are always expected.*** Good taste must be displayed with regard to fit. Tight, extremely baggy, or revealing garments are not acceptable for the school or office setting. Many "fads" in dress are not acceptable everyday attire for the professional workplace.

***Business apparel is appropriate.*** This includes apparel customarily worn to professional work sites. ***Males*** are expected to wear dress shirts with collars, golf shirts, shirts with collars with the system or school emblem and dress or khaki pants. Central Office administrators are required to wear a tie except for "dress down" days. Shirts should be tucked in. Beards should be neatly groomed. ***Females*** are expected to wear suits, dresses, slacks, blazers or clothing appropriate for professional work sites. Dress Capri or crop pants may be worn if they are a part of a coordinated outfit. ***Casual clothing should not be worn to work*** by all employees including: jeans, overalls, sweat suits, leggings, shorts, jerseys, tee-shirts, tank tops, sun dresses, and athletic shoes. Mini-skirts or mini dresses are not appropriate attire for the workplace. Likewise, most sleeveless tops are not work appropriate and should only be worn under a jacket or sweater. Skirts and dresses too tight or too short (three inches from the top of the kneecap) are not to be worn to work. Comfortable shoes appropriate for the job duties of the employee should be worn. Flip-flops, beach or shower shoes should not be worn. Shoes with high heels and slippery soles should be avoided for safety reasons. Special accommodations may be made for health reasons. Athletic/tennis shoes should only be worn on special activity days as determined by the Superintendent.

All body piercing with the exception of the ears must be removed and all tattoos must be covered while on official school duty.

Exceptions to this policy shall be made for those employees whose department has a specific dress code or uniforms such as in the maintenance and transportation, technology support, custodial personnel, food service personnel, and bus drivers/monitors.

All questions and final decisions on appropriate dress should be discussed with your supervisor and administrator.

**Employee ID badges** are expected to be worn at all times when on school property.

**The Superintendent may also allow employees to dress down** on Fridays, the last day of work preceding a holiday, and other special occasions. Employees will be allowed to wear “**business casual**” clothing on dress down days. From time to time the Superintendent may allow even more casual dress down such as jeans, school t-shirts and jerseys. A notice should be posted in the office and lobby areas explaining the casual dress days to visitors.

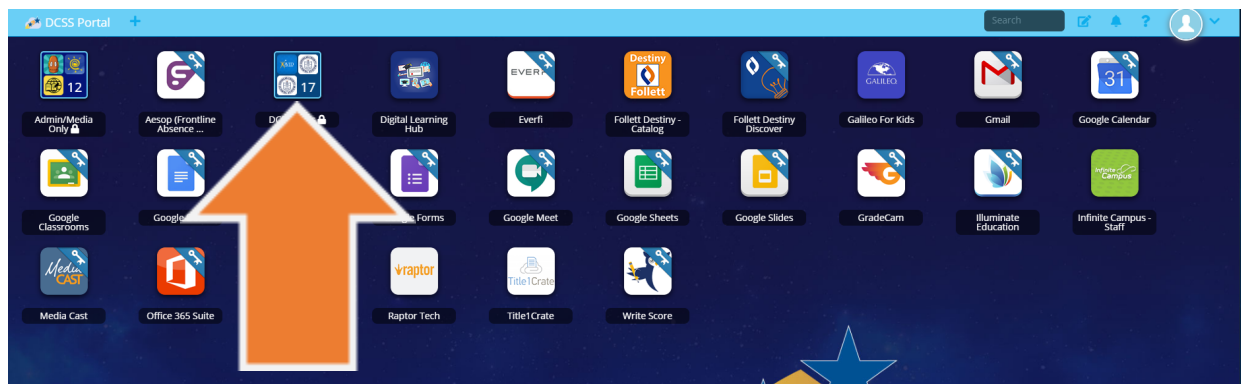
### **Tobacco Use**

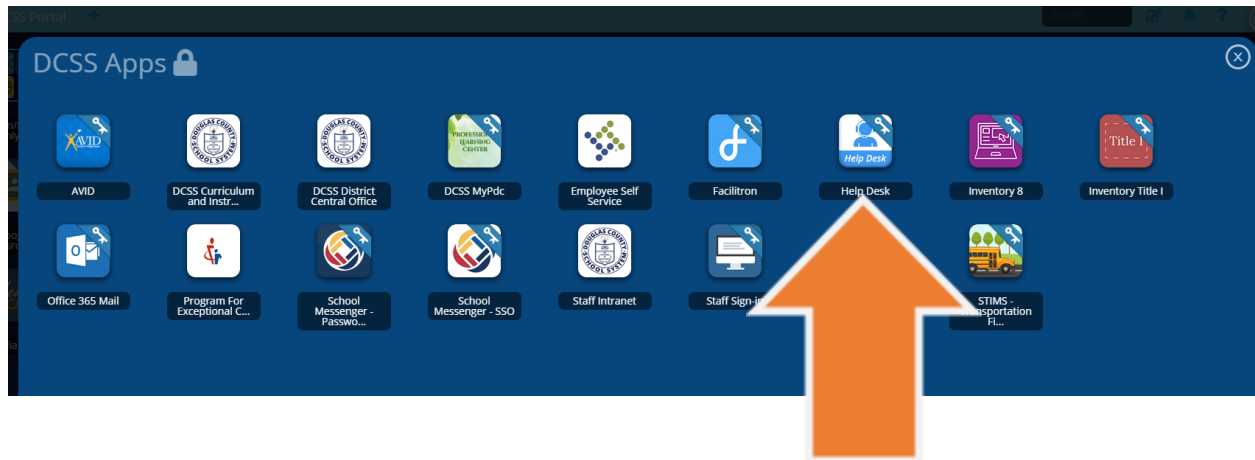
The Douglas County School System has a tobacco free environment. ([Policy GAN](#))

**NO TOBACCO USE signs are placed at strategic places throughout the building.**

### **Technology Requests**

All requests for technology or telephone assistance should be entered through the Help Desk. You can do this by entering the helpdesk through the DCSS Portal. There is an app called "DCSS Apps". Click on this app and you will see an icon called "Help Desk". You will enter your computer log in to access this file and submit your technology issues. If you need help immediately, please call the Call Center at 770-651-2370. Individuals should not stop technology personnel from their assigned tasks to perform services.





### **Visitors/ Mentors**

Parents or other adults who have business at the school must report to the office. All visitors are expected to leave promptly when their business is completed. No school-age children are allowed to visit at any time during school hours without administrative approval. Visitors will be required to sign in and out using the Raptor Visitor Management System.

Adult mentors registered as official Douglas County School System MATCH mentors may mentor students at the school site during the after school program as part of ASP. Participants must stay on the school campus in public areas at all times. School counselors have a list of mentors eligible to meet with students in each school. Mentors must sign in/out on the designated mentor logbook. There may be periods of time when volunteers are not allowed into the building. Please consult your principal for further direction.

### **CONFLICT OF INTEREST**

Under guidance from the 34 C.F.R. part 75.525, the district follows the requirements concerning the conflict of interest policy. According to the policy, “a grantee may not permit a person to participate in an administrative decision regarding a project if (1) the decision is likely to benefit that person or a member of his or her immediate family; and (2) the person: (I) is a public official; or (ii) has a family or business relationship with the grantee.” A grantee may not permit any person participating in the project to use his or her position for a purpose that is or gives the appearance of being motivated by a desire for a private financial gain for that person or for others (Source 34. C.F.R. § 75.524).

**WASTE, FRAUD, ABUSE, AND CORRUPTION** The Douglas County School District addresses waste, fraud, abuse and corruption through the Georgia Professional Standards Commission Georgia Code of Ethics for Educators. Annually, all employees are required to review the most recent version of the Code of Ethics for Educators. Board Policy states in part that it is the policy of the Douglas County Board of Education that Douglas 57 County School District employees abide by all federal, state and local laws and uphold professional standards for behavior as adopted in the Georgia Code of Ethics for Educators. To report waste, fraud,



abuse, and corruption involving personnel, allegations should be submitted to the Executive Director of Human Resources. Any other alleged violations involving waste, fraud, abuse, and corruption related to federal funds should be reported to the Title I Director.

**CODE OF ETHICS FOR EDUCATORS** The General Assembly of Georgia has charged the Professional Practices Commission, the body responsible for enforcing the Professional Teaching Practices Act, with the duty of adopting a code of professional ethics for educators, which represents the standards of conduct generally accepted by the education profession in this state. This code is established by the Professional Practices Commission to discharge that duty. This Code is intended to set forth the conduct that is related to the educator's performance of professional responsibilities that is considered to be proper ethical behavior, as well as defining that conduct which is considered by the education profession to be unethical and justifying disciplinary sanction. It is the intent of this Code: (1) to protect the health, safety and general welfare of students and educators within the State of Georgia; (2) to assure the citizens of the state that the education profession is accountable for acts of unprofessional conduct of its members; and (3) to define and provide notice to educators within the State of Georgia of acts of unprofessional conduct for which they are accountable. A copy of this code is available in the administrative office and may be reviewed upon request.

### **Supervision**

Each school's ASP is under the supervision of the school administrators. The administrators shall designate responsibilities for the ASP director, teachers, para-professionals and other employees. ASP employee work hours are determined by the volume of student attendance. Work hours may be reduced if student attendance is less than expected.

All ASP employees must be employed by the DCSS. ASP employees are considered at-will employees of the DCSS. Supervision of students must be by personnel who are 18 years of age or older. High school students under 18 may serve as teacher assistants; however, ASP students must not be left solely under their care.

Each school's director directly reports to the school administrator. The school administrator shall oversee the day to day employee actions and work at their school site.

Staff work hours may be reduced if student attendance is less than expected. All ASP employees must be employed by the DCSS and are considered at-will employees.

The ASP director must provide each staff member with ASP policies, expectations, program focus, and training prior to beginning the school year or employment. This will be documented with a meeting agenda and policy checklist signature from the employee. Policy reviews must take place at the beginning of the school year and during January.

Supervision of students must be by personnel who are 18 years of age or older. High school students under 18 may serve as teacher assistants and students must not be left solely under their care.

After school directors must submit violations of supervision in writing to the school administrator and both the director and principal must meet with the employee to discuss the violation. The written notice must be signed by the employee and appropriate professional development may be necessary.

## **Employee Job Descriptions**

Current job descriptions are attached.

### **ASP Director**

**Position Title:** After School Program Director

**Reports to:** School Principal

**Primary Functions:** Provide leadership and coordination for the After School Program.

**Salary:** \$30.00 per hour

**Major Responsibilities:** Supervises the After School Program operations and staff.

1. Responsible for providing daily refreshments.
2. Responsible for overseeing student and instructor activities. (including checking lesson plans)
3. Responsible for monthly work schedule, and reports.
4. Responsible for ordering necessary materials and supplies.
5. Responsible for setting up a yearly budget with the principal.
6. Responsible for implementing appropriate procedures when dealing with severe weather, personnel conflicts, behavior issues, and emergency procedures.
7. Responsible for contacting parents regarding ASP issues when required.
8. Responsible for conducting ASP staff meetings and in-services.
9. Responsible for submitting appropriate forms to the central office for new personnel.
10. Responsible for implementing site ASP safety plans.
11. Responsible for assisting with corrections to bookkeeping errors if necessary.
12. Responsible for ensuring proper financial procedures are followed.
13. Responsible for keeping up with student attendance.
14. Responsible for updates to forms as needed.
15. Responsible for administering student medications when needed.
16. Responsible for issuing late pick up notes, late fee notes, and discipline notes to parents.
17. Responsible for handling discipline problems as they arise.
18. Responsible for collecting payroll sheets to turn in to the bookkeeper.

## **ASP Bookkeeper**

**Position Title:** After School Program Bookkeeper

**Reports to:** School Principal/ASP director

**Primary Function:** Provides clerical assistance to the After School Program director

**Salary:** \$20.00/hour

The bookkeeper's hours will vary from school to school, depending on volume, approximately 5 to 9 hours per week.

### **Major Responsibilities:**

1. Responsible for collecting after school fees.
2. Responsible for making bank deposits.
3. Responsible for updating the director of overdue balances and account status.
4. Responsible for balancing the financial books.
5. Responsible for communicating student record account balances to parents and director.
6. Responsible for attending and participating in ASP staff meetings and required training.
7. Responsible for following safety and emergency procedures.
8. Responsible for notifying the director or principal of emergencies.
9. Responsible for assuming additional duties as assigned by the school principal and/or director.

## **ASP Teacher**

**Position Title:** After School Program Certified Teacher

**Reports to:** School Principal

**Primary Function:** Provides assistance with homework to the After School Program students

**Salary:** \$25.00/hour

### **Duties and Responsibilities**

- Responsible for providing assistance with homework according to the teacher's experience and assignments in collaboration with the site coordinator and lead teacher.
- Responsible for reviewing the latest resource guides on effective after school program best practices.
- Responsible for providing input into the coordination of activities.

- Responsible for working closely with the regular classroom teacher to ensure that what is being taught in the regular classroom is reinforced in the after-school program.
- Responsible for attending various training sessions to improve teaching methods.
- Responsible for providing input into the planning and development of the program.
- Responsible for supervising volunteers, mentors, and tutors and coordinating classroom activities with the participating universities.

### **ASP Teacher's Assistant**

**Position Title:** After School Program Teacher Assistant

**Reports to:** School Principal/ASP director

**Primary Function:** Provides classroom assistance to the certified teacher with homework to the

#### **After School Program students**

**Salary:** \$10.00/hour

#### **Duties and Responsibilities**

- Responsible for assisting in the reinforcement of specific skills.
- Responsible for monitoring assignments.
- Responsible for creating or modifying classroom materials
- Responsible for working closely with the regular classroom teacher to ensure that what is being taught in the regular classroom is reinforced in the afterschool program.
- Responsible for attending various training sessions to improve teaching methods.
- Responsible for monitoring and supervising students.

### **ASP Assistant (High School Student)**

**Position Title:** After School Program Assistant (High-School Student)

**Reports to:** School Principal/ASP director

**Primary Function:** To perform duties as an assistant as assigned by the teacher or after school program director.

**Salary:** \$8.00/hour

#### **Duties and Responsibilities:**

- Responsible for demonstrating prompt and regular attendance.
- Responsible for working with students on homework or enrichment activities set by ASP program teacher or director.
- Responsible for participating in training, in-service and learning opportunities.
- Responsible for displaying a positive attitude and enjoying working with students.
- Responsible for performing other duties as assigned by the ASP director.

## **Section 5      Emergency Procedures**

**Emergency Communication Protocol – See Appendix**  
**Inclement Weather/Code White Protocol - See Appendix**

### **Student Injuries**

When a student is injured during the ASP, the following procedures must be followed:

1. Follow first aid procedures immediately. Contact the appropriate emergency personnel if required by dialing “911”.
2. Contact the student’s parent/guardian.
3. Contact the principal or other school administration and the ASP director.
4. Complete a First Report of Injury.

### **Employee Injuries**

When a school employee is injured during ASP, the following procedures must be followed:

1. Follow first aid procedures immediately. Contact the appropriate emergency personnel if required by dialing “911”.

2. Contact the employee's emergency contact person if necessary.
3. Contact the principal or other school administration and ASP director.
4. Complete a First Report of Injury.

### **Emergency Manual**

Each school must have a detailed Emergency Manual at the school site. All ASP employees must be familiar with the Emergency Manual and its location. All ASP sites must conduct emergency drills once each semester. Fire drills must take place within the first 30 days of program operation. Each ASP director must meet with the school administrator to schedule these drills and report the drills using appropriate school system forms. Each school must submit a copy of their ASP specific safety plan to James Strong.

The principal and ASP director are responsible for ensuring all ASP personnel are familiar with all school emergency and crisis management procedures. All ASP personnel should be trained in basic first aid. It is recommended that the ASP director and other daily workers also be trained in CPR.

All after school programs will be required to hold emergency drills during the after school hours. The after school director will work with the school administration to schedule and hold the drills that are required and following proper notification. A drill log for ASP will be required each semester and submitted to Mitzi Teal. Drills include a fire, tornado, and lockdown drill.

## **Using the School Emergency Plan**

The School Emergency Plan outlines procedures that students and staff should follow in the event of an emergency. Local public safety agencies, the Georgia Emergency Management Agency (GEMA), and school administrators have reviewed and approved these procedures.

The school staff should periodically review and discuss emergency procedures. In particular, the staff should be well prepared to implement the three primary emergency operations – **evacuation**, **lockdown**, and **shelter-in-place**. Staff members who are prepared for these operations are equipped to respond to any type of incident

### **Initial Response**

**If an incident occurs, respond by taking one or more of the following actions, as appropriate:**

<ul style="list-style-type: none"> <li>☐ Notify a principal or school resource officer.</li> <li>☐ Call 911 and provide the following information: <ul style="list-style-type: none"> <li>● <i>Your name, location, and phone number</i></li> <li>● <i>Nature and location of the incident</i></li> <li>● <i>Severity of injuries or property damage</i></li> </ul> </li> <li>☐ Stay on the phone to 911 if it is safe to do so. Otherwise, drop the receiver and keep the line open so that 911 can monitor activity in the building.</li> <li>☐ Take action to protect students and staff: <ul style="list-style-type: none"> <li>● <i>Move people away from the scene</i></li> <li>● <i>Isolate and secure the area</i></li> <li>● <i>Assist injured students and staff</i></li> <li>● <i>Direct public safety officials to the scene</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>☐ Use ‘duck and cover’ procedures to help protect lives: <ul style="list-style-type: none"> <li>● <i>Get behind any solid object in a secure location</i></li> <li>● <i>Move away from windows and doors</i> <i>Turn your back to the window and make your body as small as possible</i></li> <li>● <i>Cover your head and face</i></li> <li>● <i>Keep your eyes and ears covered</i></li> <li>● <i>Stay away from power lines, if you have to evacuate</i></li> </ul> </li> <li>☐ Follow the principal’s directions to implement <u>evacuation</u>, <u>lockdown</u>, or <u>shelter-in-place</u> procedures.</li> <li>☐ If lockdown is initiated: Locks/Lights/Defend</li> <li>☐ Obtain your emergency kit.</li> <li>☐ Account for and supervise your students</li> </ul>
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### **Crisis Management Manual**

Disasters can take many forms. They may be weather-related, as in tornadoes or floods; accident-related, as in bus or automobile deaths or drowning; illness-related as in AIDS or cancer, or bizarre and unusual, as in the case of snipers or a murder. Pre-planning can be done for some of these disasters, as when a death from cancer is anticipated or when weather forecasts warn of tornadoes. Others may be sudden and allow no time for pre-planning. It is the purpose of the Douglas County School System’s Crisis Team to help prevent, prepare for, and respond to those situations, which have the potential to take on crisis proportions. Every school must have a copy of the Crisis Management Manual. The manual is an accumulation of the Crisis Teams plans, wisdom, and experience that should be of valuable service during crisis situations. The Douglas County School System has a separate Crisis Manual that is updated each year for every school. ASP programs will utilize this same plan for after school time.

Each ASP employee must take some time to become familiar with the contents of this Crisis Management Manual prior to any difficult situation occurring. Current year plan can be found in the Appendix.

## **Douglas County School System Policy and Procedures – Related to Student Health Services**

**This information can also be found in the district Elementary Handbook starting on page 27.**

**NOTIFICATION OF PARENTS:** Anytime a child becomes ill or is injured at school or during ASP time, parents are notified immediately by phone. In the event the parent or guardian cannot be reached, the school staff will utilize the listed emergency contracts for notification.

**EMERGENCY CONTACT INFORMATION** In order for the school to know and comply with the wishes of parents, emergency contact information must be filled out for each student and returned to the office for use in emergency situations. This information must be updated annually and whenever changes in contact information occur. When you receive a Student Contact Form, please update it and return it to the school within five (5) days. Current, accurate information will enable the school to contact you in the event of an emergency. It is the parent/guardian(s) responsibility to keep the emergency card current. At least one local phone contact in addition to the parent/guardian must be listed to insure the safety of your child. If any information changes during the school year, contact the school immediately.

**ILLNESS/INJURY TREATMENT INFORMATION** In case of illness/injury, the designated School Health Monitor or other appropriate school personnel will render care as directed by the School Health Resource Manual while attempting to contact the parent. If neither the parent nor the emergency designee can be reached and the situation is very serious, the school shall telephone the Emergency Medical Services (911) for immediate transportation to the nearest Emergency Treatment Facility. Whenever possible, the parent's hospital preference will be observed. Fees for transportation and medical services will be the responsibility of the parent/guardian. In the event a student's illness is not deemed an emergency, but signs/symptoms of an illness and/or fever are present. **The parent/guardian will be contacted and requested to pick up the student from school. If the parent cannot be reached, the emergency designee will be contacted.** In the event, no designated adult can be reached, or the parent refuses to pick up the student, the principal retains the right to contact appropriate law enforcement and/or Department of Family and Children's Services (DFACS) personnel to assume responsibility for the student.

**ACCIDENTS AND INSURANCE** The school is responsible only for immediate first aid. The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the student at school. The parent or guardian is responsible for the payment of such bills. We urge you to make use of the protection afforded through school insurance. You will be given information regarding various insurance plans during the first week of school. Athletes are urged to make sure adequate insurance is obtained. In case of an accident, no matter how minor, the student should report the accident to the teacher immediately.



In the case of severe accidents or acute illness, emergency care will be given and the parents will be notified.

**MEDICAL TRANSPORTATION** It is the responsibility of the parents to provide transportation and further care for the student if the student becomes ill or injured on school property. Emergency personnel will be called in emergency situations. Students may not be sent home without parental approval and no student may drive when excused for medical reasons unless parental consent has been given. The parent or guardian is responsible for payment of emergency transportation costs.

**SCHOOL HEALTH RECORDS** Parents/guardians should complete a health information form at the beginning of the school year or upon registration. This form includes: · All emergency contact information (including cell phones and pagers) · Pertinent health history · Primary care providers and insurance information · Medications taken at home and school · Allergies · To whom child may be released When completing the health information form, please remember this form provides us with valuable information should your student become ill and/or injured at school. This form is NOT intended to be a substitute for directly communicating school day medical needs with school personnel. If your child has a medical condition that may possibly require modifications or staff training (diabetes, seizures, asthma, etc.), please contact your School Health Monitor to arrange an appointment with the appropriate Health Services Coordinator/Registered Nurse. Please remember a Registered Nurse is not always immediately available during after school hours.

**Contagious Illness** the Douglas County School System consults the local Cobb/Douglas County Public Health Departments when a contagious illness is reported. The district student services department, DCSS nurses and district administration works in collaboration to review the illness report and discuss any needed protocols. The Douglas County School System follows the Health Department recommendations and protocols, as well as the guidance of the CDC (Centers of Disease Control and Prevention). The team will then determine the level of communication to parents. Depending on the illness, notification to parents is handled through the school system communication department and letters and/or phone calls are made to the parents of the affected school. The DCSS nurses and school administration work with the parent or guardian of the child (ren) with the illness and follow attendance regulations on a case by case basis. DCSS COVID-19 protocols will be followed.

### **CPR/First Aid**

The Douglas County School System requires that each school has a number of staff CPR certified, including ASP workers. ASP requires at a minimum, two workers who are on site at all times have CPR/First Aid/AED training. Bright from the Start and the Georgia Department of Early Care and Learning may require all ASP staff be trained in CPR/First Aid/ AED and Stop the Bleed. These will be scheduled with the Student Services Coordinator of Health and School Nurses. ASP directors will maintain records and a list of all staff and which ones hold

certification. A copy of their current certification will be filed in the CAPS site monitoring notebook.

**Stop the Bleed:** This is a new training that began to roll out in schools during the 2019-2020 school year. Ten employees in each school were trained and a kit is housed in the schools main office.

- In 2017, the Georgia Trauma Commission along with the Georgia Trauma Foundation, the Georgia Society of the American College of Surgeons, and the Georgia Committee on Trauma collaboratively launched the nationwide "Stop the Bleed" campaign in Georgia.
- **Stop the Bleed** ([www.bleedingcontrol.org](http://www.bleedingcontrol.org)) is a nationwide initiative of the American College of Surgeons and the Hartford Consensus that helps train and prepare citizens in the event they are witness to an emergency bleeding situation.
- Stop the Bleed is designed to put the knowledge gained by first responders and our military into the hands of the public.
- The Georgia General Assembly approved funding to train and equip all Georgia Public Schools with bleeding control kits.
- The bleeding control kits are designed to enable bystanders to control life threatening bleeding and provide immediate care to the injured while awaiting the arrival of professional responders.
- The bleeding control kits contain a tourniquet, wound packing materials, and gloves to prevent further exposure.
- Statewide healthcare and emergency response partners are working together to distribute the training and equipment to each school. Schools are being asked to train a minimum of 10 staff members in order to receive the kits.
- Our goal is to provide life-saving education and equip all of our school classrooms, law enforcement vehicles, and public venues such as airports, stadiums, and churches with bleeding control kits.
- Our goal is to build resilience by educating and empowering all citizens to be aware of the simple steps that can be taken to stop or slow life threatening bleeding.

### **Infectious Diseases: Board policy JGCC-R(1) & GANA.**

A detail of this policy can be located on the school system website under policies through eboard.

An “infectious disease” means an illness due to an infectious agent or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal.

The Superintendent or designee will develop and implement procedures related to the impact of infectious diseases on school system management and operations. Such procedures will be consistent with the requirements of the Georgia Board of Education Rule 160-1-3-.03 and will require the following actions:

1. The annual provision to employees of information, education or training related to transmission of infectious diseases, risk reduction and standard precautions, based on guidelines or recommendations of the Centers for Disease Control and Prevention (CDC), including the use of personal protective equipment as appropriate to tasks with potential exposure.
2. The immediate notification of the person, or if the person is a minor, to the parent or guardian, of the need to obtain an appropriate medical evaluation where there exists reasonable suspicion that an employee or student has an infectious disease.
3. The involvement of the school nurse, public health agency representatives, health care professionals, and school system administrators in operational decisions concerning an employee or student who has an infectious disease.
4. The disclosure of health-related information only as permitted by state or federal law.

All personnel should be aware of safe routine procedures for dealing with blood and body fluids (i.e. feces, urine) in the school setting.

Personnel responsible for dealing with injuries, organizing health and safety instructional activities, and cleaning facilities and equipment should be incorporating the precautions and procedures below on a regular basis.

1. Disposable single-use latex or vinyl gloves should be worn when dealing with injuries involving bleeding; first aid for minor cuts and nosebleeds may be able to be handled by the person involved in most cases.
2. Hand washing with soap should be a routine procedure in schools for students and staff. This practice should include a ten (10) to fifteen (15) second hand washing with soap after contact with blood and/or body fluids.
3. Persons responsible for the cleaning and maintenance of CPR mannequins and CPR instruction should follow the guidelines established by the American Heart Association, the American Red Cross and the Center for Disease Control (CDC).

4. Alternatives must be sought for all instructional laboratory activities which involve blood or other body fluids.
5. School-sponsored health fairs, off-site clinical activities, and independent student science or health project activities must conform to required federal, state, and local guidelines.

The following routine procedures for cleanup of blood and other body fluids in the school setting should be practiced:

- a. Blood and/or body fluid spills should routinely be handled using a barrier such as paper towels, plastic garbage receptacles, and disposable single-use gloves. Rubber household gloves may be reused if properly cleaned and disinfected and if they are not cracked, peeling, torn, etc.
- b. Wearing gloves, use paper towels to disinfect the spill area with disinfectant designated by the school system. Dispose of the paper towels properly in a securely fastened plastic bag. Let the area dry.
- c. If using rubber household gloves, wash them with soap and water and then rinse with the disinfectant before removing. Avoid handling items when wearing soiled gloves.
- d. Non-disposable cleaning equipment and materials, such as towels, mops, and aprons should also be washed in hot water, rinsed, disinfected with the disinfectant and rinsed again after use.
- e. Disposable gloves should be discarded in a securely fastened plastic bag. Remove gloves by turning them inside out, beginning at the wrist and peeling them off. When removing the second glove, do not touch the soiled surfaces with your bare hand. Hook the inside of the glove at the wrist and peel the glove off.
- f. After removing gloves, wash hands thoroughly with soap and water.
- g. Any garbage containing blood or body fluids (i.e. sanitary napkins) should be placed in a plastic bag, securely fastened and double bagged prior to disposal.
- h. Those who are cleaning should avoid exposure of open skin lesions or mucous membranes to blood or body fluids.

## **Food and Allergic Reactions**

The after school program registration takes place annually, parents are required to register for the program online and at that point they are required to document and list all medical or food allergies that pertain to their child. The ASP program registration system is set up where ASP directors can generate a specific list of students and their parents to report food allergies. This list is printed anytime a new applicant registers. The ASP director will then provide the list to their food service manager and school nurse to ensure all parties are aware. The school nurses make contact with the parent to discuss the allergy and reactions. If an allergy health plan is needed, they will work with the parent medical provider to create the food allergy plan. This plan is provided to food service, where the student breakfast, lunch, and asp snack system is flagged. The student will also have a flag posted in the student information system indicating they have a medical alert. Depending on the nature of the allergy and reaction, training is provided to necessary staff in the event a reaction occurs. The school follows the emergency procedures established for the school day, which apply to after school hours.

Parents are required to contact their school nurse and cafeteria manager if their child has a food allergy. A written statement from a medical professional must be submitted to the school nurse for food substitutions to be considered. The school nutrition department website ([https://dcssga.org/departments/school\\_nutrition/menus](https://dcssga.org/departments/school_nutrition/menus)) has an allergen chart posted and a monthly menu posted for parents to review. Parents are welcome to send their child a snack and opt out of the school asp snack/supper program.

## **ACCOMMODATING CHILDREN WITH SPECIAL DIETARY NEEDS**

Special Diet Procedure 1. Parent(s) or Guardian(s) must have a licensed physician, nurse practitioner, or physician assistant complete Part 1 and Part 2 on the Medical Statement to Request Accommodations for Disabilities in the School Meal Programs form. Parents should turn in the completed form to the School Nutrition Manager. a. Medical Statement to Request Accommodations for Disabilities in the School Meal Programs form can be obtained from the Nurse/Health Monitor, the School Nutrition Manager, and online at the DCSS website. 2. The School Nutrition Manager documents the dietary accommodations in the Point of Service System (POS). 3. A copy of the child's Medical Statement to Request Accommodations for Disabilities in the School Meal Programs form is then sent to the Menu Specialist file and reviewed.

The Menu Specialist will review for necessary training and/or menu planning to accommodate the child's dietary needs. The physician's signed statement must identify: • the child's disability; • an explanation of why the disability restricts the child's diet; • the major life activity affected by the disability; • the food or foods to be omitted from the child's diet, and the food or choice of foods that must be substituted. Renewal Requirement • If there are any special dietary changes that occur at the beginning of the school year or within the current school year, a new Medical Statement to Request Accommodations for Disabilities in the School Meal Programs form must

be completed and turned into School Nutrition Manager before any dietary changes can be followed.

## **Safe Schools Policy**

It is the policy of the Douglas County Board of Education to ensure the highest possible standards of learning as well as the safety, health, and well-being of its students and employees. The Douglas County Board of Education recognizes that gang/hate groups and gang/hate group-related activities can substantially interfere with student and employee productivity. In accordance, the Douglas County Board of Education is dedicated to preventing the influence of gang/hate groups or gang/hate group-related activities in our schools. The appropriate school officials reserve the right to punish any gang/hate group or person displaying gang/hate group-related behavior which is subversive to good order, discipline and well-being in our schools.

### **SEVERE WEATHER / EMERGENCY CLOSING OF SCHOOLS**

This policy can also be found in the district Elementary handbook located on each school's websites.

The Superintendent is authorized to close schools in cases of emergencies or severe weather. WSB Radio and TV are the stations first notified of emergency announcements for the Douglas County School System. Emergency Suspension of School Activities abnormal conditions sometimes occur which require temporary suspension of school activities. These possible conditions include inclement weather (ice and snow storms); failure of power, gas, or water supply, and breakdown of heating system. Some situations affect only one school while in other cases several or all Douglas County Schools may be involved. In all instances the safety, welfare, and health of students and employees are the basic factors considered in making a decision as to whether or not to temporarily suspend the normal activities of a school day. The Superintendent has the responsibility of making decisions on suspension of school activities. If the Superintendent is not available, a person designated by the Superintendent will assume this responsibility. School principals will be notified of such action by the most expedient direct means, either by telephone or personal contact.

### **EMERGENCY DRILLS FIRE DRILLS**

Drills are necessary for the safety of the students and faculty. One drill per month will be held. The specific directions for reaching a point of safety from all areas of the building are posted in each room. Misconduct can endanger lives. TORNADO DRILLS will be conducted in order to be prepared to seek shelter during severe weather. Follow instructions given by teachers to assume safe positions during drills. LOCK DOWN DRILLS will be conducted in order to be prepared for situations which would warrant a lockdown. Follow instructions given by teachers.

All after school programs are required to conduct fire drills during program hours, as required by the fire Marshall, during the first 90 days of operation.

## **CHILD ABUSE AND NEGLECT REPORTING DESCRIPTIVE CODE: JGI-R (1)**

The purpose of this policy is to provide for the protection of children whose health and welfare are adversely affected and further threatened by the conduct of those responsible for their care and protection. It is intended that the mandatory reporting of such cases will cause the protective services of the state to be brought to bear on the situation in an effort to prevent further abuses, to protect and enhance the welfare of these children, and to preserve family life wherever possible. This policy shall be liberally construed so as to carry out the purposes thereof. As used in this policy, the term: (1) "Abused" means subjected to child abuse. (2) "Child" means any person under 18 years of age. (3) "Child Abuse" means: (A) Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, physical forms of discipline may be used as long as there is no physical injury to the child; (B) Neglect or exploitation of a child by a parent or caretaker thereof; (C) Sexual abuse or unwelcome touching of a child; or (D) Sexual exploitation of a child. (E) However, no child who in good faith is being treated solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or 58 religious denomination by a duly accredited practitioner thereof shall, for that reason alone, be considered to be an "abused" child. Any school employee having reasonable cause to believe that a child has been abused shall report or cause reports of that abuse to be made to the principal or the principal's designee. A staff member who makes a report to the principal or designee shall be deemed to have fully complied with the policy. The principal/principal's designee shall make an oral report immediately, but in no case later than twenty-four hours from the time there is reasonable cause to believe a child has been abused and followed by a report in writing to the Department of Family and Children Services (DFACS) and the appropriate police authority or district attorney. Under no circumstances may the principal or designee to whom a notification of child abuse has been made "exercise any control, restraint, modification or make other change to the information provided by the reporter, although each of the aforementioned persons (mandated reporters) may be consulted prior to the making of a report and may provide additional, relevant, and necessary information when making the report". The official referral shall be documented on the appropriate reporting form (Exhibit). Any school employee who reports or causes a report to be made under s policy shall in so doing be immune from any civil or criminal liability that might otherwise be incurred or imposed, provided such reports are made in good faith. The principal shall be notified of all referrals on child abuse/neglect. The school superintendent and principal will receive a copy of the written referral. In a reported case of child abuse, the student may be interviewed by a law enforcement officer or other appropriate governmental investigating official without notifying the parent; however, no investigation of child abuse shall be conducted at school without the knowledge of the principal/designee. This investigation may be conducted without the principal/designee being present. Suspected child abuse which is required to be reported by Georgia law by any person pursuant to this policy shall be reported notwithstanding that the

reasonable cause to believe such abuse has occurred or is occurring is based in whole or in part upon any communication to that person which is otherwise made privileged or confidential by law. Any school system employee having reasonable cause to believe that a student has been abused by another school system employee shall report or cause reports of that abuse to be made to the appropriate agency in accordance with the procedure above. The principal or designee who receives such a report shall immediately notify the direct supervisor of the alleged perpetrator that the report has been made. The supervisor shall immediately notify local law enforcement and DFACS and begin a cooperative investigation with these agencies to determine the facts and whether sufficient grounds exist to warrant a reprimand, termination, suspension, or other adverse personnel action against the employee. Upon the conclusion of the investigation, the supervisor shall submit a written report of his or her findings to the Superintendent. All school personnel who have contact with students shall receive training in the identification and reporting of child abuse and neglect with annual updates in the form of memoranda, directives or other written information. 59 Any school employee required by policy to report a suspected case of child abuse who knowingly and willfully fails to do so shall be guilty of a misdemeanor.

#### **STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT**

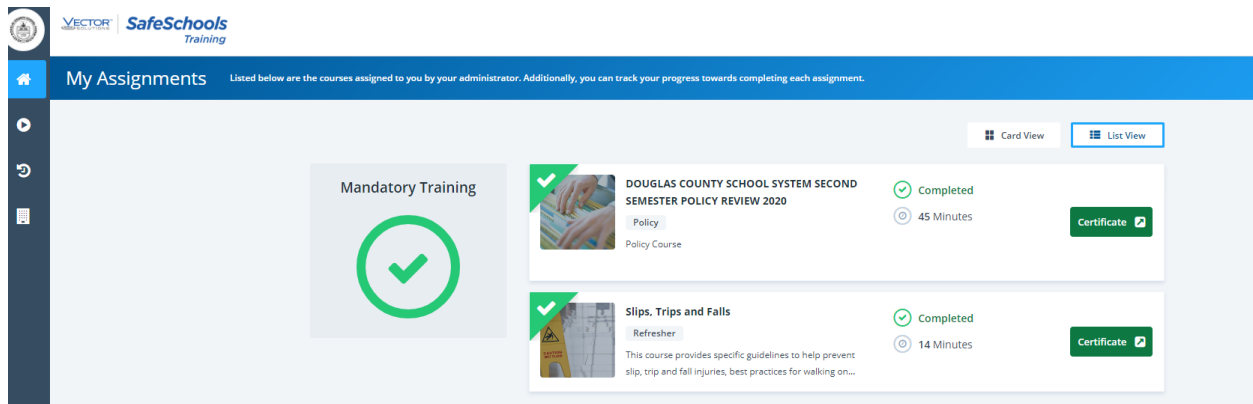
**DESCRIPTIVE CODE: JGI-R (2)** (a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school. (b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee. (c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time the reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the agency, to an appropriate policy authority or district attorney. Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.



## Section 6 Board Policies

It is the responsibility of the ASP director to ensure all ASP employees are familiar with the following items. Each ASP employee is required to sign the DCSS Board Policy Checklist form indicating they have read and understand all applicable policies and procedures.

The Douglas County School System utilized the Safe Schools Online Training portal for annual staff training. Each employee has a unique log in to the portal and they have scheduled training. The trainings are mandatory and each employee will receive a certificate of completion.



- Remind staff that by working in the a school, they have agreed to abide by all Federal, State, and local laws, rules and regulations, by the Board Policies, Regulations and Exhibits, as amended, of the Douglas County Board of Education, and by the policies of the Georgia State Board and the Georgia Department of Education.
- Indicate where and how staff members can access the policy manual via the Douglas County School System website on the Internet. If the Internet is down, copies of policies are available from the Office of the Associate Superintendent for General Administration.
- Advise ASP staff of the Code of Ethics for educators and provide information as to where a copy of the Code of Ethics is available in your school. Employees may also contact the Douglas County School System Department of Human Resources for information on the Code of Ethics.
  - ❖ Child Abuse – JGI
  - ❖ Communicable Diseases – GANA, GANA-R(1), JGCC, JGCC-R(1)
  - ❖ Complaints and Grievances – GAE(2), GAE(2)-E(1), GAE(2)-E(2), GAE(2)-E(3), GAE(3), GAE(3)-E(1)

- ❖ Alcohol and Controlled Substances Testing and Drug and Alcohol Free Workplace – GAMA, GAMA-E(1), GAMA-E(2), GAMA-E(3)
- ❖ Employee Protection and Sexual Harassment – GAEB, GAEB-E(1)
- ❖ Acceptable/Unacceptable Use of Technology Resources – IFBG
- ❖ Student Sexual Harassment – JCAC, JCAC-R(1), JCAC-R(2), JGI-R(2)
- ❖ Equal Employment/Educational Opportunities Complaint Procedure – GAAA, GAAA-R(1), JAA, JAA-R(1), KN
- ❖ Faculty Dress Code – GBRL, GBRL-R(1)
- ❖ Use of Tobacco Products – GAN, GAN-R(1)
- ❖ Student Discipline – JD, JD-R(1), JD-R(2), JD-R(3)
- ❖ Workman's Compensation Policies

# DOUGLAS COUNTY SCHOOL SYSTEM

## Board Policy Checklist

NAME OF POLICY OR BROCHURE	POLICY	Initial indicating you read the policy
Child Abuse	JGI	
Code of Ethics		
Communicable Diseases	GAN/JGCC(1)	
Complaints & Grievances	GAE(2)	
Alcohol and Controlled Substances Testing and Drug and Alcohol Free Workplace	GAMA	
Employee Protection Sexual Harassment	GAEB	
Student Sexual Harassment	JCAC, JGI-R(2)	
Equal Employment/Education Opportunities	GAAA/JAA/KN	
Faculty Dress Code	GBRL	
Use of Tobacco Products	GAN	
Acceptable/Unacceptable Use of Technology Resources	IFBG	
Student Discipline	JD	
Family and Medical Leave	GBRIG	
Seclusion or Restraint of Students	JGF (2)	
All Applicable Emergency and Crisis Manuals		
The Douglas County School System After School Program Procedures Manual		

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<b>ASP Employee Name</b>	
<b>Employee Signature</b>	
<b>School / Site</b>	
<b>Date Completed</b>	

## **Appendix**

- 1. Certificate Occupancy Documentation**
- 2. Douglas County School System Emergency  
Communication Protocol**
- 3. Code White Protocol**
- 4. Blood and Bodily Fluid Instructions**
- 5. School Nurse Assignment and Contact**
- 6. Nutrition Department – Program start up snack request**
- 7. Nutrition Department - Food Allergy Menu & Allergy  
medical form**
- 8. CAPS – Bright From the Start Site Visit Documentation  
Need List and Checklist of Requirements**