

ACE of Birmingham After School Program Rules and Regulations

- Drop off students must sign in when they arrive at the ACE of Birmingham gym by getting their name tag.
- School Pick Up Students will be signed in and out when they enter and exit the van. Students must sign in when they arrive at the ACE of Birmingham gym by getting their name tag.
- Respect the ACE of Birmingham After staff.
- Respect others and others' property.
- Treat ACE of Birmingham After School Program and the equipment properly.
- Students are not allowed to go outside of the designated after school program area without the permission of an ACE of Birmingham staff member.
- Cursing and inappropriate language is unacceptable.
- No physical or verbal violence will be tolerated.
- Any rule or policy that your school has regarding weapons, tobacco, alcohol, drugs, etc. will be strictly enforced.
- Contact during the day should be through our ACE of Birmingham After School Program number: (205) 703-0902 and/or email: ACEbhmafterschool@gmail.com All calls/texts pertaining to absences, arrival, pickup, etc. should be handled through this number. We will verify that these calls/texts are being made by a parent/guardian prior to the information being relayed to the student. Also, if you have not notified us of your students absences and student does not show up for van pickup, we will send out a notification to the cell phone number listed on the registration. ACE of Birmingham and their staff are not responsible for any student not at the ACE of Birmingham gym or on the ACE of Birmingham After School van; therefore, this text is the best way for us to communicate with the parents/guardians when the student is not signed in and under our supervision.
- A list of approved adults for pick-up must be submitted to ACE of Birmingham After School Program upon registration. An adult must sign out each student each day inside of the ACE of Birmingham gym. The only exceptions that will be made are requests sent through a verified email or a verified phone through our ACE of Birmingham After School Program number. For these requests, a valid ID must be presented during pick up or the student will not be allowed to leave.
- The ACE of Birmingham After School Program is from 3-6 P.M. Monday-Friday. If the student is not picked up by 6:10 P.M., there will be a \$10 charge, and for every subsequent 5 minutes there will be a \$5 charge. Please notice the 9 minute grace period; however, in efforts to keep our program safe, efficient, and fun we must enforce the late fee.

- Students are expected to conduct themselves in accordance with these rules. Parents will be notified of any misbehavior. Student safety is a priority, so behaviors that put other students and/or adults at risk will not be tolerated. If a student has ongoing issues with unacceptable behavior they may be excluded from activities or withdrawn from the program, at the discretion of the ACE of Birmingham Director of Classes or Activities Coordinator.
- Sick Policy: When a student should not be brought to ACE of Birmingham After School Program. Upon the recommendation of the Committee on Control of Infectious Diseases of American Academy of Pediatrics, **a student should not be taken from home when any of the following symptoms exist:**
 - Fever – Currently or within 24 hours
 - Vomiting or diarrhea
 - Indication of scarlet fever, german measles, mumps, chicken pox or whooping cough common cold – from onset through one week
 - Sore throat
 - Croup
 - Any unexplained rash
 - Skin infection – boils, ringworm, impetigo
 - Pink eye or any other eye infection
- **If a student has had the following communicable illnesses, he/she will be readmitted to the ACE of Birmingham After School Program as indicated:**
 - Chicken Pox – once all lesions are dry and physician has given permission.
 - Impetigo – at least 24 hours after the start of medication. The child should see a physician again if there is no improvement in 48 hours
 - Other skin infections, such as boils, ringworm: following medical treatment; lesions covered.
 - Lice and Scabies – following medical treatment; free from nits.
 - Conjunctivitis (pink eye): at least 24 hours after the start of medication
 - Meningitis – A written consent from the child’s pediatrician is required.
 - Other illnesses, such as scarlet fever, German measles, rubella, mumps, whooping cough, diphtheria, polio, tuberculosis, etc.: a written consent from the child’s pediatrician is required.
- Severe Weather Policy: ACE of Birmingham After School Program follows suit with local school cancellations and early closings due to severe weather. ACE of Birmingham also reserves the right to cancel the After School Program due to severe weather at the discretion of the Owner.
- Student Cancellation Policy for ACE of Birmingham After School Program:
 1. I understand that I must email the ACE of Birmingham After School Program at ACEbhmafterschool@gmail.com to drop an athlete from the ACE of Birmingham After School Program. I understand that an

EMAIL is the only way to drop the program. A confirmation email will be sent back to me saying that your athlete has been dropped from the program.

2. I understand that I will need to keep the email for my records as a receipt.
3. I understand that my email to drop from the ACE of Birmingham After School Program has to be sent by the 1st day of the month to drop from the program at the end of that month.
4. I also understand that if the email is sent on the 2nd day and after that it will constitute in a drop at the end of the next month and my card will be charged for the next month as well.
5. I understand that my athlete will remain in the ACE of Birmingham After School Program until an email is sent to drop from the program.

An example for dropping:

*To drop ACE of Birmingham After School Program at the end of January my email must be sent to ACEbhmafterschool@gmail.com by January 1st. My card will be charged for January.

*If my email is sent to ACEbhmafterschool@gmail.com on January 2nd - February 1st then my athlete will be dropped from the program at the end of February and my card will be charged for January and February.