



## BUFORD MIDDLE SCHOOL WOLFPACK PROGRAM

2750 Sawnee Avenue  
Buford, Georgia 30518

*June West - Director*

*[june.west@bufordcityschools.org](mailto:june.west@bufordcityschools.org)*

Dear Parents:

The BMS Wolfpack Program is an after-school child care program that is available for students in grades 6 through 8. It will be housed in an area near the bus lane at Buford Middle and available from 3pm to 6pm. The first hour of the program will be used to complete homework, complete projects, and for studying. The remaining time will be game time, play time, etc. Pick up will be in the bus lanes on the side of the school near the tennis courts. Parents will enter the doorway between the media center and Commons Area. It will be labeled WOLFPACK.

Packets are available upon request. In order to register your child, please complete a registration packet and return to Mrs. West. The packet includes a registration form and some helpful information that you will want to save to reference throughout the year. **We ask that you fill out a registration form even if your child was previously enrolled in Wolfpack.** If you are enrolling more than one child, please fill out a **separate** registration form for each child.

The fee for the afternoon program is \$35.00 per week per child. **Daily fees WILL NOT** be allowed. If the student attends one day during the week, the weekly fee applies.

Students must be registered before they may attend the program. Please remember, any changes concerning your child's transportation must be made in writing. Please be reminded: You must sign your child out every day. Proper ID and official parent signatures will be required for pick up. Only persons listed on the Wolfpack registration form will be authorized to check out your child. If anyone other than the persons listed needs to pick up your child, you will need to send **WRITTEN NOTICE**. (Remember signatures will be compared to ensure safety.)

If you have any questions please feel free to call me at 770-904-3690.

Sincerely,

June West  
Director



# WOLFPACK AFTERSCHOOL PROGRAM ESSENTIAL INFORMATION FOR PARENTS



## Philosophy

The philosophy underlying the Wolfpack Afterschool Program is founded upon the premise that all children should be in a safe and nurturing environment in order to develop positive self images. Buford City Schools recognize the cultural and family changes that have occurred in the general society and have made a decision to provide programs to meet the needs of children whose parents recognize that after school care is needed.

## Funding of the Program

The program is structured to pay the cost of the staff and materials.

## Registration

All students who attend our Wolfpack program **must be registered**. Students may not attend on a drop-in basis. **Accounts are charged the full weekly fee regardless of the number of hours or days in attendance.** Wolfpack students may not bring friends to Wolfpack that are not registered Wolfpackers.

## Program Hours

The program will operate from 3:00 p.m. until 6:00 p.m. Monday through Friday. **Parents may pick up children at any time during these hours, but parents must pay full fees regardless of how many days the child participates.**

## Program Schedule

**WHEN BUFORD CITY SCHOOLS ARE CLOSED, THE WOLFPACK PROGRAM WILL BE CLOSED.** The program follows the

school calendar. If school closes during the day for emergency reasons, students should be picked up as soon as possible.

### Pickup Procedure

Wolfpack will be housed on the side of the building near the tennis courts. Parents will need to park in the bus lane. You will enter the building through the door located between the Media Center and Commons Area. It will be labeled WOLFPACK. Mrs. West will be sitting at the door and will call your child from their appropriate room. **You will need to come into the building to sign out your child. Siblings not listed as an authorized person to pick up your child will not be allowed to sign out your Wolfpacker.**

### Daily Program Schedule

We will have a 6<sup>th</sup> and 7<sup>th</sup> grade room and an 8<sup>th</sup> grade room. Please understand that Wolfpack is not a tutoring service. Students who do not complete homework during the allotted time will be asked to complete it at home. It is your child's responsibility to bring their homework to Wolfpack. **Students are not allowed to return to their class or locker once they arrive at Wolfpack.**

### Program Fees

The fee for Wolfpack program is \$35.00 weekly. **Daily fees will not be allowed. If the child attends one day during a week, the weekly fee of \$35.00 applies.** Payment is to be made *on or before Friday* of the week services are provided. Wolfpack parents will have the option of paying through MealpayPlus. If you pay using MealpayPlus, please email or send in a printed copy of your receipt. All checks should be made out to **Buford Middle School or BMS**. Fees may be prepaid. Credits will be applied to future charges. All accounts should be kept current. **Parents or guardians with outstanding fees will not have access to this program. Suspension can be made for accounts in arrears. No balance may exceed \$105.00 (3 weeks of service).** If your account is in arrears, your child will not be able to participate in **Field Day** until the balance is paid in full. As mentioned above, Wolfpack operates on funds generated by the program, so it is important that all accounts are kept up-to-date.

## Fees for Late Pickup

Anyone picking up his/her child after 6:00 p.m. will be charged ***\$5.00 per minute overtime***. This overtime must be paid at the time the child is picked up or on the next day. Failure to pay by the next day will result in the parent being asked to not send the child to the program until after the fee is paid. **If the parent is late picking up the child more than three times, then the parent will be asked to withdraw the child from the program.** Please text or call your child on their cell phone if an emergency arises. Wolfpack **does not** have a cell phone.

## Returned Checks

If a check is returned for insufficient funds, the director will contact the parent immediately and ask permission to redeposit the check. Upon the return of the second check, the parent will be asked to make all future payments in cash. **Failure to do so will cause the student to be withdrawn from the program.** Thank you in advance, for your understanding and timely payments each week.

## Emergency Procedures for Late Pickups

The staff will attempt to contact the parent(s) if no one comes for the child by 6:00 p.m. In the event that the parent(s) cannot be contacted, the staff shall contact the emergency contacts listed on the registration form. **When filling out the information on who may pick up your child, please be certain to list at least one person who lives nearby who could come in the event of an emergency.** If the staff is unsuccessful and no one comes by 6:30 p.m., the principal must be contacted to authorize contact with local law enforcement personnel.

## Proper I.D. & Official Signatures

Proper ID and official parent signatures will be required for pick up. Only persons listed on the Wolfpack registration form will be authorized to check out your child. If you would like anyone other than the persons listed to pick up your child, you will need to send a **WRITTEN NOTICE**. Please note that signatures on notes (example....changes in the way your child is to be picked up) will be compared to the registration form.

**Parents/Guardians only may make written changes.** You are welcome to fax those changes to the school office or email June West. We want to keep all of the students of Buford Middle School as safe as possible.

## Snacks

All children will be offered a snack and drink daily. Wolfpackers may wish to bring extra money with them to purchase candy, chips, drinks, etc. which are for sale. **Charging for snacks WILL NOT be allowed.**

## Discipline Rules

1. Always show respect to all adults and other Wolfpack members.
2. No fighting or offensive language.
3. Always ask permission to enter/exit building.
4. Always follow safety rules when in gym or on field.

*If your child has difficulty following the rules, you will be notified in writing.*

- 1<sup>st</sup> notification – warning
- 2<sup>nd</sup> notification – suspension from Wolfpack for one day
- 3<sup>rd</sup> notification – suspension from Wolfpack for one week
- 4<sup>th</sup> notification – expulsion from the Wolfpack program

The student, parent and Mrs. West will sign the discipline form. A copy will be given to you that day. Copies of discipline forms will be on file with the Wolfpack Director and Administrators.

## Wolfpack Contacts

If you need to speak with someone between 7:00 a.m. and 3:00 p.m., please use the school's main phone line. If your child has a cell phone, you may call your child directly during Wolfpack hours (3:00 pm-6:00 pm). You may also email the director at [june.west@bufordcityschools.org](mailto:june.west@bufordcityschools.org). Please note that during school hours, she is teaching, therefore, she may not be able to answer your email until after school hours. Your email or phone calls will be answered as soon as possible. Thank you for your understanding.