



## After School Program Parent/Legal Guardian Information Letter

Welcome to our school's After-School Program! In order to ensure each family has a working description of this year's After School Program (ASP), all parents/legal guardians with students participating in ASP are required to read and sign the ASP Parent/Legal Guardian Information Letter.

### ENROLLMENT

- Any elementary-aged student attending a CCSD elementary school is eligible to attend that school's ASP. This **excludes half-day** or special education **pre-school** students and all (full day) Georgia Lottery PreK students. Parents or legal guardians must register their child or children by completing a registration form and signing this notification letter (available in the school office). If there are any address/contact information changes, the parent/legal guardian of the participating student must notify ASP staff of changes.
- Students must be enrolled in ASP in order to participate in classes/activities offered by the Service Providers (outside vendors).

### ATTENDANCE

- Credits for non-participation will be issued only if one of the following exceptions applies:
  - a. the student is absent due to illness on a day pre-designated as an ASP day for the student
  - b. the student is checked out by 11:00 a.m. due to illness and sent home by school nurse.
  - c. the student experiences the death of an immediate family member (parent/legal guardian, sibling, grandparent); or
  - d. school is closed/dismissed early due to inclement weather
- Any student checked out of school early may not return to the school's campus that day for the sole purpose of attending ASP.

### PROGRAM TIMES, FEE SCHEDULES, PAYMENTS AND REFUNDS

- ASP is a PREPAID program, and payment can be made by check, cash, or online payment portal.
- ASP begins at the time of the school's dismissal at 2:15p.m. and extends until 6:00p.m.
- IKES requires parents/legal guardians to pre-pay for ASP participation. This is done for the safety of students by pre-determining staff coverage needs, as well as ensuring that students who should stay in ASP do not board the bus and go home to an unsupervised situation. Student safety is our number one priority.
- ASP tuition is **\$12** per day, per student, and must be paid by 10:00 am of the intended stay. Parents are encouraged to pay for multiple days or weeks at a time to ensure funds are available. Sibling groups can be paid with one check as siblings share an account.
- Notification of participation in ASP received after 12:00p.m will cause the student to be considered a DROP-IN and parents/legal guardians will be charged **\$16** for that day. Parents are encouraged to keep extra funds in their student's account for the need to drop a student into ASP.
- Checks must be made payable to the school's After-School Program and cannot include funds for anything other than an ASP. Any funds not used in a particular week will remain in the students' ASP account for future use.
- Field Trip, Breakfast, Lunch, or ice cream money must not be included with any ASP payment.

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*Clip-out located on the second page of the Parent/Legal Guardian Information letter.*

**PROGRAM TIMES, FEE SCHEDULES, PAYMENTS AND REFUNDS (continued)**

- Parents/legal guardians will be notified of any returned checks. If a check is returned for non-sufficient funds any fees incurred will be charged to the student's account and all future ASP stays will be on a "cash payment only" basis.
- Funds remaining in a student's ASP account at the end of the school year will be rolled over to the next school year if the student will remain at the current school. If the student is transferring, being promoted to middle school or will no longer participate in ASP, the parent/legal guardian must request a refund. A refund check will be mailed to the parent/legal guardian during post planning.
- For purposes of personal income tax credits, parents/legal guardians are responsible for retaining all receipts.

**STUDENT PICK-UP**

- Only persons approved and designated by the parent in the student information system will be allowed to sign out and pick up your child. This is for the protection of your child! **PHOTO ID MUST BE PROVIDED AT TIME OF PICK-UP.**
- Each/every student not picked up by 6:00 p.m. (according to the school's clock) will be charged an additional late fee of \$12 for each 15-minutes time late starting at 6:01pm. (i.e., 6:01-6:15 p.m. = \$12. 6:16-6:30 p.m. = \$24. 6:31-6:45 p.m = \$36). This extra fee is per student.
- Failure to pick up a child by 7:00 p.m. will be considered an emergency situation, and a call will be placed by ASP staff to the CCSD School Police (or 911) on behalf of the student. Students may be withdrawn from the program upon a third late pick-up. All parents/legal guardians are encouraged to have an **emergency backup** person in order to avoid these types of situations.

**SAFETY**

- To ensure the safety and security of all students in ASP, a program safety plan is reviewed and utilized on an annual basis. ASP coordinators are authorized to contact the appropriate law enforcement agency should an emergency occur which threatens the welfare of a child.

**DISCIPLINE**

- ASP is a support program and your child is expected to behave properly.
- Students must comply with the discipline policies laid out in the CCSD Student/Parent Handbook and Discipline Code in addition to the individual school's discipline policy.
- Inappropriate/disruptive behavior may result in suspension or withdrawal of your child from ASP.

**SUSPENSION/WITHDRAWALS**

Students will be suspended or withdrawn from ASP for the following reasons:

- Excessive late pick-ups (3X),
- Excessive discipline problems (3X),
- Excessive late payments, non-payment of fees, and/or late pick-up fees. (3x)

**INCLEMENT WEATHER**

- If school is closed or dismisses early due to inclement weather (or any other reason), the school's ASP will also close for the day. In such a case, the school will follow the instructions you have provided regarding school closing or early dismissal. ASP personnel will be responsible for further parent/legal guardian contacts for the pick-ups of all students.

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***Clip and return to ASP Coordinator. Please retain this information letter for reference purposes.***

I have read and understand the information contained with this ASP Parent/Legal Guardian Information Letter.

Parent/Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name(s)/Grade(s) of Student(s): \_\_\_\_\_



### After School Program Registration Form

My child will be enrolled in the prepaid (\$12 per day) After School Program for (select one):

Full Week     Regular Individual Days (select days)  M  T  W  TH  F     Emergency Only

**PLEASE PRINT**

Student's Name (Last, First, Middle Initial) \_\_\_\_\_

Male / Female \_\_\_\_\_

Date of Birth \_\_\_\_\_

Grade \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Student's Address: \_\_\_\_\_

If your child needs special medical consideration or medication, please list (allergies, diet, medicine, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Legal Guardian's Name \_\_\_\_\_

Relationship \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Parent/Legal Guardian's Name \_\_\_\_\_

Relationship \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

**IN CASE OF EMERGENCY AND THE PARENT(S)/LEGAL GUARDIAN(S) LISTED ABOVE CANNOT BE REACHED, CONTACTS PROVIDED BY THE PARENT IN THE STUDENT INFORMATION SYSTEM WILL BE NOTIFIED. PHOTO ID MUST BE PROVIDED AT TIME OF PICK-UP.**

\_\_\_\_\_ By initialing, I acknowledge that I have read and understand the policies and procedures concerning my child's participation in ASP and will assume liability for accidents and injuries incurred during this program.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date