



# INDIAN KNOLL ELEMENTARY SCHOOL

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## INDIAN KNOLL AFTER SCHOOL PROGRAM

July 28, 2022

Dear Parent or Guardian,

Thank you for entrusting the care of your child to the Indian Knoll Elementary School After School Program (ASP). Our goal is to provide you and your child a safe, nurturing, enjoyable care program that is both convenient and affordable. Each afternoon our students are provided with a small healthy snack, outdoor play time (weather permitting), organized indoor play time, computer lab time for work or playing educational games, and finally, some brief time to settle in front of a G-rated or PG-rated movie. Attached you will find an opt-out form for you to complete and return to us if you would **not** like your student to watch a PG-rated movie. (Examples of these PG-rated movies are Meet the Robinsons, Hotel Transylvania, Minion's movie, etc.)

We need your cooperation to keep our program running smoothly and to ensure that we are able to adequately plan for appropriate supervision of your child in our After-School Program. As you will see in the attached county guidelines, **ASP is a pre-paid program**. We kindly request that you register and pay for your child's after school needs on a weekly or monthly basis. This year, we will be strictly enforcing the requirement that students be registered and stays be paid for in advance by 10:00am the day they are participating. Whether your child is staying the entire week or select days, please send payment in the first day of that week for all days you think your child will be participating. Any funds not used in any given week, will roll forward to be used at a later date, or refunded at the end of the school year. An online payment option is available if you do not wish to send in funds with your child. If your needs are such that you may not know weekly what days you will need ASP care, we encourage you to keep a few days' worth of stays in your child's account so that funds are ready to be used when needed. Having a zero balance in your account when your child stays will result in a \$4 negative funds fee added to that day's normal stay fee. This fee will be added to your account per student. Online payments can be made using a debit or credit card at <https://osp.osmsinc.com/CherokeeGA>. Please select Indian Knoll Elementary School and continue with payment. You will pay a small processing fee if you choose to use this service. You can also send cash or check with your student on the day they are scheduled to stay. Please identify these funds as an ASP payment. One payment can be made for sibling groups staying in ASP.

If you need to change your child's transportation during the day to add them to the ASP roster, do not contact the teacher via email as these messages are not always received before students are dismissed for the day. Instead, you will need to contact the school office directly to make this change. If you are taking a student out of ASP and into car rider or bus, you will need to come in and complete a transportation change request in the front office, or you may fax your request along with a copy of your Driver's license to the school at 770-721-6670. If you fax a request, please contact Adriana Krueger in

the school office at 770-721-6600 to confirm receipt. Please note, transportation changes made after 1:00pm for any reason other than a student being sent home sick by the school nurse will still result in the daily rate fee being charged to your account.

All students must have a new registration form on file for the current school year. Registration forms are available on the Indian Knoll website under Parents and Community. ASP stays are \$12 per day, per student; fees are assessed daily. There are no registration fees, however, late pick up fees and/or negative balance fees do apply when needed. Negative or Zero balance fee is an additional \$4 per day, per student. Please see program policies for more information.

The program runs from the time students are dismissed at 2:15pm until 6:00pm every school day. Students must be checked-out and out of the building by that time. Students not picked up by 6:00pm will be charged an additional \$12 late fee for every 15-minute increment starting at 6:01pm. A determination of continued program participation or suspension will be evaluated after the third late pick up.

Students are divided by grade level during their time in ASP. There are a variety of enrichment club activities offered through the after-school program (for an additional fee) including basketball, baseball, cheer, chess, art, drama, robotics, stem and more. We arrange in-house field trips, plays and special projects when possible. All students must comply with all CCSD policies laid out in the student/parent handbook. Please familiarize yourself with ASP guidelines located at <https://www.cherokeek12.net/indianknolles/Content2/indianknolles-asp>.

If you have any questions, please contact me at [Jennifer.Landry@cherokeek12.net](mailto:Jennifer.Landry@cherokeek12.net) or Adriana Krueger, at [Adriana.Krueger@cherokeek12.net](mailto:Adriana.Krueger@cherokeek12.net) or call 770-721-6600. We look forward to serving you and your child this year.

Sincerely,



Jennifer Landry

Assistant Principal/After School Program Coordinator



Cherokee County  
School District

Dr. Brian V. Hightower  
Superintendent of Schools