

AFTER-SCHOOL PROGRAM
HOUSTON COUNTY PUBLIC SCHOOLS

David Carpenter, Superintendent
Frankie Ross, After-School Program Director

INFORMATION FOR PARENTS

The After-School Program (ASP) is a project of the Houston County School System. Its **PURPOSE** is to provide a safe relaxed and stimulating environment for elementary school age children. The program will be held each day that school is in session until 6 p.m. and is available for students pre-kindergarten through fifth grade.

To be **ELIGIBLE** to attend ASP, students:

- Must function in the program under established guidelines (class size, activities, etc.)
- Must follow the rules relating to behavior
- Must not be a danger to self or others
- Must function with reasonable accommodations within the resources available.

TRANSPORTATION will be the sole responsibility of the parent except for the Perry Primary ASP, which transports students from their home schools at 3:30 p.m.

LIABILITY for personal injury is not accepted by the ASP or the Houston County Board of Education (BOE). The ASP will not accept responsibility for personal effects lost, stolen or traded.

It is the **RESPONSIBILITY OF THE PARENT** to fill out all forms accurately and to maintain records as changes in phone numbers, medical histories, guardianships and other pertinent information occur. Parents should provide their child with notes addressed to the ASP Site Coordinator expressing changes in routine procedure. Site Coordinators will not alter procedures based on a verbal message by a child.

The ASP is in **OPERATION** each school day, 180 days per year. In case of **EARLY DISMISSAL** because of inclement weather or any unscheduled reason, the ASP staff will dismiss each child according to the parent's instructions on the application form. Early dismissal days will be neither refunded nor credited.

An **APPLICATION FORM** must be completed before any student can participate in the ASP. The **APPLICATION FEE** of \$25, or the family rate of \$35, must be included with the form. This fee is *nonrefundable*. It is the responsibility of the parents to keep the information on the form up-to-date. Please notify the Site Coordinator of any changes that occur. Occasionally a school week will be less than 4 days. During those weeks with less than 4 days full time as well as part time students will be charged a daily rate of \$9.00. Weeks with less than 5 days **WILL NOT** be combined for payment.

TUITION is to be paid to the Site Coordinator by Thursday of the preceding week, not later than 6 p.m. This is a prepayment for the week. Prepayments are necessary to assure that there is adequate staff assigned each week. A \$5 per day late fee will be charged for late tuition. **Tuition and late payments not paid will result in student not being allowed to attend ASP until all tuition and late fees are paid.**

DROP-INS are allowed if they are registered and bring a signed note from a parent on the day they will attend. Payment must be made on the day the student attends. A drop-in is a child who uses the program infrequently for various emergencies and pays \$9 for the day. **A child who is enrolled less than five days per week must pay tuition daily.** A \$5 per day late fee will be charged for late tuition. **Tuition and late payments not paid will result in student not being allowed to attend ASP until all tuition and late fees are paid.**

NO REFUNDS will be issued for any reason. **CREDITS** will be issued when students are out of school because of illness lasting more than one week. For credit to be issued a doctors excuse is required.

Fee structure for 2009-2010: \$35 per child per week \$9 per child per day

TUITION CHECKS are to be made payable to School name ASP. **RETURNED CHECKS** carry a minimum handling charge of \$15. If the school account is debited for a greater amount by their respective banking institutions, the school may charge the greater fee. Two returned checks necessitate a **cash only basis**. *Other school payments may not be included with the ASP check.*

REMITTANCE ENVELOPES may be provided after the initial application fee and the first payment. These may be requested when the parent signs his/her child out on Thursday afternoon when payment is submitted. The envelope should be completed accurately to conserve time.

HOURS of operation are from the end of the school day until 6 p.m. Children may be picked up any time during the program hours. All children must be picked up by 6 p.m. sharp. Beginning at 6:01 p.m. there will be a late fee of \$1 per minute per child charged until the child(ren) are picked up. There will be only two warnings for violation of pick-up time. The third violation is temporary dismissal from the program and the fourth violation will be cause for permanent dismissal. At 6 p.m. the parents or guardians will be called at home and work. If they cannot be reached, the authorized people designated on the application form to pick the student up will be called. If at 6:30 p.m. no one can be reached, the last resort will be to call the Warner Robins Police or Houston County Sheriff. The program staff will neither drive the child home nor allow the child to walk home.

Participants will be **GROUPED** according to grade level and/or the nature of the activities.

RELEASE OF A CHILD will only be to the parent who enrolls the child or an authorized person. The Site Coordinator must be notified in writing of any change in routine procedure. Children are to be signed out daily. The Site Coordinator reserves the right to ask for identification or relevant documentation or to request assistance from law enforcement if the Coordinator believes a child's welfare may be endangered. If there is an unusual restriction as to a parent's not being allowed to visit or pick up a child, the guardian must note this on the application form or direct the Site Coordinator in writing as circumstances change.

Behavior problems will not be tolerated. Should a parent or child be disruptive, disrespectful to authority, or abusive or threatening to others in any way, the following guidelines will be followed:

- 1st offense - Teacher talks to child
- 2nd offense - Site Coordinator talks to child and notifies parent in writing
- 3rd offense - Site Coordinator talks to child, notifies parent in writing, and temporarily dismisses the child
- 4th offense - Dismissal of the child for the remainder of the school year.

The nature or severity of the offense is considered by the Site Coordinator who ultimately handles all discipline matters within the program. Severe violations may necessitate immediate dismissal on the first offense.

The **ADULT-CHILD RATIO** for the ASP is 1 teacher/15 students. The number of personnel on staff each day is contingent upon the number of students in attendance. All adults working on a given day must be included in this ratio. Various staff members will direct and supervise the students in specific activities. Before employment can be offered to anyone outside the school system, the individual must file a completed system personnel application and must go through a security check.

CONFERENCES WITH ASP PERSONNEL concerning program matters are to be scheduled through the school's office. ASP concerns are to be communicated through the Site Coordinator. He/She is available to answer questions from 3:30 - 6:00 p.m., but will not be available for ASP matters during the regular school day. Written correspondence is suggested except in the case of emergency. Parents may also contact Frankie Ross, Program Coordinator @ 988-6330 ext 10330 or 10193.

PROVIDER'S TAX IDENTIFICATION NUMBER is 58-6000264. Dependent Care Provider's Form (W-10) is provided to parents upon request. It is the parent's responsibility to retain receipts and/or cancelled checks for IRS documentation and employer plans.