



AFTER-SCHOOL PROGRAM (ASP)

Parent Information Form 2024-2025

The After-School Program (ASP) is a project of the Houston County School District that is available at most primary and elementary schools. Its purpose is to offer a safe and enriching environment for children in PreK-5th grade after each regular school day ends.

Enrollment in the After-School Program

ASP Application Form: A parent/guardian must complete the ASP Application Form prior to a student staying in the After-School Program. It is the responsibility of the parent/guardian to keep the information on the form up-to-date. Parents should notify the ASP Site Coordinator as soon as possible when any changes occur.

Enrollment Options: Parents/guardians must indicate on the ASP Application Form how their child will be enrolled. Students may attend weekly, as a drop-in (infrequently), or on individual days that stay the same every week. If there is a permanent change to a student's enrollment, parents/guardians must update the ASP Application Form. For temporary changes, parents/guardians are asked to notify the school and provide the ASP Site Coordinator with a signed/dated note regarding the change.

Licensure Exemption Letter: A parent/guardian must sign the Licensure Exemption Letter prior to a student staying in the After-School Program. The letter informs parents that the After-School Program is under the authority of the Houston County School District and exempted from licensure.

Application Fee: An application fee of \$25, or a family rate of \$35, must be received prior to a student staying in the After-School Program. This fee is non-refundable.

Tuition

Payments: Tuition payments must be made by cash or check. Change will not be given for cash payments. Checks are to be made payable to "School Name ASP" (Example: *Russell Elementary ASP*). Returned checks can carry a handling fee. If the school account is debited by the bank, the fee will be charged to the parent/guardian. If a parent/guardian has two returned checks, future payments will need to be paid in cash. Payments intended for ASP tuition must not include payments for any other school-related activities. Tuition payments are required by the due date regardless of who picks the student up from ASP.

Weekly Rate: The weekly rate is \$40 per child/per week. In the event that a school week will be less than 4 days, a rate of \$10 per day will be charged for ASP services. Abbreviated weeks WILL NOT be combined for payment. Weekly tuition must be paid to the ASP Site Coordinator by **Thursday** of the preceding week, not later than 6PM. This is a prepayment for the week. Prepayments are necessary to assure that there is adequate staff assigned each week. If prepayment (full payment for the following week) is not received by Thursday, a \$5 per day/per child late fee will be charged for late tuition. If full tuition and all late fees have not been paid by the following Thursday, the student will be temporarily dismissed from the After-School Program until tuition and late fees have been paid. After 2 temporary dismissals for late payments, the student will be permanently dismissed from the After-School Program.

Drop-In/Individual Days Rate: The rate for drop-in/individual days is \$10 per child/per day. Payment must be made prior to or on the day the student attends. Partial payments will not be accepted. If payment is not received prior to or on the day the student attends, a late fee of \$5 will be charged and the student will not be allowed to stay in the after-school program until the \$10 tuition and \$5 late fee have been paid in full.

Refunds/Credits: Refunds will not be issued for any reason (exceptions may be made for school closings). There are also no refunds for advanced payments made for a week that a student withdraws from the school system or from the After-School Program. Credits will be issued when students are out of school because of an illness lasting more than one week. For credit to be issued, a doctor's excuse is required.

Child and Parent Services (CAPS): The After-School Program is not a CAPS provider and does not accept CAPS funding for tuition. For a list of CAPS providers, visit <https://families.decal.ga.gov/ChildCare/Search>

Operation

Calendar: The After-School Program is available each regular full day of school. There will be NO ASP on **September 3, 2024** (Distance Learning Day), **December 20, 2024** (½ Day), **February 18, 2025** (Distance Learning Day), and **May 21, 2025** (½ Day).

Hours: Hours of operation are from the end of the school day until 6:00 PM. Children may be picked up any time during the program hours. All children must be picked up by 6:00 PM. Beginning at 6:01 PM, there will be a late fee of \$1 per minute/per child charged until the child(ren) have been picked up. At 6:00 PM, ASP staff will begin calling the parents/guardians and will continue to call the other individuals designated on the ASP Application Form to pick up the student. If no contact has been made by 6:30 PM, the appropriate

law enforcement agency will be notified. The ASP staff will neither drive the child home nor allow the child to walk home. There will only be two warnings for the violation of pick-up time. The third violation will be a temporary dismissal from the program (2 days) and the fourth violation will result in permanent dismissal from the program.

Early Dismissal/Release: The mandatory early dismissal/release of students due to emergency situations such as inclement weather or other conditions will also apply to students in the ASP program. The ASP staff will dismiss each child according to the instructions noted by the parents on his/her ASP Application Form. Early dismissal/release days will not be refunded or credited.

Pick Up Procedures: Students will only be released to individuals designated on the ASP Application Form. The person authorized to pick the student up must show appropriate identification (as necessary). Students must be signed out of ASP each day by the person picking them up. The ASP Site Coordinator reserves the right to ask for identification or relevant documentation or to request assistance from law enforcement if he/she believes a child's welfare may be endangered. It is the responsibility of the parent/guardian to list pickup restrictions on the ASP Application Form. Transportation is the sole responsibility of the parent/guardian.

Medication: Only emergency medications (examples include Epi Pens or inhalers) will be administered during the After School Program. Students requiring emergency medication should have a Form HRS-29 on file. Students needing other regular or intermittent medication should be scheduled for the administration of such medication to occur with the school med-tech/nurse prior to the end of the school day.

Supervision: The adult-child ratio 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. Students will be grouped according to grade level and/or the nature of the activities. Various staff members will direct and supervise the students in specific activities. ASP staff includes current HCSD employees and retirees but may also include additional individuals. Before employment in the After-School program can be offered to anyone outside the school system, the individual must file a completed system personnel application and pass a criminal records check.

Personal Belongings: Students are asked to supervise their own belongings during ASP. Liability insurance retained by the Houston County Board of Education does not cover the loss or damage of personal belongings.

Conferences: Conferences with ASP personnel concerning the After-School Program are to be scheduled through the school's office. ASP concerns are to be communicated through the ASP Site Coordinator. He/she is available to answer questions from 3:30-6:00 PM, but will not be available during the regular school day. Written correspondence is suggested except in the case of emergency. Parents may also contact the school principal followed by the district ASP Coordinator at 478-988-6330.

Receipts/Payment Records: Parents/Guardians should retain receipts and/or canceled checks for documentation purposes (taxes, custody/child support, etc.). No additional payment records or copies will be provided.

Taxes: The provider's tax identification number is 58-6000264. A Dependent Care Provider's Form (W-10) is provided to parents upon request. Parents are asked to retain receipts/payment records throughout the year. No additional payment records or copies will be provided.

Behavior: Students are expected to follow all standard rules that apply during the regular school day. Behavior that causes unsafe situations, or that undermines the ability of program staff to maintain a hospitable environment will be addressed in the following ways:

- 1st offense-Teacher talks to child
- 2nd offense-ASP Site Coordinator talks to child and notifies parent/guardian in writing
- 3rd offense-ASP Site Coordinator talks to child, notifies parent/guardian in writing, and temporary dismissal (1 week)
- 4th offense-ASP Site Coordinator talks to child, notifies parent/guardian in writing, and temporary dismissal (2 weeks)
- 5th offense-ASP Site Coordinator talks to child, notifies parent/guardian in writing, and permanent dismissal

The nature or severity of the offense is primarily considered by the ASP Site Coordinator who may make referrals to the principal and/or district ASP Coordinator for possible dismissal from the program. Severe behaviors may necessitate immediate dismissal on the first offense.

Temporary/Permanent Dismissal: Students may be temporarily or permanently dismissed from the program for the following reasons:

- Behaviors that present significant health or safety risks to one or more students as determined by the school principal
- Behaviors that continue to disrupt the learning environment
- Excessive late pickups
- Excessive late payments
- Disruptive adult behaviors