



PARENT INFORMATION FORM 2022-2023

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

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 submission of the form. This fee is *nonrefundable*. It is the responsibility of the parents 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.

TUITION is to be paid to the ASP 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.

Fee structure for 2022-2023: \$40 per child per week or \$10 per child per day

In the event that a school week will be **less than 4 days**, a rate of \$10.00 per day will be charged for ASP services. Abbreviated weeks **WILL NOT** be combined for payment. A **\$5 per day per child late fee** will be charged for late tuition. Tuition and late payments not paid within one week will result in the termination of ASP services for that student until all fees are paid.

TUITION CHECKS are to be made payable to "School name 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. Two returned checks may necessitate a **cash-only basis**. *Payments (checks) intended for ASP tuition must not include payments for any other school-related activities.*

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 prior to or on each day(s) the student attends. A drop-in is a child who uses the program infrequently for various emergencies and pays \$10 for the day.

Although ASP classes are in session for each regular full day students attend school, the ASP programs will **NOT** operate on the scheduled early release days of **December 16, 2022 and May 24, 2023**. Parents should make arrangements for their children to be released from school early on these two dates. Drop-in tuition rates will apply to weeks affected by scheduled early dismissal dates.

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.

NO REFUNDS will 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 illness lasting more than one week. For credit to be issued a doctor's excuse is required.

It is the **RESPONSIBILITY OF THE PARENT** to fill out all forms accurately and to maintain records as changes in phone numbers, medical history, guardianship or other pertinent information occur. Parents should provide their child with a signed and dated note addressed to the ASP Site Coordinator if a change in the daily routine will be made since verbal requests cannot be honored.

RELEASE OF A CHILD will only be to the parent who enrolls the child or an authorized person with appropriate identification (as necessary). Individuals not on the release list authorized by the parent may not pick up a child from the ASP. Parents should sign children out from ASP every day. 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. 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 ASP Site Coordinator in writing as circumstances change.

MEDICATION

Only emergency medications (examples include Epi Pens or inhalers) will be administered during the After School Program. 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. Form HRS-29 must be on file.

TRANSPORTATION will be the sole responsibility of the parent.

HOURS of operation are from the end of the school day until 6:00 p.m. Children may be picked up any time during the program hours. All children must be picked up by 6 p.m. 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 will be temporary dismissal from the program and the fourth violation will be cause for permanent dismissal. At 6:00 p.m. ASP staff will begin by 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 p.m. the appropriate local law enforcement agency will be notified. The program staff will neither drive the child home nor allow the child to walk home.

To be **ELIGIBLE** to attend and remain in the ASP, HCSD 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.

Participants (**students and parents**) will be expected to:

- 1) Follow ASP staff instructions;
- 2) Appropriately handle all materials, supplies and equipment;
- 3) Use appropriate language and communication methods;
- 4) Participate safely in all physical activity that prevents harm to self or others;
- 5) Take responsibility for personal belongings and facility cleanliness; and
- 6) Follow all other standard school 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. Methods that may be utilized for behaviors that are disruptive, disrespectful, or threatening to others are:

- 1st offense - Teacher talks to child
- 2nd offense - ASP Site Coordinator talks to child and notifies parent in writing
- 3rd offense - ASP Site Coordinator talks to child, notifies parent in writing, and short-term dismissal from the program
- 4th offense - Long-term dismissal of the child from the program.

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 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. 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 ASP 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.

LIABILITY insurance retained by the Houston County Board of Education (BOE) does not cover the loss or damage of personal belongings.

CONFERENCES WITH ASP PERSONNEL concerning ASP program matters 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 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 the school principal followed by the district ASP Coordinator at 478-988-6330.

PROVIDER'S TAX IDENTIFICATION NUMBER is 58-6000264. **Dependent Care Provider's Form (W-10)** is provided to parents upon request. Parents' should retain receipts and/or cancelled checks for IRS documentation and employer plans. No additional payment records or copies will be supplied for tax purposes.