

**General Information** – The After-School Program (ASP) is designed to provide a safe, relaxed, and enjoyable environment for school-age students who might otherwise be left at home unsupervised during the afternoon. The program will be in operation from school dismissal until 6:00 p.m. on the days school is in session. ASP is open to all students who attend Clarke County School District schools, Pre-K through 5th grade (ages 4-12). Activities include sports, recreation, arts and crafts, study and homework time, and a snack.

**Hours** – ASP hours of operation begin at school dismissal time and end at 6:00 pm. The school office clock will be used to determine the time of pickup. Parents/Guardians must pick up students no later than 6:00 pm, any student picked up after 6:00 pm will be charged a \$1.00 per minute, per child late fee. **Late fees must be paid at the time of pickup or no later than the next day. Students will not be allowed to stay in ASP again until late fees are paid.** Dismissal from the program may occur after three late pickups. If you will be late, please call the school ASP Desk to let us know. If we cannot locate a parent when a child is not picked up at 6:00 pm, we will call the authorized list of people on the registration form. In the event that no one on the list can be reached, the ASP Coordinator and Principal, after a reasonable amount of time, may call the Police Department or the Department of Family and Children Services.

**Transportation** – Students must be picked up by an adult (17 or older). Students will only be released to any of the authorized people listed on the registration form, after presenting picture identification. Students are not allowed to walk or ride bikes home.

**Enrollment** – A registration form must be completed for each child attending ASP and an annual non-refundable registration fee of \$10.00 per child (\$20.00 max per family) paid prior to participation in the After-School Program.

**Fees** – The cost of ASP is \$6.00 per day for the 1<sup>st</sup> child and \$4.00 per day for each additional child in the family. ASP policy states that all tuition must be paid in advance; **therefore all accounts must remain in good standing in order to avoid being dismissed or dropped from the program. No account can be more than 5 days in the arrears.** Checks should be made payable to the school's ASP. **Please put your child's name in the memo line so we are sure to credit the correct account.**

# Clarke County School District



Clarke County  
School District  
Better Together

## After-School Program Parent Handbook

**Non-sufficient funds /returned checks** – CCSD does not redeposit NSF checks, nor do we charge an NSF fee. Parents are required to pay the school cash for all returned checks. After three returned checks a parent will be required to only make cash payments.

**Early Dismissal** – In the event of early dismissal due to inclement weather or other emergencies, students will be released according to parent instructions on the registration form. During all early release days when school dismisses prior to 2:30 pm, ASP will operate from the time school dismisses until 6:00 pm. **There will be an additional charge of \$2.00 per day per child for these days.**

**Pick-Up** – Students will only be released to the parent/guardian or authorized person(s) listed on the CCSD ASP registration form. Students must be signed out daily, with no exceptions. Pickups must be done through the ASP desk only. **Please do not pick up your child without signing them out first.** The ASP coordinators are to be notified in writing of any change of authorized persons. Picture ID will be checked until the staff is familiar with parents or authorized persons. Any unusual restrictions should be noted on the registration form.

**Drop-Ins** – A “drop-in” is defined as one who does not use the program on a daily basis. A drop-in is allowed if a registration form is on file. Therefore, parents are encouraged to pre-register for ASP so that if the need arises, a student can stay in ASP. Please send a note to your child’s teacher if your child is to stay as a drop-in (especially for the younger grades). **Calls during the day for changes in how your child needs to go home will NOT be accepted. Your child must know how to go home when they come to school.**

**Conferences and Correspondence** – Conferences and phone calls regarding ASP matters should be scheduled during ASP hours (2:40-6:00 pm). Correspondence should be sent to the ASP Coordinator(s).

**Behavior Guidelines** – ASP strives to provide a relaxed, safe, and enjoyable environment for students. The program must maintain a high level of appropriate behavior and will follow the same rules that are in effect during regular school hours. The expectation for such

behavior will ensure the success of the program. We will use the following methods of consequences for behavior problems:

Warning

- Time Out (5-10 minutes)
- Time Out away from group
- Parent Conference

After a parent conference the student can be withdrawn from the program for the remainder of the year. **Please make sure your child knows that ASP is a privilege that can be taken away. Any child who physically hurts another child may be suspended or dismissed from ASP at that time.**

**Health:** It is the responsibility of parents/guardians to indicate on the registration form information about any allergies and/or potential health or other issues that may affect the student’s activities or well-being. This includes food allergies that might affect snacks provided by ASP. Please keep us updated throughout the year if anything changes, notifying us in writing immediately. Let us know of any other situations that might help us understand your child's needs and provide quality care for your child.

**Enrichment Classes** – Enrichment class options for your child to participate in are available for an additional cost by CCSD-approved vendors. **These classes are offered for an additional fee set by the instructor/vendor and payable directly to the instructor/vendor. \*\*A student MUST be enrolled in the school’s After-School Program in order to participate in enrichment classes. Standard ASP rates apply; therefore all students attending are subject to the \$6.00 daily fee in addition to the enrichment class fee.** Flyers are sent home regarding these opportunities as they arise. Please contact your site coordinator for additional information.

*All Clarke County School District After-School Programs are not licensed childcare facilities. The programs are not required to be licensed by the Georgia Department of Early Care and Learning and the programs are exempt from state licensure requirements.*