

AFTER-SCHOOL PROGRAM 2020-2021
HOUSTON COUNTY PUBLIC SCHOOLS
Dr. Mark Scott, Superintendent
Blanche Lamb, After-School Program Coordinator

INFORMATION FOR PARENTS

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 2020-2021: **\$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** carry a minimum handling fee of \$15. If the school account is debited for a greater amount by their respective banking institutions, a higher fee will be charged to the parent. Two returned checks 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 18, 2020 and May 26, 2021**. 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.

TRANSPORTATION will be the sole responsibility of the parent.

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.

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.

Date Entered: _____

School: _____

Start Date: _____

Homeroom Teacher: _____

Registration Fee Paid: _____

Cash: ___ Check #: _____ Recp #: _____

Pickup Restrictions

Medical Restrictions

APPLICATION FORM
HOUSTON AFTER-SCHOOL PROGRAM
(Return to School Office)

Child's Name _____ Grade _____ Male _____ Female _____

Address _____ City, State, Zip _____

Home Phone _____ Cell Phone _____

Guardian/(Step)Mother's Name _____ Home Phone _____

Mother's Employer _____ Work Phone _____

Guardian/(Step)Father's Name _____ Home Phone _____

Father's Employer _____ Work Phone _____

In Case of Emergency Contact:

Name _____ Home Phone _____ Work Phone _____

Hospital or Physician _____

The following people **MAY** pick up my child from the Houston After-School Program (other than parent/guardian, including day care center representatives). List day care center's name. An I.D. must be provided!

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Additional names may be listed on the back

In custody cases, the following people **MAY NOT** pick up my child from Houston County ASP. (A copy of custodial records must be submitted with this form)

My child will be enrolled for: ___ Full Week ___ Drop-In ___ Individual Days: ___ M ___ T ___ W ___ Th ___ F

If school dismisses early for any reason, please have my child:

___ Go home on bus # ___ ___ Ride/walk home with ___ ___ I will pick up

IF YOUR CHILD NEEDS SPECIAL INSTRUCTIONS (ALLERGIES, DIET, MEDICAL, ETC.) PROPER PERMISSION FORM HRS-29 MUST BE ON FILE. PLEASE LIST ANY ADDITIONAL MEDICAL INFORMATION THE ASP SHOULD KNOW ABOUT YOUR CHILD. See the Parent Information Form for additional guidelines. (Use back if more space is needed.)

I have been provided with my own copy of the After-School Information for Parents and have read, understand and agree to abide by all policies and procedures therein. I also will assume liability for accidents and injuries incurred during the After School Program. In the event of emergency, I authorize the person(s) in charge to seek immediate medical attention for my child.

Parent/Guardian Signature _____ Date _____

NOTE: Check must be enclosed to process this application form



SUPERINTENDENT OF SCHOOLS
DR. MARK SCOTT

BOARD MEMBERS
FRED WILSON, CHAIRMAN

HELEN HUGHES, VICE CHAIRMAN
LORI JOHNSON
HOKE MORROW

DR. RICK UNRUH
DAVE CROCKET
BRYAN UPSHAW

Dear Parent,

You have registered your child for one of the school sites participating in the Houston County School District After-School Program (ASP). Although the District will be providing childcare for your child after school hours, the program is not a licensed childcare program under the Bright From the Start (BFTS): Georgia Department of Early Care and Learning (DECAL).

The Houston County School District After School Program is EXEMPT from the rules and regulations that apply to typical full-time childcare programs such as daycare centers or family childcare centers through BFTS as defined in Rule 591-1-1-.46(1)(b) Exemption Categories (see excerpt from the rule below).

591-1-1-.46(b) Exemption Categories. The following types of programs shall be exempt from licensure:

*1. Programs which are owned and operated by any department or agency of state, county, or municipal government. This includes, but is not limited to, the customary school day, as defined in Georgia law, and before and/or **after-school programs in public schools operated by the public school system and staffed with school system employees** and recreation programs operated by city or county parks and recreation departments and staffed with city or county employees.*

Exempt programs are not required to comply with the Bright from the Start Rules for Child Care Learning Centers, but must comply with the criteria and requirements for exemptions in Rule 591-1-1-.46(1)(a) Exemption Requirements and Rule 591-1-1-.46(1)(b) Exemption Categories. The rules, requirements and Exemption Application are available at <http://www.decal.ga.gov/ChildCareServices/Exemptions.aspx>. Questions may be sent to ccsexemptions@decal.ga.gov.

Liability insurance is carried for situations that occur due to negligence by the program; however, an individual's health insurance policy would be responsible for any services needed due to personal accidents.

In compliance with such exemption requirements, we are advising you of the HCSD exemption status and request your signature of acknowledgement of your understanding as such.

By signing below, you acknowledge your awareness that the Houston County School District After School Program (including all host school sites) is exempt from the requirement of being a licensed child care program under BFTS: GA DECAL.

Print Child's Name

Print Parent Name

Parent Signature

Date