

# Fayette County After School Program Family Handbook Highlights FY20

Student(s) must be enrolled in the Fayette County School System to be eligible to attend the After School Program.

## Fees

- Form of Payment: Visa, Mastercard, AmEx (online only) Cash, Checks (payable to FCBOE up to \$300)
  - In office credit card payment will be processed until 6:15 pm.
  - Online credit card payments will be accepted until midnight Sunday prior to attendance.
  - Cash or checks will be accepted until 6:30 pm.
- Registration Fee - \$50/child, **non-refundable** submitted with completed ASP application.
- Reserved weekly tuition - \$55/child/week. Payment must be made by Friday prior to attendance.
  - If a child is absent Friday, payment must be submitted to ASP office by Monday.
- Non-reserved weekly tuition - \$80/child/week if payment is not received by Friday prior to attendance.
- Fees may be paid in the ASP office or online by registering with [myschoolbucks.com](https://myschoolbucks.com)
- **NO** credits, refunds, banked days or “carry-overs” will be applied due to student(s) absence(s) or ASP transportation changes.
- Late pickup fees are:
  - \$5.00 per minute/student - Not to exceed \$150.00/student
    - Late fees will accrue as of 6:31pm.

\*Site Coordinator will contact proper authorities after 7pm.
- **Five** late pickups or failure to pay fees will result in permanent dismissal from program.

## Program Operations

- End of school day until 6:30pm on days Fayette County schools are in session.
- Changes to student(s) attendance in ASP must be communicated in writing to the ASP site office.
- Parent/guardian may authorize others, age sixteen or older, to sign a child out of ASP. Written permission must be on file with the ASP office.
- In case of emergency school closing, students must be picked up from After School as soon as possible.

## Limited Access Security System

- For the safety and security of students and personnel, all elementary school buildings are equipped with limited access security systems. Persons seeking entrance must stand in clear view of the security camera to be identified via the monitor system and buzzed in by the ASP Office. The ASP Site Coordinator may request identification clarification before allowing access. Please assist us with maintaining security by entering alone.

## Activities/Snacks

- Snacks are based on USDA guidelines for school-age snacks. Snack menus are posted at each site and on the Fayette County School Nutrition Service web page.
- Activities are based on weekly center themes. Activity areas may include technology lab, creative play, games, crafts and sports zone/playground, STEM and computer coding.
- Learning Center is provided to allow students time to work on homework. ASP staff are **NOT** responsible for checking agendas or providing one-on-one homework assistance. Aides are **NOT** responsible for assuring that a student’s homework has been completed during Learning Center.

## Family Involvement & Visitors

Family members and other visitors are welcome to observe or participate in the program (sharing skills, culture, traditions, and hobbies) after checking in with the ASP Site Coordinator or Assistant Site Coordinator.

For additional information please view our Family Handbook online at [FCBOE.org](https://fcboe.org) or ask your Site Coordinator for a copy.