

Fayette County

After School Program

2019-2020 Family Handbook

Vision Statement

A program where children are inspired to develop a healthy lifestyle, creative initiative, mental agility and civic literacy in a neighborhood environment.

Mission Statement

Inspire children to thrive

Motto

Play, Learn and Grow Together

After School Program Central Office - 770-460-3990 ext. 256 or 244

Braelinn Elementary School 770-487-3947	Cleveland Elementary School 770-716-3917
Crabapple Lane Elementary School 770-487-6306	Fayetteville Elementary School 770-461-1571
Huddleston Elementary School 770-487-9084	Inman Elementary School 770-460-3414
Kedron Elementary School 770-487-0718	North Fayette Elementary School 770-461-5430
Oak Grove Elementary School 770-487-7861	Peachtree City Elementary School 770-487-5355
Peoples Elementary School 770-486-2737	Robert J. Burch Elementary School 770-964-4768
Sara Harp Minter Elementary School 770-716-3918	Spring Hill Elementary School 770-461-4011

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Registration and Fees

The After School Program (ASP) is a non-profit program funded by parent paid tuition. Program locations and size will be based on number of students pre-registered. By pre-registering, families allow for the After School Program to make the most accurate determination and use of resources for the year. The Fayette County After School Program reserves the right to freeze student ASP enrollment at any or all sites to ensure that the best quality of care is provided. If an individual site's enrollment drops below 25 students for three months, the Fayette County After School Program may alter, move or close the program at that site. We reserve the right to increase tuition should expenses exceed income. Should either of these become necessary, parents will receive a minimum of a thirty day notice.

Pre-register May 10, 2019 - May 23, 2019 to receive a \$25.00 discount.

Steps to Pre-register:

1. Complete ASP application and payment envelope.
2. Enclose non-refundable pre-registration fee of \$25.
3. Give completed application with pre-registration payment to ASP at your child's school by May 23, 2019.

Steps to Enroll (After May 23, 2019):

1. Complete ASP application and blue payment envelope.
2. Enclose non-refundable annual registration fee of \$50 and \$55 fee for 1st week of school in payment envelope.
 - a. For the first week of school: give completed application with registration and payment to ASP at your school's Open House.

Enrollment Policies

- Students must be enrolled in the Fayette County School System to be eligible to attend the After School Program.
- Each site could have an enrollment cap based on the number of students it can safely accommodate.
- Sites would maintain a waiting list once the program enrollment cap was reached.
- Completed application must be returned to ASP Site Office with \$50 non-refundable registration fee, per school year, before your child can attend.
- First week of school: completed payment envelope must be submitted to ASP Site Office by end of August Open House.

ASP Fees

The After School Program is a non-profit program funded by parent paid tuition. We reserve the right to increase tuition should expenses exceed income. ASP Fees are set to cover the cost of safe quality programming at the most affordable price. The fee structure is designed to keep students safe. Your cooperation in reserving space by the Friday prior to attendance will assist us in staffing appropriately and ensuring correct placement of your child upon school dismissal.

- **All fees are due to ASP prior to attending:**
 - Annual Registration Fee of \$50
 - Pre-registration Fee - \$25 (discounted \$25.00) for those paying pre-registration **by May 23, 2019.**
- Reserved Tuition Fee (5 day school week) - \$55 – Reserve space for week, with completed envelope and payment,

by the Friday prior to attendance to avoid paying the non-reserve fee. **There are no daily rates.**

- Reserved Tuition Fee (4 day school week) - \$44- *Only applies to the following weeks: Jan. 6th, Jan. 20th.* **There are no daily rates.**
- Reserved Tuition Fee (3 day school week) - \$33 - *Applies only to the week of Sept. 2nd, Oct. 14th* **There are no daily rates.**
- Reserved Tuition Fee (2 day school week) - \$22 - *Applies only to the week of Feb. 17th.* **There are no daily rates.**
- Non-reserved Tuition Fee – \$80 - When your child’s space has not been reserved by the Friday prior to attendance, this higher fee applies. **ONLY EXCEPTION** – if absent from school on Friday, payment is due upon return by 10:00 a.m.
 - The primary reason for this fee is student safety. Failure to reserve space leaves room for miscommunication between the ASP office, school front office, the classroom teacher, the bus loop supervisor and the car rider supervisor. In addition, to ensure our staff to student ratios meet state regulations and national standards, we must secure reserve fees on Friday.
- Reserve Extracurricular Fee - \$10 - **ONLY** applicable on days attending ARM and/or school sponsored clubs. Space must be reserved by submitting completed envelope with payment directly to ASP by Friday prior to attending. If not reserved, emergency rates apply (see page 4, ASP Fees)
- The following fees apply per child in case of unforeseen emergencies (must check space availability):
 - 1st Emergency - \$5/hour up to \$20
 - 2nd Emergency - Registration fee + Emergency hourly rate
 - 3rd Emergency - \$80 - Covers all days in the same week only (no “carry overs”).
 - All Emergency Fees are due upon pick up of child. They can not be paid online.
- No credits, refunds, banked days or “carry-overs”.

Payments

- Completed blue envelope must be turned in directly to ASP site office by preceding Friday before 6:30 p.m., with full payment, or space will not be reserved and non-reserve fee will apply. Students may not attend ASP unless payment has been received. Payment is due **PRIOR** to students attending.
- Checks, cash, credit cards or money orders accepted in exact amount **ONLY**.
 - Credit card payments will be processed until 6:15 pm
 - Cash or checks will be processed until 6:30 pm
 - Online payments may be made up until Sunday at midnight for the week ahead. There is no transaction fee charged when making an online payment. Online payments may be made using the myschoolbucks.com account.
- Make checks payable to Fayette County Board of Education (FCBOE).
 - Checks accepted up to \$300.00
- Monthly or bi-weekly payments accepted in advance. Blue envelopes must still be submitted weekly to reserve space for days planning to attend. No refunds, credits or “carry-overs”.
- Envision Payment Solutions is the Fayette County check service provider
 - Service charges, processing fees and state applicable returned check fees will be charged in accordance with state law.

Late Fees

- Employees are scheduled until 6:30 p.m. Late pick-ups require employees to stay past their scheduled hours.

Please respect their time and avoid late pickup fees by arranging to have your child picked up no later than 6:30 p.m. school time.

- 6:31 p.m. until pickup = \$5.00 per minute
- Charge applies per child, each day a parent arrives late.
- Five late pickups or failure to pay fees will result in permanent dismissal from program.
- *Parents/guardians are responsible for paying fees at time of pickup.*
- If child is not picked up by 7:00 p.m., the site ASP Office staff will contact proper authorities.

Fee Balance Policy

The After School Program requires that payments be made in advance in order to provide proper and safe staffing levels to maintain the high quality level of our program. Any balance not paid when due will result in one or more of the following based on severity of the delinquent account:

- Additional fees levied due to late payments (see non-reserve fees)
- Removal of the student from the program until balances are paid in full
 - Prevention of registration for the upcoming school year
- The delinquent account will incur a non-refundable re-registration fee to cover loss of revenue and collection costs before child is allowed to re-enroll in ASP
- Permanent dismissal from the After School Program

Fees are subject to change and are administered in the fiduciary interest of the program.

Receipts for Flex Plans and Taxes

It is the sole responsibility of the family to maintain documentation for end-of-year tax records. The After School Program will not provide yearly or quarterly itemized family accounts of payments received. However, parents may access and print their own record of fees paid through their student's Infinite Campus account.

- Request monthly receipts in advance for flex plans/taxes (yearly/quarterly summaries not available).
- Keep canceled checks/cash receipts for IRS purposes (itemized tax statements will not be provided).
- W-10 Dependent Care Provider's Identification and Certification form available from site
- Tax ID #58-6000241

Financial Assistance/Scholarships

- Parent paid fees are not used to subsidize scholarships. The Fayette County After School Program seeks other funding sources to provide financial assistance for students in need. Scholarship availability is determined by the amount of dollars received. Families in need of financial assistance to cover fees may contact their school's counselor for more information on scholarships. Scholarships are based on extreme financial need when monies are available. All ASP scholarships are 50/50; the length of the scholarship varies. Please note, application does not guarantee assistance.

Program Operations

- End of the school day until 6:30 p.m., on days Fayette County Schools are in session.
- Please see the Fayette County School Calendar for student holidays printed in your school handbook or visit [FCBOE web site for the 2019-2020 School Calendar. \(www.fcboe.org\)](http://www.fcboe.org)
- Adult to child ratio is typically 1:20 for K through 5th grade.

Signing-In Children (Transition to ASP)

- Days child will attend must be written on the blue payment envelope and received by preceding Friday.
- Payment must be submitted directly to ASP or online by preceding Friday in order to ensure child's safe transition from school to ASP and maintain appropriate staff to student ratio.
- Blue envelopes are used to create weekly attendance; therefore, payment envelopes must specify each day child will attend to prevent child from being dismissed by other transportation means.
- Students absent from school or checked out during the school day due to illness may not attend ASP the same day.
- School dismissal/transportation changes must be communicated separately with ASP Site office AND child's teacher in writing.

Signing Children Out (Releasing Children from Program)

- Child should be picked up and signed out by 6:30 p.m. daily (picture I.D. required at sign out).
- Parent/guardian may authorize others, age sixteen and up, to sign child out (written permission must be provided in advance or remain on file in ASP Site office).
- Students will be released only to those individuals listed in Infinite Campus. For the safety of your child, we will not release your child to an Uber/Lyft driver.
- Parent/guardian must note any unusual visit or pick-up restrictions on application form or direct ASP Site office staff in writing (legal documentation must be provided to support the restriction).

Activities

- Activities include computer and technology, creative play, arts and crafts, games, organized group play, special interests, special events, community involvement, homework time, socialization and down time.
- Dress children in clothing appropriate for both indoor and outdoor activities.
- Provide ASP office staff with signed note if child is unable to participate in any activity.
- Learning center space is provided to allow students to work on their homework. ASP staff will **NOT** be responsible for checking agendas or providing one-on-one homework help. ASP staff are **NOT** required to ensure a student's homework has been completed.

Program's Purpose, Philosophy and Commitment to Families

Purpose

The Fayette County After School Program's purpose is to improve children's quality of life through extending and enriching out-of-school-time learning activities.

Philosophy

The Fayette County After School Program's philosophy contends that activities of children during out-of-school-time can be as important to their growth and development as the time they spend in the classroom. During these non-school hours, children have opportunities to choose a variety of enriching activities. Their choices allow them to explore new fields of interest and engage in hands-on activities within a supervised neighborhood setting. This environment fosters opportunities for children to interact with both siblings and friends. The activities are designed to support and expand the physical, social, emotional and cognitive skill development experienced in school.

Guiding Principles:

- Team members build and maintain positive human relationships with children, families, school hosts and each other.
- Indoor space meets children's needs with allowances for initiative and exploration.
- Outdoor space meets children's needs with opportunities for creativity and independence.
- Schedule of age-appropriate activities is flexible within a welcoming and engaging setting.
- Activity choices promote personal growth and development within a physically and emotionally comfortable and supportive environment.
- Procedures exist to provide supervision and security for children while protecting their safety and health.
- Procedures are aligned with best practices and are responsive to needs of children, their families and the community.
- Constant, interactive supervision of students is essential; staff:child ratios are based on activity complexity.
- Administration provides professionally qualified staff with ongoing opportunities for professional growth and continuous support.

Individual Needs

- Families are expected to provide staff with information regarding special considerations for their children upon enrolling. This includes, but is not limited to, behavioral concerns, medications, medical or other exceptional needs (see medication/illness). Our staff will consider this information along with every student's individual needs in planning activities/space with reasonable accommodations.

Child Guidance and Discipline

- Children in ASP are expected to exhibit respect for others, act responsibly, and treat site property with care.
- Failure to adhere to the expectations above will result in disciplinary action.
- Discipline procedures correspond to FCBOE Guidelines for Student Behavior and Progressive Discipline.
- Violations may result in child's dismissal from ASP, even on the first offense.

Family Involvement & Visitors

For safety purposes, family members and other visitors are welcome to observe or participate in the program (sharing skills, culture, traditions, and hobbies) under the following safety precautions:

- Everyone must:
 - Check in with the After School Program office prior to entering the program.
 - Present a picture ID for visits and sign-outs.
 - Wear a visitor name badge while in the program.
 - "Promote mutual respect, civility and orderly conduct" as outlined in [Fayette County Board of Education policy](#). A family member's failure to act in a civil manner may result in their child being dismissed from ASP.
- Persons wishing to volunteer on a regular basis must submit a mentor/volunteer application (see the [Mentor Program Site](#)). Applicants must successfully complete background clearance through the Fayette County Board of Education, at their own expense, and complete required training.

Providing Input

- Family comment forms, evaluations, and information update/change forms are located in ASP office.

- A family information bulletin board is provided at your site with information on upcoming community events and community resources or visit the [Fayette County Public Schools](http://www.fcboe.org) website. (www.fcboe.org)
- Each site has an advisory board, please see your Site Coordinator for more information.

Program Orientation and Family/Staff Communication

- Orientation
 - Spring Application Process/School Fall Open House
 - Family Orientation Night
 - ASP site staff are available to answer questions new families have about ASP
 - Families receive payment envelopes and program information as they register
 - This [family handbook is available online](http://www.fcboe.org). (www.fcboe.org)
- Communication
 - Resource personnel are available to assist in communication with families who do not speak or read English.
 - A program newsletter and the FCBOE website informs families of any special programs or changes in activities.
 - Injuries, accidents, and behavior concerns of children are communicated with families through day-to-day conversations and/or written documentation as appropriate.
 - Conferences to discuss suggestions and concerns may be scheduled with the ASP Site Coordinator or the Director of ASP (770) 460-3990 ext. 244.

Student Health & Safety

Medical / Illness

- To avoid the spread of illness, students with nausea, diarrhea, fever or other signs of an infectious illness should not attend ASP. Parents will be notified and asked to pick up their child if these symptoms appear during the After School Program. Students should not return to school or ASP until they have been fever free or symptom free for one full school day (per FCPS Elementary Student Code of Conduct).
- Special medical instructions for ASP should be documented on your student's Health Care Plan provided by your school clinic. ASP employees will ONLY administer medication during ASP hours per the current FCBOE Medication Policy (JGCD).
- It is your responsibility, as parent/guardian, to provide the ASP Site Manager with written notification that a *Health Care Plan* is on file in the school clinic (refer to ASP application) for your student and to provide written notice of all updates and revisions throughout the school year.
- ASP staff does not have access to the school clinic during ASP hours. Therefore medication must be submitted to the Site Coordinator in accordance with FCBOE Medication Policy (JCGD).
 - Medication must be submitted to the Site Coordinator in the original prescription container with current date.
 - Medication must match the information contained on the school medication authorization and the student's health care plan.
- If medication is not supplied by family/guardian and child is unable to function appropriately, child must be picked up immediately.

- A sick child must be picked up by parent/guardian immediately upon notification from ASP Office. If parent/guardian is unavailable for pick up, emergency contacts will be called to pick up child.
- Child should be free of fever for 24 hours without use of fever reducing medication in order to attend ASP.
- Students absent from school or checked out during the school day due to illness may not attend ASP the same day.

Accidents/Emergencies/Liability

- In case of serious illness or injury, staff will follow parental instructions on the emergency/medical sections of student application whenever possible. However, in all cases, staff will deal with emergencies in the most effective manner.
- Students who purchase 24 hour coverage for school insurance are covered during ASP; however, those who do not purchase school time coverage are NOT covered during ASP.
- ASP and Fayette County Public Schools do not accept liability for personal injury.
- ASP does not accept responsibility for personal effects lost, stolen,damaged or traded items.

Snacks

- Snacks are based on USDA guidelines for school-age snacks.
- There is no additional charge assessed to students for snacks.
- Snack menus are posted at each site and on the [FCBOE School Nutrition Service web page](#).

Transporting Children/Field Trips

- Students enroll in the ASP at the school they regularly attend.
- Transportation is not provided by the After School Program.
- Field trips must be pre-approved through the ASP Central Office.
- Field trips must follow Fayette County Public Schools field trip guidelines.

Emergency Closing Policy

- When school is dismissed early, conditions may prevent ASP from remaining open. However, if ASP is able to operate,we ask that the children be picked up as soon as possible.
 - Early dismissal will be handled according to parent's/guardian's instructions on each child's ASP application.
 - The child will be placed on his/her bus or held for immediate pick-up (if space has been reserved for that day by preceding Friday) Student's accounts will be credited only if the day(s) the program closed were previously reserved with payment.

Student Privacy

- From time to time, students may participate in activities that may be photographed or videotaped for school/program related news stories or broadcasts. If you prefer that your child's picture and/or name not be published, please notify the school principal and ASP Site Coordinator within five (5) days after officially enrolling in school with any written requests to that effect.
- All student information is kept confidential under the Family Educational Rights and Privacy Act (FERPA) and is used only by Fayette County Public Schools. For more information on your rights under the Family Educational Rights and Privacy Act (FERPA), refer to the Elementary Student Code of Conduct located on the [FCBOE website](#). (www.fcboe.org)

Pupil Rights

- From time to time, students and families may be asked to complete questionnaires for program improvement purposes. Please refer to the Notice to Parents/Guardians and Eligible Student of Rights Under Protection of Pupil Rights Amendment (PPRA) located in the Elementary Student Code of Conduct located on the [FCBOE website \(www.fcboe.org\)](http://www.fcboe.org) regarding requests and/or objections concerning student and family After School Program questionnaires. Please provide the After School Program Site Coordinator any requests for information in writing.

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.

Student Chromebooks

- As elementary students use school issued chromebooks in our After School Programs, they will adhere to the school policies and procedures set forth within the parental and student contracts with the school. Only those students with signed technology contracts will have permission to have their Chromebooks during the After School Program. The After School Program is not responsible for damage or theft of technology devices.

Licensure Exemption

- The Fayette County After School Program is exempt from licensure by the Georgia Department of Early Care and Learning as we are operated and staffed by a public school system. We are obligated to follow all rules, regulations and policies issued and directed by the Fayette County Board of Education. Another component of our exemption status requires us to carry liability insurance in order to operate our after school programs.