

# **AFTER SCHOOL PROGRAM PARENT INFORMATION 2019-2020**



**BARTOW COUNTY  
SCHOOL SYSTEM**  
*empowering our children to succeed*

**Dr. Phillip Page, Superintendent  
Bartow County Schools**

**Dr. David Chiprany, Deputy Superintendent  
Bartow County After-School Program**

## PHILOSOPHY

The Bartow County School System offers the After-School Program for the purpose of providing supervision to elementary school-age students from after school until 6:00 p.m. each school day. The program is available to children enrolled in pre-kindergarten through fifth grade whose participation in the activities provides beneficial experiences.

Each program strives to establish a safe, relaxed, and stimulating environment that allows for individual and social growth. Children engage in activities that encourage creativity, build good social relationships, reinforce appropriate behavior, and promote a positive self-image. Activities will include academic homework support/study time, recreation, and/or other enrichment activities as appropriate.

## GENERAL INFORMATION

Children participating in the program do homework and engage in recreational and enrichment activities. The children are supervised by certified and non-certified personnel.

The After-School Program is designed to be non-profit and self-supporting. The ASP will charge \$35.00 per week for the first child and \$20.00 for each additional child or a drop-in fee of \$10.00 per day per child to cover the expenses of the program. There is an annual registration fee of \$10.00 per child or \$25.00 per family (3 or more children), payable before your child stays in the After-School Program. This fee is mandatory per the Bartow County School District. A snack is provided daily to each student at no additional cost. Fees charged will provide funds for the salaries of the employees, supplies, refreshments, utilities and other operational costs. The program will be offered at school sites with sufficient enrollment to generate fees to cover all program expenses.

Release of a child will only be to an authorized person. The ASP personnel reserves the right to ask for identification or relevant documentation or to request assistance from law enforcement if the Site Coordinator believes the child's welfare may be endangered.

Students who participate in the After-School Program will be designated as follows:

- Full Time: Those students who attend the program 5 days each week
- Drop-In: Those students who may attend the program only occasionally. The full fee is charged to all students who are present when attendance is taken, regardless of how long a student stays each day. There is no "grace period".

## DAILY FEES

A student with an absence of more than five consecutive days due to illness may receive a credit for the following week provided the student has a doctor's excuse for the week missed from school. Unless an illness lasts more than five consecutive days, **there are no refunds or carryovers of fees.**

Occasionally a school week will be less than 4 days. During those weeks with less than 4 days, full time as well as drop in students will be charged a daily rate of \$10.00. Weeks with less than 5 days **WILL NOT** be combined for payment.

- There is a non-refundable annual registration fee of \$10.00 per child or \$25.00 per family (3 or more children)
- All tuition must be prepaid.
- ASP checks should be made payable to the school and should be for the exact amount of ASP tuition. DO NOT include payment for any other school items/services (i.e. lunch money) with your ASP tuition. Returned checks carry a minimum handling charge of \$25.00.
- We cannot give change. Any money over the exact amount will be credited to your child's account.
- **If the student account becomes delinquent, the parent/ guardian will have three days from the date notified by the school to bring the account current. Failure to pay within this time will result in the student being dropped from the After-School Program.**
- After two returned checks, only cash or money orders will be accepted.

### **LATE PICK-UP FEES**

Pick up is at 6:00 p.m. sharp. There will be a late fee of \$1.00 per minute per child charged until the child is picked up. The third violation will result in temporary dismissal from the program and the fourth violation will be cause for permanent dismissal. At 6:00 P.M. the parents or guardians will be called at home and work. If they cannot be reached, the authorized people designated on the application form to pick the student up will be called. If at 6:30 P.M. no one can be reached, the last resort will be to call the Bartow County School Campus Police. The program staff will neither drive the child home nor allow the child to walk home.

### **SPECIAL NEEDS STUDENTS**

The After-School Program welcomes students with special needs. We do request advance notification of attendance of any student who may have circumstances requiring special consideration. Please let the ASP Site Coordinator know as soon as possible if your child requires special consideration.

### **DAILY ATTENDANCE**

The daily attendance procedures are as follows:

- Parents are responsible for notifying the child's teacher in writing of the child's daily attendance in After-School Program.
- It is imperative that all students attending ASP be in attendance for roll call.

## **SUSPENSIONS/WITHDRAWALS**

Students may be temporarily or permanently withdrawn from the program for the following reasons:

1. Severe discipline problem as defined by the principal.
2. Discipline problems (three or more).
3. Excessive late pick-ups (three or more).
4. Non-payment of fees.
5. Non-cooperative parents (as documented by three or more events).

Suspension is appropriate if the three discipline offenses are over an extended period of time.

A decision to withdraw a child from the program will be made jointly by the Principal, the After-School District Coordinator, and the Site Coordinator.

## **LIABILITY**

Liability for personal injury is not accepted by the ASP or the Bartow County School Board of Education. The ASP will not accept responsibility for personal effects lost, stolen, or traded.

## **PARENT CONFERENCES**

Conferences with ASP personnel concerning program matters are to be scheduled through the Site Coordinator. He/she is available to answer questions from 2:30 p.m. to 6:00 p.m., but will not be available for ASP matters during regular school days.