

**Douglas County School System  
After School Program  
Parent Handbook  
2019-2020**

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# Section 1: Mission

## Mission Statement

Mission: The mission of the Douglas County School System is to provide a quality education for all students in a safe, supportive environment.

Vision: Our vision is to build a community of lifelong learners that become responsible individuals, independent thinkers, and productive citizens.

### Goals:

- To provide a challenging, comprehensive instructional and curricular program for all learners
- To provide a school environment that is safe and supportive and enhances the learning process
- To improve communication through out the school community.

### Beliefs:

- Understand how children and adults learn and continue learning,
- Build communities of life long learners
- Cultivate the leadership potential of every employee, student and parent in our school system
- Be creative, energetic visionaries, who respond quickly to diverse and evolving issues
- Meet the needs of our stakeholders (students, parent, employees, and community)
- Maintain efficient and effective administrative processes for instruction, operations, human resources and sound fiscal management.

The Douglas County School System mission for the After School Program (ASP) is to provide a safe, relaxed, and enjoyable environment for its elementary and middle school students. The ASP provides enrichment activities, social interaction with peers and homework help in a well supervised, structured setting for its elementary (K-5) and middle (6-8) school students. ASP serves students who are enrolled in the school. The program is considered exempt from licensure set forth in the 290-2-2-.05€3 and Bright from the Start. Acknowledgement of such exemption is documented in a letter posted on the community board at each school. Students take part in experiences that encourage creativity, social relationships, appropriate behavior, and positive self-image. The After School Program does not provide educational services to students and is not intended to be an educational program. Rather, group activities in which students will participate include things such as movement, homework, computer games and story time. The ASP includes homework time and recreational activities.

Schools will develop goals specific to their ASP in line with the overall mission of the Douglas County School System.

### Policies, Procedures and Guidelines

Each school's ASP will operate within policies, procedures and guidelines of the Douglas County School System.

Specific guidelines and procedures may be developed at each school within the parameters of system policies, procedures and guidelines.

## Section 2: Registration

### Registration

ASP registration is handled through a system called Eleyo. Parents will be asked to complete the following information and create an account.

- Student name
- Additional student names in the same family
- Grade
- Name of parent or guardian
- Home address
- Home phone number
- Parent's work phone number(s)/cell phone numbers
- Emergency contacts
- Authorized pick-up individuals with phone numbers
- Medical information/allergies
- Inclement and severe weather contacts
- How often student will attend

Schools may add additional information to the registration form, as they deem necessary.

### Registration Fee

Each school's ASP will charge a \$10.00 registration fee per family (non-refundable). This will be charged once the registration is submitted in Eleyo and the school asp director accepts the registration contract.

### Parent Information

All parents or guardians will be provided with an ASP information during the online registration process for their student and will be asked to sign off on understanding and accepting of the policies. A copy for the parent will be sent in the form of an email and accessible on the online registration platform.

- Tuition and fees
- Grades Served
- Payment procedure
- Hours of operation
- Discipline policy
- Pick-up procedures
- Late pick-up penalties
- Activity schedule
- Name of the ASP Director or school contact and phone numbers
- Severe weather procedure

## **Section 3: Daily Operation**

### Program Times and Start Dates

Elementary School - 2:45-6:00 p.m.

Elementary sites may offer a morning before-school program at the schools discretion from 6:30 -7:15 a.m. in addition to the ASP based upon need. The decision to have a morning school program will be determined by the school site.

All elementary and middle schools will start their ASP on the first day of school. The last day of the ASP will be left up to the discretion of the school site, but must fall sometime during the last week of school.

### Activities

Each school's ASP will provide:

- A daily nutritious snack
- Homework / enrichment time
- Recreational activities

Individual school sites will plan specific activities and the amount of time spent in each of the activity areas.

### Attendance and Sign-Out Procedures

Each school's ASP will follow the Douglas County School System policies and procedures for keeping student and staff attendance records, signing students out and noting payment history. All parents will utilized the ASP iPad to sign their child out through the Eleyo system.

### Late Pick-up Fees

All schools will charge a \$1.00 per minute per family fee for late pick-up of students past 6:00 p.m. Continuous late pick-up could result in dismissal from the program.

### Discipline Procedures

Each ASP will establish discipline guidelines at their school site. Students may be temporarily or permanently removed from the ASP depending upon the offense.

## Section 4: Financial

### Tuition Fees and Payment Procedure

\$8.00 per student per day

\$10.00 non-refundable registration fee per family

Tuition is due weekly on the Friday before except in emergency situations. If a student is absent and payment was made for that day, the daily fee will be considered a credit and roll over to the next week or day's attendance. **We do not charge parents for days absent from the after school program.**

All ASP cash or checks will go directly from the student or parent to the ASP bookkeeper. School teachers or office personnel will not handle ASP money unless they are also employed as the ASP bookkeeper. P

Payment by check, cash, money order and online through Eleyo.

### Scholarships

As funds may be available, partial scholarships for the ASP will be available to students based upon need. Parents in financial need will need to meet with the ASP director to complete a "Financial Assistance Request" form. ASP administrative staff will review application and notify parents if eligible. All families will pay the \$10.00 registration fee regardless of financial status.

### Past Due Payment Procedure

ASP balances should not exceed \$40. If an account is overdue, the student(s) will not be allowed to stay in the ASP program until payment is made on the overdue balance. Each school's ASP will follow the Douglas County School System procedure for handling returned checks. It is permissible to institute a "cash only" payment basis for individuals that write bad checks.

The school will notify parents or guardians, in writing, when they are one week behind in payment and the student will not be allowed to return to the program until all fees are paid. A \$10.00 late payment fee may be applied to accounts that are past due.

**Children not registered for the ASP are not eligible to stay. Registered students must be picked up by 6:00 p.m. each day. The school will contact the Department of Family and Children Services, local law enforcement, or school social worker as appropriate for children who are left to attend the After School Program without advance registration, payment or not picked up by 6:00 p.m.**

## **Section 5: Personnel**

After School Program staff members are all school system employees that have been processed through the system human resources department. ASP staff may consist of the following:

Program Director  
Certified Teachers  
Classified Employees  
College Students  
High School Graduates  
High School Students

### Staff/Pupil Ratio

Maximum homework / enrichment time ratio is 1:15.  
Recreational ratio can be increased above 1:25.

### Supervision and Job Descriptions

Each school's ASP is under the supervision of the school administrators. The administrators shall designate responsibilities for the ASP director, teachers, para-professionals and other employees.

Supervision of students must be from personnel that are 18 years of age or older. High school students under 18 may serve as teacher assistants. Non-system contract personnel holding classes or in-services for students must be supervised by an ASP staff member.

### Mentors

Adult mentors registered as official Douglas One-2-One mentors may mentor students at the school site during before / after school hours. Participants must stay on the school campus at all times.

## **Section 6: Provision of Services**

### **Benefits and Services**

The After School Program sponsored by the Douglas County School System is designed to provide adult supervision, in a group setting, to students whose parents work outside the home after school hours. The After School Program does not provide educational services to students and is not intended to be an educational program. Rather, group activities in which students will participate include things such as movement, homework, computer games and story time.

Eligible students with disabilities who enroll in the After School Program will be provided reasonable accommodations and/or modifications in order to afford them meaningful access to the Program. Accommodations are considered reasonable where the provision of them would not result in a fundamental alteration of the Program or the services offered by the Program or create an undue financial or administrative burden.

### **Terms and Conditions of Enrollment**

1. Students must be registered in the prepaid program in order to attend. Students not registered in the prepaid ASP will not be allowed to attend.
2. Students are eligible to enroll in the After School Program at the school they attend during the school day if they are currently enrolled and attend a Douglas County school.
3. Enrollment in the program may be terminated or denied if:
  - a. A student's behavior is so disruptive or dangerous that, even with the provision of reasonable accommodations, continued enrollment poses a significant risk of physical or emotional harm to the student, other students or staff.
  - b. A student's participation in the Program requires removal of architectural barriers and such removal is not readily available.
  - c. A student's participation in the Program, even with reasonable accommodations, poses a significant health or safety risk to the student, other students or staff.
  - d. A student's needs require the provision of services that are determined to a "fundamental alteration" or an "undue burden."
  - e. A student's account balance is not paid when services are rendered.
4. Students may be denied admission to the After School Program based upon the lack of available space and may be placed on waiting lists for available openings on a first come first serve basis.
5. Parents of students participating in the After School Program are required to pay a registration fee and a weekly tuition fee, the amount of which is determined by the



Douglas County Board of Education. Students may be withdrawn from the program for failure to meet payment requirements.

6. If there are any concerns of problems with ASP program decisions or financial matters, parents must schedule a private appointment with both the ASP director and school administrator.

## **Health & Safety of Students**

### **Emergency Manual**

Each school must have a detailed Emergency Manual at the school site. All ASP employees must be familiar with the Emergency Manual and its location. All ASP sites must conduct emergency drills. Each ASP director must meet with the school administrator to schedule these drills and report the drills using appropriate school system forms. Each school must submit a copy of these forms to Mitzi Teal the following school day.

The principal and ASP director are responsible for ensuring all ASP personnel are familiar with all school emergency and crisis management procedures. All ASP personnel should be trained in basic first aid. It is recommended that the ASP director and other daily workers also be trained in CPR.

Each school has an Emergency Plan that outlines procedures that students and staff should follow in the event of an emergency. Local public safety agencies, the Georgia Emergency Management Agency (GEMA), and school administrators have reviewed and approved these procedures.

### **Crisis Management Manual**

Disasters can take many forms. They may be weather-related, as in tornadoes or floods; accident-related, as in bus or automobile deaths or drowning; illness-related as in AIDS or cancer, or bizarre and unusual, as in the case of snipers or a murder. Pre-planning can be done for some of these disasters, as when a death from cancer is anticipated or when weather forecasts warn of tornadoes. Others may be sudden and allow no time for pre-planning. It is the purpose of the Douglas County School System's Crisis Team to help prevent, prepare for, and respond to those situations, which have the potential to take on crisis proportions. Every school must have a copy of the Crisis Management Manual.

## **Douglas County School System Policy and Procedures – Related to Student Health Services**

**This information can also be found in the district handbook on page 6**

**NOTIFICATION OF PARENTS:** Anytime a child becomes ill or is injured at school or during ASP time, parents are notified immediately by phone. In the event the parent or guardian cannot be reached, the school staff will utilize the listed emergency contracts for notification.

**EMERGENCY CONTACT INFORMATION** In order for the school to know and comply with the wishes of parents, emergency contact information must be filled out for each student and returned to the office for use in emergency situations. This information must be updated annually and whenever changes in contact information occurs. When you receive a Student Contact Form, please update it and return it to the school within five (5) days. Current, accurate information will enable the school to contact you in the event of an emergency. It is the parent/guardian(s) responsibility to keep the emergency card current. At least one local phone contact in addition to the parent/guardian must be listed to insure the safety of your child. If any information changes during the school year, contact the school immediately.

**ILLNESS/INJURY TREATMENT INFORMATION** In case of illness/injury, the designated School Health Monitor or other appropriate school personnel will render care as directed by the School Health Resource Manual while attempting to contact the parent. If neither the parent nor the emergency designee can be reached and the situation is very serious, the school shall telephone the Emergency Medical Services (911) for immediate transportation to the nearest Emergency Treatment Facility. Whenever possible, the parent's hospital preference will be observed. Fees for transportation and medical services will be the responsibility of the parent/guardian. In the event a student's illness is not deemed an emergency, but signs/symptoms of an illness and/or fever are present. **The parent/guardian will be contacted and requested to pick up the student from school. If the parent cannot be reached, the emergency designee will be contacted.** In the event, no designated adult can be reached, or the parent refuses to pick up the student, the principal retains the right to contact appropriate law enforcement and/or Department of Family and Children's Services (DFACS) personnel to assume responsibility for the student.

**ACCIDENTS AND INSURANCE** The school is responsible only for immediate first aid. The Board of Education does not pay any medical or hospital bill incurred as a result of accident to the student at school. The parent or guardian is responsible for the payment of such bills. We urge you to make use of the protection afforded through school insurance. You will be given information regarding various insurance plans during the first week of school. Athletes are urged to make sure adequate insurance is obtained. In case of accident, no matter how minor, the student should report the accident to the teacher immediately.

In the case of severe accidents or acute illness, emergency care will be given and the parents will be notified.

**MEDICAL TRANSPORTATION** It is the responsibility of the parents to provide transportation and further care for the student if the student becomes ill or injured on school property. Emergency personnel will be called in emergency situations. Students may not be sent home without parental approval and no student may drive when excused for medical reasons unless parental consent has been given. The parent or guardian is responsible for payment of emergency transportation costs.

**SCHOOL HEALTH RECORDS** Parents/guardians should complete a health information form at the beginning of the school year or upon registration. This form includes: • All emergency contact information (including cell phones and pagers) • Pertinent health history • Primary care providers and insurance information • Medications taken at home and school • Allergies • To whom child may be released

When completing the health information form, please remember this form provides us with valuable information should your student become ill and/or injured at school. This form is NOT intended to be a substitute for directly communicating school day medical needs with school personnel. If your child has a medical condition that may possibly require modifications or staff training (diabetes, seizures, asthma, etc.), please contact your School Health Monitor to arrange an appointment with the appropriate Health Services Coordinator/Registered Nurse. Please remember a Registered Nurse is not always immediately available during after school hours.

**Contagious Illness** the Douglas County School System consults the local Cobb/Douglas County Public Health Departments when a contagious illness is reported. The district student services department, DCSS nurses and district administration works in collaboration to review the illness report and discuss any needed protocols. The Douglas County School System follows the Health Department recommendations and protocols, as well as the guidance of the CDC (Centers of Disease Control and Prevention). The team will then determine the level of communication to parents. Depending on the illness, notification to parents is handled through the school system communication department and letters and/or phone calls are made to the parents of the effected school. The DCSS nurses and school administration work with the parent or guardian of the child (ren) with the illness and follow attendance regulations on a case by case basis. Furthermore, the documentation provided by the medical provider is reviewed.

### **CPR/First Aid**

The Douglas County School System requires that each school has a number of staff CPR certified, including ASP workers. ASP requires at a minimum, two workers who are on site at all times have CPR/First Aid/AED training. Bright from the Start and the Georgia Department of Early Care and Learning may require all ASP staff be trained in CPR/First Aid/ AED and Stop the Bleed. These will be schedule with the Student Services Coordinator of Health and School Nurses. ASP directors will maintain record and a list of all staff and which ones are hold certification. A copy of their current certification will be filed in the CAPS site monitoring notebook.

**Stop the Bleed:** This is a new training that began roll out in schools during the 2019-2020 school year. Ten employees in each school were trained and a kit is housed in the schools main office.

- In 2017, the Georgia Trauma Commission along with the Georgia Trauma Foundation, the Georgia Society of the American College of Surgeons, and the Georgia Committee on Trauma collaboratively launched the nationwide "Stop the Bleed" campaign in Georgia.
- **Stop the Bleed** ([www.bleedingcontrol.org](http://www.bleedingcontrol.org)) is a nationwide initiative of the American College of Surgeons and the Hartford Consensus that helps train and prepares citizens in the event they are witness to an emergency bleeding situation.
- Stop the Bleed is designed to put the knowledge gained by first responders and our military into the hands of the public.
- The Georgia General Assembly approved funding to train and equip all Georgia Public Schools with bleeding control kits.
- The bleeding control kits are designed to enable bystanders to control life threatening bleeding and provided immediate care to the injured while awaiting the arrival of professional responders.
- The bleeding control kits contain a tourniquet, wound packing materials, and gloves to prevent further exposure.
- Statewide healthcare and emergency response partners are working together to distribute the training and equipment to each school. Schools are being asked to train a minimum of 10 staff members in order to receive the kits.
- Our goal is to provide the life-saving education and equip all of our school classrooms, law enforcement vehicles, and public venues such as airports, stadiums, and churches with bleeding control kits.
- Our goal is to build resilience by educating and empowering all citizens to be aware of the simple steps that can be taken to stop or slow life threatening bleeding.

### **Infectious Diseases: Board policy JGCC-R(1) & GANA.**

A detail of this policy can be located on the school system website under policies through eboard, located at [www.dcssga.org](http://www.dcssga.org).

An “infectious disease” means an illness due to an infectious agent or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal.

The Superintendent or designee will develop and implement procedures related to the impact of infectious diseases on school system management and operations. Such procedures will be

consistent with the requirements of the Georgia Board of Education Rule 160-1-3-.03 and will require the following actions:

1. The annual provision to employees of information, education or training related to transmission of infectious diseases, risk reduction and standard precautions, based on guidelines or recommendations of the Centers for Disease Control and Prevention (CDC), including the use of personal protective equipment as appropriate to tasks with potential exposure.
2. The immediate notification of the person, or if the person is a minor, to the parent or guardian, of the need to obtain an appropriate medical evaluation where there exists reasonable suspicion that an employee or student has an infectious disease.
3. The involvement of the school nurse, public health agency representatives, health care professionals, and school system administrators in operational decisions concerning an employee or student who has an infectious disease.
4. The disclosure of health-related information only as permitted by state or federal law.

All personnel should be aware of safe routine procedures for dealing with blood and body fluids (i.e. feces, urine) in the school setting.

Personnel responsible for dealing with injuries, organizing health and safety instructional activities, and cleaning facilities and equipment should be incorporating the precautions and procedures below on a regular basis.

1. Disposable single-use latex or vinyl gloves should be worn when dealing with injuries involving bleeding; first aid for minor cuts and nosebleeds may be able to be handled by the person involved in most cases.
2. Hand washing with soap should be a routine procedure in schools for students and staff. This practice should include a ten (10) to fifteen (15) second hand washing with soap after contact with blood and/or body fluids.
3. Persons responsible for the cleaning and maintenance of CPR mannequins and CPR instruction should follow the guidelines established by the American Heart Association, the American Red Cross and the Center for Disease Control (CDC).
4. Alternatives must be sought for all instructional laboratory activities which involve blood or other body fluids.

5. School-sponsored health fairs, off-site clinical activities, and independent student science or health project activities must conform to required federal, state, and local guidelines.

The following routine procedures for cleanup of blood and other body fluids in the school setting should be practiced:

- a. Blood and/or body fluid spills should routinely be handled using a barrier such as paper towels, plastic garbage receptacles, and disposable single-use gloves. Rubber household gloves may be reused if properly cleaned and disinfected and if they are not cracked, peeling, torn, etc.
- b. Wearing gloves, use paper towels to disinfect spill area with disinfectant designated by school system. Dispose of the paper towels properly in a securely fastened plastic bag. Let the area dry.
- c. If using rubber household gloves, wash them with soap and water and then rinse with the disinfectant before removing. Avoid handling items when wearing soiled gloves.
- d. Non-disposable cleaning equipment and materials, such as towels, mops, and aprons should also be washed in hot water, rinsed, disinfected with the disinfectant and rinsed again after use.
- e. Disposable gloves should be discarded in a securely fastened plastic bag. Remove gloves by turning them inside out, beginning at the wrist and peeling them off. When removing the second glove, do not touch the soiled surfaces with your bare hand. Hook the inside of the glove at the wrist and peel the glove off.
- f. After removing gloves, wash hands thoroughly with soap and water.
- g. Any garbage containing blood or body fluids (i.e. sanitary napkins) should be placed in a plastic bag, securely fastened and double bagged prior to disposal.
- h. Those who are cleaning should avoid exposure of open skin lesions or mucous membranes to blood or body fluids.

## **Food and Allergic Reactions**

The after school program registration takes place annually, parents are required to register for the program online and at that point they are required to document and list all medical or food allergies that pertain to their child. The ASP program registration system is set up where ASP directors can generate a specific list of students and their parent report food allergies. This list is printed anytime a new applicant registers. The ASP director will then provide the list to their food service manager and school nurse to ensure all parties are aware. The school nurses make contact with the parent to discuss the allergy and reactions. If an allergy health plan is needed, they will work with the parent, medical provider to create the food allergy plan. This plan is provided to food service, where the student breakfast, lunch, and asp snack system is flagged. The student will also have a flag posted in the student information system indicating they have a medical alert. Depending on the nature of the allergy and reaction, training is provided to necessary staff in the event a reaction occurs. The school follows the emergency procedures established for the school day, which apply to after school hours.

Parents are required to contact their school nurse and cafeteria manager if their child has a food allergy. A written statement from a medical professional must be submitted to the school nurse for food substitutions to be considered. The school nutrition department website ([https://dcssga.org/departments/school\\_nutrition/menus](https://dcssga.org/departments/school_nutrition/menus)) has an allergen chart posted and a monthly menu posted for parents to review. Parents are welcome to send their child a snack and opt out of the school asp snack/supper program.

### **ACCOMMODATING CHILDREN WITH SPECIAL DIETARY NEEDS**

Special Diet Procedure 1. Parent(s) or Guardian(s) must have a licensed physician, nurse practitioner, or physician assistant complete Part 1 and Part 2 on the Medical Statement to Request Accommodations for Disabilities in the School Meal Programs form. Parents should turn in the completed form to the School Nutrition Manager. a. Medical Statement to Request Accommodations for Disabilities in the School Meal Programs form can be obtained from the Nurse/Health Monitor, the School Nutrition Manager, and online at the DCSS website. 2. The School Nutrition Manager documents the dietary accommodations in the Point of Service System (POS). 3. A copy of the child's Medical Statement to Request Accommodations for Disabilities in the School Meal Programs form is then sent to the Menu Specialist file and review.

The Menu Specialist will review for necessary training and/or menu planning to accommodate the child's dietary needs. The physician's signed statement must identify: • the child's disability; • an explanation of why the disability restricts the child's diet; • the major life activity affected by the disability; • the food or foods to be omitted from the child's diet, and the food or choice of foods that must be substituted. Renewal Requirement • If there are any special dietary changes that occur at the beginning of the

school year or within the current school year, a new Medical Statement to Request Accommodations for Disabilities in the School Meal Programs form must be completed and turned into School Nutrition Manager before any dietary changes can be followed.

## **Safe Schools Policy**

It is the policy of the Douglas County Board of Education to ensure the highest possible standards of learning as well as the safety, health, and well-being of its students and employees. The Douglas County Board of Education recognizes that gang/hate groups and gang/hate group-related activities can substantially interfere with student and employee productivity. In accordance, the Douglas County Board of Education is dedicated to preventing the influence of gang/hate groups or gang/hate group-related activities in our schools. The appropriate school officials reserve the right to punish any gang/hate group or person displaying gang/hate group-related behavior which is subversive to good order, discipline and well-being in our schools.

### **SEVERE WEATHER / EMERGENCY CLOSING OF SCHOOLS**

This policy can also be found on page 45 of the district handbook located on each schools website.

The Superintendent is authorized to close schools in cases of emergencies or severe weather. WSB Radio and TV are the stations first notified of emergency announcements for the Douglas County School System. Emergency Suspension of School Activities abnormal conditions sometimes occur which require temporary suspension of school activities. These possible conditions include inclement weather (ice and snow storms); failure of power, gas, or water supply, and breakdown of heating system. Some situations affect only one school while in other cases several or all Douglas County Schools may be involved. In all instances the safety, welfare, and health of students and employees are the basic factors considered in making a decision as to whether or not to suspend temporarily the normal activities of a school day. 46 The Superintendent has the responsibility of making decisions on suspension of school activities. If the Superintendent is not available, a person designated by the Superintendent will assume this responsibility. School principals will be notified of such action by the most expedient direct means, either by telephone or personal contact.



## Section 8: Terms and Conditions

When you register your child for the after school program, you will have a section called terms and conditions. This section is where you will see an electronic version of the asp program policies and procedure. After you read the terms and conditions, you will be expected click your acceptance of the agreements and can print a copy for your records. When you click on the acceptance and proceed to the contract screen that is your acknowledgement and approval of stated terms and conditions are then accepted and recorded.

The following terms and conditions are as follows:

### ASP Policies and Procedures

Dear Parents,

Welcome to the Douglas County School System (DCSS) After School Program (ASP)! The mission of DCSS is to provide a quality education for all students in a safe, supportive environment. Please read the following ASP guidelines before signing. **\*\*\* NOTE\*\*\* All parents MUST still communicate with the school in writing when your child will stay or not stay for ASP. If they stay daily, you must communicate via letter or note to your child's teacher anytime they are not going to ASP. Also, if you signed up as a drop in, you MUST send in a note on the days they plan to attend to notify the school. This system is only for parent registration, student attendance, payments, and check outs. Thank you!**

- 1) **Only children in grades K-5<sup>th</sup> are allowed to enroll in the ASP at the school they attend. A \$10 registration fee per family is due upon registration.**
- 2) **ASP is a PREPAID program.** Payment is due by Friday of each week for the next week. The fee is \$8.00 per day per child. Credits to your account will be carried over to the next week. Payments can be made in the form of credit/debit card, ACH (checking or savings account), cash, check, or money order. If payments are not made in advance, your child may not be allowed to stay in the After School Program. The last two weeks of school must be paid in advance by cash, money order, or credit/debit card. Payments made online (credit card or ACH) will be subject to a \$3.00 convenience charge per transaction.
- 3) The program hours are 2:45 - 6:00 p.m. The program does not operate on school holidays or during summer break. Your child must be picked up no later than 6:00 p.m. each day **or a late-fee of \$1.00 per minute per family charged after 6:00 p.m. Payment is expected on arrival. YOUR CHILD COULD BE WITHDRAWN FROM THE PROGRAM AFTER THREE LATE PICK UPS.**
- 4) ASP accepts checks, money orders, or exact change only. All checks should be made payable to **your child's school**. Submit ASP payments using official DCSS ASP payment envelope. The envelope must be completed in its entirety, including

your child's name, teacher's name and grade. Lunch money and other school payments cannot be included in the ASP payment. Change will not be given under any circumstance. Any funds left in the account will be credited to the next week. Also, credits will be carried over to the next school year, if necessary. All refunds must be requested in writing, allowing a two-week processing period. The last two weeks of school must be paid in advance by cash, money order, or credit/debit card.

5) A copy of your child's ASP account activity and/or tax statements can be provided as necessary. All requests for documentation must be submitted in writing. Please allow two-weeks to process all requests for documentation.

6) **A \$30.00 fee will be charged for returned checks.** Payment must be made immediately upon notification of such. If a returned check results in a deficit balance in your child's account, they can be suspended from the program until the deficit balance has been resolved. A returned check can result in being placed on a "cash only" basis for the remainder of the school year. Payments for returned funds must be made by credit/debit or ACH, and it may incur additional fees.

7) Anytime there is a change in your child's ASP attendance, written notice stating the necessary change is required. Example: Your child normally stays every day; however, you decide they will be a car or bus rider the next day; you must prove written notice to the office indicating such. Otherwise, your child will stay in the program. This is a safety precaution for your child.

8) Only individuals designated on the ASP registration forms will be allowed to check-out your child. Once the program begins, a written request must be submitted to add/remove an individual to your child's approved "check-out" list. This is for the protection of your child. **IDENTIFICATION WILL BE REQUIRED when checking out your child.** You must sign out your child each day.

9) If a child is not picked up by the stated program end time of 6:00 p.m. and no contact with the parent, guardian, or emergency contact has/can be made, the school will contact local law enforcement or a school social worker to report child abandonment. Frequent late pick up could be considered child abandonment.

10) The After School Program is a privilege and your child is expected to be respectful of other people and property. Your child is expected to follow the same rules that apply during the regular school day. Inappropriate behavior may result in suspension and/or withdrawal from the program. You will receive a discipline notice anytime there is unacceptable behavior. When your child receives a discipline notice, they may be suspended from the ASP program until a parent conference is held. Your child may be withdrawn from the program following the 3<sup>rd</sup> discipline notice.

11) If school is closed due to inclement weather or any other reason, the ASP will also close. In this case, the school will follow the transportation instructions provided by the parent/guardian in the ASP registration documentation.

12) Student pickup: All parents are required to check their child out of the program each day. At that time, ASP staff will call your child to the office for pick-up. If you

have other business in the school, please sign the visitors log and obtain a visitors badge.

13) Students may be suspended or withdrawn from the ASP for the following reasons:

- A. Excessive late pick ups
- B. Discipline problems
- C. Nonpayment of ASP fees or excessive late payments

The after school programs in Douglas County School System is registered with Bright from the Start through the Georgia Department of Early Care and Learning. We are exempt from licensure and a letter of exemption is posted in the school office or after school room.

**I have read and understand the policies and procedures concerning payments, later fees, and discipline concerning my child. I assume responsibility for timely payments, punctual pick up and updating program registration information as needed.**