



# **ASEP**

**(The After School Enrichment Program)**

## **Parent Handbook**

**2022-2023**

Strong Rock Christian School  
4200 Strong Rock Parkway  
Locust Grove, GA 30248  
678-833-1390

This is the ASEP direct line between 4:00 pm & 6:00 pm

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**STATEMENT OF PURPOSE**

The purpose of the program is to serve parents by providing quality educational, recreational and social activities for all age groups. The safety and security of children during the after school hours is a primary purpose of the program. The After School Enrichment Program (ASEP) strives to enrich the lives of all children who participate in the program.

**PROGRAM STATEMENT**

The After School Enrichment Program strives to meet each child's need for physical and intellectual activities through a carefully designed schedule of educational, enrichment, and recreational activities. Throughout the school year, the children are offered a variety of activities at an additional cost to parents. The activities currently offered include art, piano, guitar, strings, foreign language lessons, Lego Robotics, and TEAM 413 Running Club. Most activities meet a minimum of once per week. These activities are not associated with ASEP but are provided directly by teachers.

ASEP tuition fees fund the cost for operation of the school facilities during the extended hours. The After School Enrichment Program is offered to all students enrolled at SRCS (PreK-12<sup>th</sup> grade).

**PROGRAM GOALS**

1. To provide quality after school enrichment activities for all students from PK - 12<sup>th</sup> grade.
2. To provide a structured and safe environment which stresses responsible behavior, respect for others, and positive attitudes for all students.
3. To provide a caring staff, who will interact with the students both in group and individual settings.
4. To provide communication with parents regarding their children's general well-being.

## **REGISTRATION and ENROLLMENT**

Strong Rock Christian School offers the ASEP, provided the minimum number of students register, and a sufficient number of instructors are available. **In order for any student to attend ASEP, parents must complete and sign an enrollment agreement each school year .**

## **TUITION**

A tuition fee of \$17.00 daily or \$70.00 weekly is required for each child in attendance. The tuition payment is paid on a weekly basis. Each student is required to be registered through Procure (ASEP's online management software). Tuition must be paid only through credit card or bank account registered in Procure. Strong Rock Christian School's Federal Identification number is 20-4553340. **Any drop-in's are obligated to pay the \$17.00 daily fee the day that service is rendered.**

## **WEDNESDAYS**

On Wednesdays, Pre-K through fourth grade will dismiss at **1:45 p.m.**, and grades five through twelve will dismiss at **1:55 p.m.** in order for the school to conduct professional learning classes with the staff. If you only need to utilize the ASEP for the early dismissal on Wednesdays, you may leave your child in the program until 3:15 pm for a charge of \$5. If your child stays beyond 3:15 pm, you will be charged the full daily rate of \$17.00. Therefore, all children in grades Pre-K through 12 must be picked up by 3:15 in order not to pay the daily \$17.00 rate. Payment is due the day that service is rendered.

## **LATE PAYMENTS OF TUITION**

Payments are due on Monday for each week. **Failure to pay by this time will result in a \$5.00 late fee.** If payment is not received by this time, the child may be removed from the program. If a child is absent the last school day of the week, payment is due the first day the child returns to school. If payment is not received when the child returns to school, the child may be withdrawn from the program. Unpaid afterschool balances that are 30 days past due are subject to a \$15.00 late fee. **After non-payment of 60 days or more, the balance will be charged to your FACTS account.**

## **RETURNED CHECKS**

If a family does pay by check, a returned check will result in a \$25.00 fee in addition to the \$5.00 late fee. This payment should be made with a money order or a cashier's check. No other fees should be included with this payment. If a second check is returned during a school year, then only a cashier's check or money order will be accepted. If a parent has any outstanding financial obligation to the ASEP that is not satisfactorily cleared within a 15-day period, the child will not be allowed to continue to participate in the program until the obligation is completely resolved.

## **TRANSPORTATION**

Parents are reminded to pick up their children by 6:00 P.M. each day. Students must be signed out at the ASEP desk before they will be released. **Students may not be dismissed from any area except the ASEP desk.**

## **CLASS DIVISIONS**

Students are to be divided according to appropriate grade levels and with regard to the number of participants at the school. For example, class divisions may be as follows:

Pre-K  
Kindergarten  
Grade 1  
Grade 2  
Grade 3  
Grade 4  
Grades 5-12

## **HOURS AND DAYS**

The hours of the ASEP are Monday, Tuesday, Thursday, and Friday, beginning at 2:45 P.M. and ending at 6:00 P.M. On Wednesday, the hours of the ASEP begin at 1:45 P.M. and end at 6:00 P.M.

## **DAYS NOT IN SESSION**

The program is not operated during weekends, school vacation and holiday periods, or teacher in-service days. **When schools are closed due to inclement weather, students should be picked up immediately.**

## **RELEASE OF CHILDREN**

Children will be released **only** to persons who are authorized to pick them up as indicated in Procure/Renweb. If someone other than the authorized persons listed in Procure/Renweb are going to pick up a child, prior written permission is required stating the name and telephone number of the person who will pick up the child. The authorized person will be required to show a picture ID and sign the child out in Procure.

If no one comes to pick up the child from the ASEP by 6:00 P.M., parents will be called. If parents cannot be reached, other authorized persons listed in Procure/Renweb form will be called.

### **PICK UP TIME/LATE FEE SCHEDULE**

We ask parents to arrive by 5:55 pm in order to allow children enough time to tidy up and gather their belongings. Late fees are effective at 6:01 P.M. at a rate of **\$1.00 per minute per child**.

- Each violation will be \$1.00 per minute per child for each minute after 6:00 P.M., beginning at 6:01 P.M.
- Repeated violations may result in dismissal from the program for the remainder of the year.

### **DAILY SCHEDULE**

The following schedule is a typical day for the ASEP. However, the schedule may vary slightly to accommodate the size of the program and the grade level of students:

1. Attendance, restroom, snack, break
2. Physical activity
3. Study time/homework
4. Enrichment activity

### **EXAMPLES OF AFTER SCHOOL ACTIVITIES**

#### **Physical Activities**

Jogging  
Exercise  
Tag Games  
Basketball  
Free Play  
Rope Skipping  
Ball Activities  
Playing on Playgrounds  
Kick ball

#### **Enrichment Activities**

Math Activities  
Reading Activities  
Art Projects  
Seasonal Projects  
Computer Time  
Painting/Drawing  
Movies/Films  
Music Activities  
Drama

#### **Additional Activities**

Study Time  
Break Time  
Social Interaction  
Snacks

### **EMERGENCY PLAN**

The Emergency Plan that is utilized during the regular school day is the same plan that is utilized during the ASEP. Emergency plans are posted in each of the classrooms.

### **STUDENT ACCIDENTS OR INJURIES**

The ASEP Director or someone knowledgeable in first aid will address minor injuries. If medical attention is needed, 911 will be called for assistance. Parents will be informed about all injuries.

## **SICKNESS**

A child will not be allowed to remain in the ASEP if he/she has the equivalent of a 100 degree or higher oral temperature, a rash, vomiting, diarrhea, sore throat or other contagious symptom.

## **DISPENSING MEDICATION**

If a student is to take medication during the afterschool hours, that medication must be in its proper container and parents must fill out the "Guide for Authorization for Medication" form. This form may be obtained from the school nurse.

## **SNACKS**

Light snacks will be provided each day.

## **PERSONAL ARTICLES**

Students should not bring toys, trading cards, sporting equipment, money, valuable items or pets to the program. Any item prohibited in the **SRCS Family Handbook** is also prohibited in the ASEP. **The program will not be responsible for lost, stolen, or traded items.**

## **CELL PHONES and ELECTRONIC DEVICES**

Cell phones are permitted on campus. However, cell phones may not be seen or heard while a student is in the ASEP without permission from ASEP personnel. In regard to the usage of any other electronic devices, students are expected to abide by the guidelines outlined in the **SRCS Family Handbook**.

## **DISCIPLINE POLICY**

Regular school discipline policies are in effect for the ASEP. However, if a student is disruptive or threatens other students in any way, it may affect his or her future participation in the program. Discipline problems will be handled using the following guidelines:

- 1<sup>st</sup> offense: ASEP Director talks to the student and notifies the parent.
- 2<sup>nd</sup> offense: ASEP Director talks to the student and notifies the parent in writing and informs school administrator(s).
- 3<sup>rd</sup> offense: ASEP Director talks to the student and school administration, notifies the parent in writing and the student is dismissed from the program for the following week.

4<sup>th</sup> offense: ASEP Director talks to the student and school administration, notifies the parent in writing and the student is dismissed from the program for two weeks.

Depending on the severity of the offense, immediate dismissal from the program is a possibility. Parents will be notified immediately of this situation.

**TERMINATION OF ENROLLMENT**

Strong Rock Christian School reserves the right to terminate a student's enrollment in the ASEP when the ASEP Director or a Strong Rock Christian School administrator determines that the student and/or the parent(s) of the student do not conform to the standards, philosophy, or purpose of the ASEP.