

Statement of Purpose

The After School Care Program (ASCP) is an extension of the regular school day. It provides enrichment activities and extra social interaction with peers in a well supervised, structured environment. The main purpose of ASCP is to provide a safe, relaxed and enjoyable place for elementary children who might otherwise be left at home unsupervised during the afternoon hours. The program is designed to strengthen, support and supplement the family, school and community.



Registration

All students must be properly registered before the child can remain for ASCP. Registration forms are available in the school office.

ASCP Program Sign-out

Each child must be signed out daily by a person listed on the registration form. Written permission from a parent/guardian is necessary for anyone other than persons listed on the registration form to pick-up a child from ASCP. A note stating who is to pick up the child that day must be brought to the ASCP director before the child leaves the premises. Phone calls will not be accepted for changes as to who will pick up a child at any time. All ASCP teachers are instructed never to allow a child to leave early unless the ASCP director notifies them that the child has permission. This is to ensure the safety of all children in the program. Parents/guardians or anyone on the registration list are asked to contact the ASCP director in person anytime a child must be picked up earlier than the normal release time of 6:00 P.M. It is a requirement that each child be picked up daily and signed out in the presence of an ASCP staff member.

Early Dismissal

Early dismissal due to weather conditions or unanticipated hazards will be handled by ASCP staff according to your instructions on the registration form. Children will be placed on a bus or be allowed to go home with the persons you listed. Please discuss with your child how they are to get home if an unanticipated event occurs. Time will not allow school personnel to call each parent if an early dismissal occurs.

Tuition

ASCP payments are due in advance. The cost is \$10.00 per day, per child. If two (2) or more children from the same family stay in ASCP at the same school, one child is charged full price and all other children are charged \$3.00 per day. A payment envelope will be provided for each child/family who stays regularly in ASCP. A receipt for the previous payment will be enclosed in the envelope. Drop-ins who stay occasionally are to pay no later than the day they are to stay for ASCP. Checks or money orders made payable to your child's school are preferred payment. Cash will be accepted if necessary. If insufficient funds cause a check to be returned to the school, it must be picked up immediately and paid in cash; otherwise the child must be withdrawn from the ASCP. If a child is absent and has paid for a day or more, the money will not be refunded but will be credited for the next time a child stays in ASCP.



Hours of Operation

Hours for ASCP will begin at 3:30 p.m. each day school is in session for students and ends promptly at 6:00 p.m. Late charges will be imposed for late pick-up beginning at 6:01 p.m. The late charge will be \$2.00 per minute and must be paid at the time the child is picked up that day. Frequent abuse of pick-up can result in the student being permanently removed from ASCP.



Insurance

All students who participate in ASCP must be adequately insured through the purchase of the student insurance offered at the beginning of each school year, or through coverage by another insurance policy.



Personal Articles

Students are discouraged from bringing toys, sporting equipment, money, valuable items, or pets to school unless prior permission has been given. The school nor ASCP can be held responsible for lost, stolen or traded items.

Discipline

ASCP is a privilege; therefore, discipline problems will not be tolerated. If a child is disruptive, disrespectful to authority, abusive or threatening to other students in any way, the ASCP director or other appropriate Floyd County School personnel have the authority to revoke the privilege of the child to attend ASCP.

Conferences with ASCP Employees

After school concerns should be communicated through the director at a time after 3:30 p.m. Conferences with ASCP employees concerning regular school matters or concerns should be scheduled through the school's office.

Transportation

Transportation is the sole responsibility of the parent. ASCP provides no transportation.



EXAMPLE OF A TYPICAL AFTERNOON IN ASCP

TIME	ACTIVITY
3:30	All ASCP Students and staff to designated location for roll call, snack, daily information/directions
3:50	Bathroom Break
4:00	Supervised outside play (everyday possible, weather permitting)
4:35	Bathroom Break
4:45	Study/homework time (assistance from a teacher if needed, for some students who are not assigned homework, a quiet supervised activity)
5:50	Clean up time
6:00	Students picked up by parents
6:01	Pick-ups beginning at 6:01 will be considered late and will be charged \$2.00 per minute until the child is signed out. Late pick-up charge must be paid at time of pick-up.

The daily schedule may vary but will always include:

- Snack
- Constant Supervision
- Study Time
- Indoor/Outdoor Activities
- 6:00 P.M. Pick-up Time

GENERAL INFORMATION

**FLOYD COUNTY SCHOOLS
AFTER SCHOOL PROGRAM
(ASCP)**



**Floyd County Board of Education
600 Riverside Parkway, N.E.
Rome, GA 30161-2938**

AN EQUAL OPPORTUNITY EMPLOYER

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