

Cartersville City Schools After School Program



Welcome to Cartersville City Schools After School Program

Provided for Grades Pre-K to 8th

Parent Portal Account:

<https://www.ezcaresoftware.com/parent-portal/>

Locations:

Cartersville Primary School (Pre-K to 3rd Grades)

200 Carter Grove Blvd. SE

Cartersville, GA 30120

Phone: (770) 382-1733 Fax: (470) 888-4825

Site Coordinator: Jennifer Matthews Email: jmatthews@cartersvilleschools.org

Cartersville Elementary School (4th to 8th Grades)

340 Old Mill Rd.

Cartersville, GA 30120

Phone: (770) 382-0983 Fax: (770) 387-7497

Site Coordinator: Marcie Garrett Email: mgarrett@cartersvilleschools.org



Cartersville City School System Mission Statement

VISION

Building Legacies - One Student at a Time

MISSION READY

We inspire all students to build the skills and confidence to find their passions and achieve their goals.

PHILOSOPHY

The Cartersville City School System's philosophy for the After School Program is based on the premise that all children be afforded quality after school care. We strive to provide a safe and caring environment that allows for individual growth. Activities are provided that encourage creativity, positive social relationships, appropriate behavior, and a positive self-image.

Welcome to ASP



The Cartersville City School After School Program (ASP) is beginning its 31st year of operation for the school year of 2025-2026. Only children enrolled in the Cartersville City School Pre-K through 8th grade may participate in the After School Program, which operates on school days. We have two locations for the ASP program.

Students in Pre-K through 3rd grades will attend at Cartersville Primary School, located at 200 Carter Grove Blvd SE Cartersville, GA 30120.

Students in 4th through 8th grades will attend ASP at Cartersville Elementary School, located at 340 Old Mill Rd. Cartersville, GA 30120.

Students enrolled at Cartersville Middle School will be bused each day to the Elementary School. CMS ASP students will arrive at CES at approximately 3:45 pm.

Students will enjoy activities such as outside play, gym time, arts and crafts, board games, and TV time. The Elementary ASP program will have a scheduled time for homework and reading.

Students will have a snack each day at no additional cost. Students will also have the opportunity to purchase ice cream at an additional cost of \$1 per day.

Throughout the year, there will be scheduled visits from the Cartersville Library, Booth Museum, Bartow History Museum, and other local attractions.

Kona Ice shaved ice will be available for purchase on scheduled days for an additional fee. Other programs that will be available to students include dance and pickleball. These programs are in addition to ASP and fees will apply to enroll in these programs.



2025 - 2026 ASP Fee Schedule

Annual Registration Fee: \$20 per child, maximum \$40 per school. Total maximum registration fee is \$80 per family.

Daily Rate: \$12 per day, per child

Late Pickup (after 6 pm): \$1 per minute, per child

Registration

Children may not attend the After School Program unless a registration form has been completed and the registration fee has been paid. All students attending the After School Program must have a current registration form on file.

Special Needs Students

The After-School Program welcomes students with special needs. We 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.

Payments

Electronic payments (ACH, debit, or credit card) can be made through the ProCare app. Other payment methods include check or money order. Checks can be made out to “CPS ASP” or “CES ASP.” All checks must have a current address (no P.O. Boxes) and phone number clearly written on them. Checks may not exceed \$250 per Cartersville City Schools policy. No cash payments will be accepted. A \$35 fee, based upon Georgia State Law, will be charged for every returned check. Returned checks will be processed by an independent check/collection agency.

If a student’s balance is over \$120 or if no payment has been received for two weeks, your child will not be allowed to attend ASP until the balance is paid. Past due and/or unpaid balances will follow your child throughout their enrollment in Cartersville City Schools. Report Cards and/or withdrawal records will be withheld from parents for non-payment of balances.

Pre-payment will be required for the LAST two weeks of school. In the event of over payment, the student will have a credit on their account. Parents are responsible for keeping track of all receipts and cancelled checks. Parents can print a tax statement from their ProCare account.



Program Times

ASP begins at the time of school's dismissal and closes **PROMPTLY** at 6:00 pm.

Pick up Procedures

Students attending ASP at Cartersville Primary School will pick up near the cafeteria at the rear of the building. This area can be accessed from the bus parking lot. The bus parking lot is located at the bottom of the hill, the first entrance on the left after the stop sign. Please do not enter this parking lot until after 2:30 pm, to ensure the safety of students and buses at dismissal.

Students attending ASP at Cartersville Elementary School will pick up at the entrance to the cafeteria, which can be accessed through the car-rider area.

Parents must come inside to check out their child. Parents are assigned a 4-digit PIN in their ProCare account that will be used to sign out each day. Each person on the student's pickup list will be given their own PIN number. Please do not use someone else's PIN number. If you do not know your PIN, the desk staff can look up that information. You must present a valid ID to the front desk staff before a PIN will be given. Sign out will be done on an iPad at the check-out desk. Students will not be allowed to leave the building until they have been properly signed out.

Only persons approved and designated on the registration form or listed in the ProCare app will be allowed to sign out/pick up your child. This is for the protection of your child! **PHOTO IDENTIFICATION WILL BE REQUIRED!**

Sign outs are used for billing purposes. The parent/guardian **MUST** sign each child out daily.

Late Pick Ups

Students not picked up by 6:00 pm will be charged a late fee of \$1 per minute, per child. Students are only allowed three late pick-ups per school year. **Students will be withdrawn from the After School Program after the third late pick up.**

Failure to pick up your child by 6:45 pm will be considered an emergency situation and a call will be placed to the Cartersville City Police Department on behalf of the student. All parents/guardians are encouraged to have an emergency backup person in order to avoid these types of situations.



Safety

To ensure the safety and security of all students in ASP, a program safety plan is reviewed and utilized on an annual basis. ASP coordinators are authorized to contact the appropriate law enforcement agency should an emergency occur which threatens the welfare of a child.

Discipline

ASP is a privilege. We strive to provide an atmosphere that is conducive to safety for all children. Appropriate behavior is expected while a student is attending ASP. Maintaining proper conduct in the After School Program is the joint responsibility of students, parents, and teachers. A discipline form will be filled out for each infraction, explaining the situation and action taken by staff. After the 3rd offense or as deemed necessary by administration at any point, the student will be suspended or withdrawn from the After School Program.

Suspensions/Withdrawals

Students will be temporarily or permanently withdrawn from the After School Program for the following reasons:

1. Excessive late pick-ups (3 or more)
2. Disciplinary problems (3 or more) or as deemed necessary by the administration.
3. Non-payment for two weeks or an outstanding balance of \$100 or more (within a two-week period). Unpaid balances will follow students throughout their enrollment in Cartersville City Schools. Final report cards will be held for unpaid financial obligations
4. An ASP student may be denied enrollment if the parent/guardian or student demonstrates an attitude of uncooperativeness, antagonism, threats, ridicule, or slander toward school programs, process, or personnel.

When a child is withdrawn from the After School Program, the Principal and the After School Program Director will make the decision jointly.



Inclement Weather

In the event of inclement weather or if the school is closed for any reason, there will be no After School Program. If school has been cancelled while in session, all TV and local radio stations will be notified. Parents will be notified by phone or text message sent through the school automated phone system. An email will also be sent through the ASP software system.

All students will be sent to their home address by bus. They may be met and picked up at the bus stop by the parent/guardian. Time does not permit us to call each parent.

It is important that parents keep the Site Coordinator and/or After School Program staff informed of any change in emergency contact numbers and employment information.

Liability

Liability for personal injury is not accepted by the ASP or by Cartersville City Schools. ASP will not accept responsibility for lost, stolen, or traded personal effects.

Summary

We strive 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. Please feel free to reach out to your site coordinator with any questions, concerns, or suggestions. We look forward to partnering with you to support your child's After School Experience.