FEE SCHEDULES AND PAYMENT

Parents/legal guardians will be notified of any returned checks. Permission will be obtained from the parent/legal guardian for re-depositing the returned check. If a check is returned for non-sufficient funds a second time, future payment will be on "cash-only" basis. If a check is uncollectible, the parent/legal guardian will be notified and must reimburse the school for the check. Balances due resulting from uncollected checks and unpaid drop-in fees may be sent to a collections company.

- Unpaid fees will result in student withdrawal from ASP.
- For purposes of personal income tax credits, parents/legal guardians are responsible for retaining all receipts. ASP dates purchased will be viewable on the school's online payment website.

STUDENT PICK-UP

- Only persons approved and designated by the parent in the student information system will be allowed to sign out/pick up your child-this is for the protection of your child! PHOTO ID MUST BE PROVIDED AT TIME OF PICK-UP.
- Each/every student not picked up by 6:00 p.m. (**according to the school's clock**) will be charged a late fee of $15 for each 15-minute portion/increment (i.e., 6:01-6:15 p.m. = $15. 6:16-6:30 p.m. = $30).
- Failure to pick up a child by 6:45 p.m. will be considered an emergency situation, and a call will be placed by ASP staff to the CCSD School Police (or 911) on behalf of the student. Students may be withdrawn from the program upon a **third** late pick-up. All parents/legal 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

- Students must comply with the discipline policies laid out in the CCSD Student/Parent Handbook and Discipline Code and the individual school discipline policy.
- Inappropriate/disruptive behavior may result in suspension or withdrawal of your child.

SUSPENSION/WITHDRAWALS

- Students will be suspended or withdrawn from ASP for the following reasons: (a) Excessive late pick-up (3X), (b) Discipline problems (3X), and/or (c) Nonpayment of fees and/or late pick-up fees.

INCLEMENT WEATHER

- If school is closed or dismisses early due to inclement weather (or any other reason), the school's ASP will also close for the day. In such a case, the school will follow the instructions you have provided regarding school closing or early dismissal. ASP personnel will be responsible for any further parent/legal guardian contacts for the pick-up of ASP students. Parents/legal guardians should also note that designated ASP personnel will remain at the school during such a closing to ensure all students have been picked up by the parent/legal guardian or authorized designee.

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Clip/Return to ASP Coordinator. Please retain the information letter for reference purposes.

I have read and understand the information contained with this ASP Parent/Legal Guardian Information Letter.

Parent/Legal Guardian Signature: _____ Date: _____

Name(s)/Grade(s) of Student(s): _____

CHEROKEE COUNTY SCHOOL DISTRICT

After School Program Parent/Legal Guardian Information Letter (English)

Welcome to our school's After-School Program! In order to ensure each family has a working description of this year's After School Program (ASP), all parents/legal guardians with students participating in ASP are required to read and sign the ASP Parent/Legal Guardian Information letter.

ENROLLMENT

- Any elementary-aged student attending a CCSD elementary school is eligible to attend that school's ASP. This **excludes half-day** or special education **pre-school** students and all (full-day) Georgia Lottery Pre-K students. Parents or legal guardians must register their child or children by completing a registration form and signing this notification letter (available in the school office). If there are any address/contact information changes, the parent/legal guardian of the participating student must notify ASP staff of changes.
- Students must be enrolled in ASP in order to participate in classes/activities offered by the Service Providers (outside vendors).
- A parent/legal guardian may request an enrolled student attend ASP up to 10:00 a.m. the same school day with payment of the drop-in rate. No additions to the same-day ASP program will be made after 10:00 a.m.

ATTENDANCE

- Any student checked out of school early may not return to the school's campus that day for the purpose of attending ASP.

PROGRAM TIMES

- ASP begins at the time of the school's dismissal and extends until 6:00 p.m.

FEE SCHEDULE AND PAYMENT

- ASP is a PREPAID program.
- School will require parents/legal guardians to pre-designate and pre-pay for ASP participation by the week (e.g., "everyday", "M/W/F"). This is done for the safety of students by pre-determining staff coverage needs, as well as ensuring that students who should stay in ASP do not board the bus and go home to an unsupervised situation.
- ASP tuition is $15 per day ($12 per day if paying for full week) and must be paid by 11:59 p.m. the Sunday prior to the scheduled stay in ASP. Money or notification of participation received after this designated time will cause the student to be considered as a drop-in and parents/legal guardians will be charged $20 for each day.
- Parents/legal guardians may pay for and designate ASP dates on the school online payment website using debit or credit cards. This is the preferred date specification and payment method.
- If paying by check, the checks must be made payable to the school for the exact amount and include only ASP payments.
- Refunds for prepaid ASP dates will not be issued under any circumstances.
- Breakfast and/or lunch money must not be included with the ASP payment.

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Clip-out located on the second page of the Parent/Legal Guardian Information letter.