

## 2022-23 Harmony Elementary Afterschool Program

Dear Parents,

We are happy to offer the Afterschool Program as a help to our families. Our primary goal is to maintain a warm, friendly, well-organized, safe environment for your child. You are an important part of this goal. We ask that you follow our guidelines so that we are able to continue providing this opportunity for our students.

### GUIDELINES AND PROCEDURES

- A daily snack will be provided to children.
- Children will only be released to the individuals listed in the “pick-up” portion of the form. If someone different is picking up your child, call the school office and leave a message for ASP, or you may send a written note to the ASP. The direct number to the ASP is 706-253-1842 after 3:45 p.m.
- Students will have an opportunity to complete homework each day. It is the responsibility of the student to choose this option. Other activities will include arts/crafts, movie time, free play in the gym, computer lab, outside play, and a variety of activities.
- The cost for scheduled, planned stays is \$7 per day.
- The cost for drop-ins or students being returned on the bus is \$9 per day. For those students who are “drop-offs” to the ASP, you can make payment before 10 a.m. on the day of your child’s stay and pay the regular rate of \$7.
- The Afterschool Program ends promptly at 6:00 p.m. Late fees will be charged as follows: 6:01 – 6:15, \$10; 6:16 – 6:30, \$20; 6:31 – 6:45, \$30; 6:46 – 7:00, \$40. Students who are not picked up by 7:00 p.m. will be in the care of our School Resource Officer.
- Fees must be paid on a daily basis or in advance. When fees are paid in advance and your child does not attend, you will have a credit for that day.
- Payments should be placed in an envelope that is marked with the *child’s first and last name, homeroom teacher, and amount of money enclosed.* It should state “ASP” on the outside. ● Progressive discipline procedures: 1) Verbal warning; 2) Sit-out of activity for a specific amount of time (1 minute for each year of age); 3) Parent Contact; 4) Referral to Administrator. Three discipline referrals will result in the child being unable to participate in the ASP for the remainder of the school year.
- If your account is not in good standing (i.e., late fees, balance due, bounced check) and/or there are 3 or more late pick-ups, the student will no longer be allowed to participate in the ASP.

**Remember, no transportation changes may be made after 2:45 p.m. daily. I have read and understand the guidelines and procedures for participation in the Afterschool Program, including the payment policy and late fees. Our After School Program is not a licensed child care facility. We are exempt from state licensure requirements and therefore not required to be licensed by the Georgia Department of Early Care and Learning.**

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

If you have any suggestions, questions, or concerns, please speak with our ASP Coordinators, Mrs. Kirchoff, Mrs. Duncan, or Mr Hunter, our Assistant Principal.

## REGISTRATION FORM

Student Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Is there a court order that addresses the custody of this child? \_\_Yes \_\_No

If yes, does the school have a copy of the custody papers on file? \_\_ Yes \_\_ No

*If there is a change in the custodial arrangement during the school year, PCS must be provided with a certified copy of the court order which states the change.*

Parent/Guardian: \_\_\_\_\_ Cell: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Cell: \_\_\_\_\_

If parent/guardian cannot be reached, contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

(What is their relationship to the child? \_\_\_\_\_)

**ONLY THE FOLLOWING PEOPLE ARE ALLOWED TO PICK-UP MY CHILD: *Please make certain these individuals are prepared to show photo ID to the ASP staff.***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Does your child have any allergies or medical issues that the ASP staff needs to be aware of?  
If so, list them here:

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**If Pickens County Schools close early due to inclement weather or other reason, the ASP will not be held. Please make certain your child's teacher knows his/her going home procedure in this case.**