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**Henry County Elementary Afterschool Enrichment Program**

**Site and Assistant Site Coordinators**

**2018-2019**

<b>School</b>	<b>Site Coordinator</b>	<b>Assistant Site Coordinator(s)</b>
Austin Road Elementary	Beth Wright	TBD
Bethlehem Elementary	Beth Ireland	Angie Watkins
Cotton Indian Elementary	Terri Mayo	Debbie Fiely
Dutchtown Elementary	Diana Jones	Shane Flournoy Alexis Poole
East Lake Elementary	Susan Moore	Jennifer Majors Elizabeth Murdoch
Fairview Elementary	Aja Huffman	Monica Hendricks
Flippen Elementary	Linda Milner	LaSonya Coggins
Hampton Charter Elementary	Maria Lamb	Merry Watkins
Hickory Flat Charter Elementary	Jodie Hough	Joy Byne Karen Langford
Locust Grove Elementary	Lavon Brown	Lynne Combs
Luella Elementary	Debbie Palmer Stacie Tanksley	Vicki Melton
Mt. Carmel Elementary	Nicole Adams	Penny Woods
New Hope Elementary	Patricia Fort	Kristy Cosby
Oakland Elementary	Tujuanna Brown	Joycelyn Williams
Ola Elementary	Randa Ballew	Dori Stanton Christine Oliveira
Pates Creek Elementary	Elizabeth Armstrong	Betty Sims
Pleasant Grove Elementary	Stella Irving	Nikki Lee
Red Oak Elementary	Mary Bradley Rebecca Hebert	James Ransom
Rock Spring Elementary	Amy Schloss	Vickie Tapley Susie Emerick
Rocky Creek Elementary	Gaelon Farquharson	April Martinez
Smith Barnes Elementary	Vera Jeffrey-Smith	Annette Allaway
Stockbridge Elementary	LuAnn Burns	Susan Buckalew
Timber Ridge Elementary	Elaine Sparks	Charlene Vaughn
Tussahaw Elementary	Asha Thompson	Rebecca Whitten
Unity Grove Elementary	Nancy Rogers	Tina Moseley
Walnut Creek Elementary	Wanda Hail	Patricia Walker
Wesley Lakes Elementary	Cheryl Thompson	Teriyon Williams
Woodland Elementary	Carmen Shepherd	Gina Hughes Elizebeth Scudder

## HENRY COUNTY ELEMENTARY SCHOOLS AND PHONE NUMBERS

2018-2019

School	Phone Number
Austin Road Elementary	770-389-6556
Bethlehem Elementary	770-288-8571
Cotton Indian Elementary	770-474-9983
Dutchtown Elementary	770-471-0844
East Lake Elementary	678-583-8947
Fairview Elementary	770-474-8265
Flippen Elementary	770-954-3522
Hampton Elementary Charter	770-946-4345
Hickory Flat Charter Elementary	770-898-0107
Locust Grove Elementary	770-957-5416
Luella Elementary	770-288-2035
Mt. Carmel Elementary	770-897-9799
New Hope Elementary	770-898-7362
Oakland Elementary	770-954-1901
Ola Elementary	770-957-5777
Pates Creek Elementary	770-389-8819
Pleasant Grove Elementary	770-898-0176
Red Oak Elementary	770-389-1464
Rock Spring Elementary	770-957-6851
Rocky Creek Elementary	770-707-1469
Smith Barnes Elementary	770-474-4066
Stockbridge Elementary	770-474-8743
Timber Ridge Elementary	770-288-3237
Tussahaw Elementary	770-957-0164
Unity Grove Elementary	770-898-8886
Walnut Creek Elementary	770-288-8561
Wesley Lakes Elementary	770-914-1889
Woodland Elementary	770-506-6391
<b>Central Office: Afterschool Department</b> Manager: Cindy Greene Administrative Assistant: Elaine Milford	678-583-1211

# ASEP MONTHLY PAYMENT SCHEDULE

## FOR REGULAR TUITION 2018-2019

ALL FEES ARE DUE THE FRIDAY PRIOR TO THE UPCOMING WEEK OF PARTICIPATION

<b>AUGUST</b>		<b>JANUARY</b>	
7/30-8/3	\$50.00	1/8-1/11	\$40.00
8/6-8/10	\$50.00	1/14-1/18	\$50.00
8/13-8/17	\$50.00	1/22-1/25	\$40.00
8/20-8/24	\$50.00	1/28-2/1	\$50.00
8/27-8/31	\$50.00		
<b>TOTAL DUE FOR AUG.</b>	<b>\$250.00</b>	<b>TOTAL DUE FOR JAN.</b>	<b>\$180.00</b>
<b>SEPTEMBER</b>		<b>FEBRUARY</b>	
9/4-9/7	\$40.00	2/4-2/8	\$50.00
9/10-9/14	\$50.00	2/11-2/15	\$50.00
9/24-9/28	\$50.00	2/26-3/1	\$40.00
<b>TOTAL DUE FOR SEPT.</b>	<b>\$140.00</b>	<b>TOTAL DUE FOR FEB.</b>	<b>\$140.00</b>
<b>OCTOBER</b>		<b>MARCH</b>	
10/1-10/5	\$50.00	3/4-3/8	\$50.00
10/9-10/12	\$40.00	3/11-3/15	\$50.00
10/15-10/19	\$50.00	3/19-3/22	\$40.00
10/22-10/26	\$50.00	3/25-3/29	\$50.00
10/29-11/2	\$50.00		
<b>TOTAL DUE FOR OCT.</b>	<b>\$240.00</b>	<b>TOTAL DUE FOR MAR.</b>	<b>\$190.00</b>
<b>NOVEMBER</b>		<b>APRIL</b>	
11/7-11/9	\$30.00	4/8-4/12	\$50.00
11/12-11/16	\$50.00	4/15-4/19	\$50.00
11/26-11/30	\$50.00	4/22-4/26	\$50.00
		4/29-5/3	\$50.00
<b>TOTAL DUE FOR NOV.</b>	<b>\$130.00</b>	<b>TOTAL DUE FOR APR.</b>	<b>\$200.00</b>
<b>DECEMBER</b>		<b>MAY</b>	
12/3-12/7	\$50.00	5/6-5/10	\$50.00
12/10-12/14	\$50.00	5/13-5/17	\$50.00
12/17-12/21	\$50.00	5/20-5/24	\$50.00
<b>TOTAL DUE FOR DEC.</b>	<b>\$150.00</b>	<b>TOTAL DUE FOR MAY</b>	<b>\$150.00</b>

Total for 2017-2018: \$1,770.00

HCBOE Federal ID#: 58-6000263

## **STATEMENT OF PURPOSE**

The purpose of the Henry County Afterschool Enrichment Program (ASEP) is to serve the school and community population by providing quality educational, recreational, and social programs for students. The program is available to students in grades Kindergarten through Fifth Grade. Students remain at their elementary schools to participate in the program.

**The program stimulates students' social, physical, and intellectual abilities through participation in activities with their school peers. The safety and security of children during the afterschool hours is the primary purpose of the program. Tuition fees fund the cost for operation of school facilities during the extended hours.**

## **PROGRAM GOALS**

Goals of the Henry County Elementary Afterschool Enrichment Program include the following:

- To provide quality afterschool enrichment activities.
- To provide students a structured and safe environment that stresses responsible behavior, respect for others, and positive attitudes.
- To provide a caring staff who will interact with the students in group and individual situations.
- To provide communication with parents regarding their student's general well-being.

## **REGISTRATION AND ENROLLMENT**

Each elementary school offers the program, provided the minimum number of students register and a sufficient number of instructors are available. Parents must register their children to participate and are required to pay a weekly fee. Registration for the program will be held at the individual elementary schools during scheduled Open House. Registration after Open House will only be held during afterschool hours (2:30-6:00) or by calling the afterschool main office (678-583-1211). Enrollment in the program is subject to acceptance of the registration form and receipt of tuition fee.

**FAILURE TO DISCLOSE INFORMATION AFFECTING YOUR CHILD'S PARTICIPATION IN THE ASEP MAY RESULT IN HIS/HER DISMISSAL FROM THE PROGRAM.**

### **WITHDRAWAL FROM PROGRAM/RE-ENROLLMENT FEE**

If your child is not in attendance in the ASEP for any reason (voluntary, illness, disciplinary, late fee payments, etc.) and you wish for your child to remain in the program, tuition must be paid for the time that your child is not in attendance or your child will not be eligible to attend the program until payment and late fees are paid. Credits will ONLY be given for a child that is out due to illness for 3 or more consecutive days. A doctor's excuse will need to be provided to the Afterschool Site Coordinator to receive this credit. Also, overnight school field trips will be credited provided proper documentation from the field trip sponsor is given to the Afterschool Site Coordinator.

**If your child is out of the program for two consecutive weeks, the ASEP Site Coordinator will withdraw your child from the program. A \$25.00 re-enrollment fee per family will be required if you wish for your child to attend the afterschool program, as well as, the upcoming weekly tuition fees.**

### **TUITION**

Tuition payment of \$50.00 per week per student is paid on weekly basis, biweekly, monthly, or yearly basis, not including holidays listed in the student handbook. We do not have a "drop-in" rate for afterschool tuition. **Parents/Guardians must pay the \$50.00 per week fee by the Friday before the week of participation.** Tuition is paid by check, money order or by using on-line payments through Myschoolbucks.com. Checks and money are made payable to the Henry County Board of Education. **Cash cannot be accepted.** Payments must be given directly to the Site Coordinator or the Afterschool Enrichment Program desk. **Do not send payments by your child.** No receipts will be given. Your cancelled check, money order stub, or online confirmation will serve as your document for proof of childcare. The Henry County Board of Education Federal Identification Number is 58-6000263. There will be NO refunds made for students absent from the program, unless they qualify for the credit stated in the above section.

### **LATE PAYMENTS OF TUITION**

Payments are due by 6:00 pm on Friday for the upcoming week of service. Failure to pay by this time will result in a \$5.00 late fee per family payable on Monday by 6:00 pm. If a payment is not received by this time, the child will be removed from the program. If a child is absent from school 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 will not be eligible to attend the program until payment and late fees are paid.

### **INSUFFICIENT FUNDS/RETURNED CHECKS**

The Henry County Board of Education gladly accepts checks; however, in the event your check is returned due to insufficient funds, your account will be debited electronically for the face amount of the check and fees allowed by the State of Georgia. The school system is contracted with Check-Redi for the electronic collection of checks returned for insufficient funds. All fees associated with returned checks must be made to Check-Redi. *The ASEP Site Coordinator will not be allowed to take any payments associated with returned checks and fees.*

**All checks must have your full name, street address, and phone number on the check.**

### **PICK UP TIME/ LATE FEES**

Students must be picked up from the afterschool program by 6:00 pm. There is a five minute grace period; however, this grace period should not be abused. Late fees are effective at 6:06 pm at a rate of \$1.00 per minute. We realize emergencies occur that cannot be avoided and that is why we allow two late pick-ups before you risk dismissal from our program. You must always have someone listed on your Emergency Contacts to be on “standby” for just such occasions. Please be mindful of our staff and their own personal responsibilities after 6:00 pm. Late pick-ups place unnecessary hardships and responsibilities on our staff.

- |                                  |   |
|----------------------------------|---|
| <b>1st Violation:</b>            | \$1.00 per minute for each minute beginning at 6:06 pm.   |
| <b>2<sup>nd</sup> Violation:</b> | \$1.00 per minute for each minute beginning at 6:06 pm and a verbal warning.  |
| <b>3<sup>rd</sup> Violation:</b> | \$1.00 per minute for each minute beginning at 6:06 pm and a late pickup fee contract will be discussed with parent and signed. |
| <b>4<sup>th</sup> Violation:</b> | \$1.00 per minute for each minute beginning at 6:06 pm and 1 week dismissal from the program due to excessive late pick-ups.    |
| <b>5<sup>th</sup> Violation:</b> | \$1.00 per minute for each minute beginning at 6:06 pm and 2 weeks dismissal from program due to excessive late pick-ups.       |

**Each late pickup after the 5<sup>th</sup> violation may result in dismissal from the program for the entire school year or two weeks dismissal from program (at discretion of site coordinator).**

## **HOURS/ DAYS OF OPERATION**

The hours of the Henry County Afterschool Program are Monday through Friday, beginning at 2:30 pm and ending at 6:00 pm. The program is not operated during weekends, school vacations, holiday breaks, and teacher in-service days. When schools are closed due to inclement weather, students should be picked up immediately, as ASEP will not be in session. There are no “drop-in” days for the afterschool program.

## **RELEASE OF STUDENTS**

Children will be released ONLY to persons who are authorized to pick them up as indicated on the afterschool enrollment form. If someone other than the authorized persons are to pick up a child from afterschool, prior written permission from enrolling parent is required stating the name and telephone number of the person who will pick up the child. Only the enrolling parent can make changes to the enrollment form and can give permission for another person to pick up a child from afterschool. Afterschool staff will NOT be allowed to take changes to the pickup list over the telephone. No exceptions. This is for the safety and security of your child.

The authorized person are required to show a picture ID and sign the child out on the appropriate sign-out sheet. Students will not be permitted to sign themselves out or allowed to walk home unaccompanied. Authorized individuals 16 years of age with a valid picture ID will be allowed pick up and sign the child out of afterschool. Any individual 15 years or younger will not be allowed to sign a child out of afterschool. No exceptions.

### **After 6:00 pm, the following steps will take place to release students:**

**6:00 pm:** Program closes. Afterschool staff begins to call parent/guardian contact numbers to check for problems or miscommunications. If contact is not made, alternate emergency contacts listed on the afterschool enrollment form will be called.

**6:30 pm:** Afterschool staff will contact Cindy Greene, ASEP Manager, to make her aware of the situation. Staff will continue to call emergency numbers if contact has not been made.

**7:00 pm:** If there is no contact from parent/guardian and no other safe option, the Afterschool staff will contact local authorities and the child will be released into their custody.



## **TRANSPORTATION**

Students who enroll and participate will attend the afterschool program that is in operation at their regular elementary school. Therefore, transportation to another school site is not an option. Transportation home is the responsibility of the parents, and children are to be picked up by 6:00 pm each day.

## **CLASS DIVISIONS**

Students may be divided according to appropriate grade levels and/or multi-grade levels with regard to the number of participants at the school. Each site will follow the 18:1 ratio for grades K-2 and 25:1 for grades 3-5.

## **DAILY SCHEDULE/SNACKS**

The following schedule is a typical day for the Afterschool program. However, the schedule may vary slightly to accommodate the number of students and grade levels of the program:

1. Attendance, restroom, snack
2. Homework/study time
3. Physical activity
4. Enrichment activity

Light snacks will be provided each day. Snack examples include: crackers, cookies, fruit, muffins, yogurt, and ice cream. Students will receive one hot snack per week.

## **HOMEWORK**

The Afterschool Program stresses the importance of homework and allows time every day for the children to complete their homework assignments. Afterschool instructors are responsible to supervise the homework area and to assist the children with their work if needed. Due to the number of children who require assistance during homework time, the instructors are not responsible to check each child's homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor. Although we encourage the children to do their homework during homework time, using the time allotted for homework is the responsibility of the child. **Instructors will not be responsible for checking agendas or making sure items on the homework are correct. This is the responsibility of the parent/legal guardian.**

## **ENRICHMENT ACTIVITIES**

Students will be given the opportunity to participate in various enrichment activities during afterschool.

Some of the activities planned for students include the following:

<b>PHYSICAL ACTIVITIES</b>	<b>ENRICHMENT ACTIVITIES</b>	<b>ADDITIONAL ACTIVITIES</b>
Jogging	Math Enrichment	Study Time
Exercise	Reading Enrichment	Break Time
Tag Games	Art Projects/Activities	Social Interaction
100 Mile Club	Cooking Activities	Character Education
Outside Play	Computer	Guest Speakers/shows

## **STUDENT INJURY/ILLNESS**

The Site or Assistant Site Coordinator and others knowledgeable in first aid will address minor injuries and illnesses. If medical attention is needed 911 will be called for assistance. Parents will be informed of all injuries. If a child is vomiting or running a fever during afterschool the parent will be required to pick up the child immediately.

## **PERSONAL ARTICLES/TECHNOLOGY**

Students should NOT bring toys, trading cards, sporting equipment, money, valuable items, or pets to the program. The Afterschool program will NOT be responsible for lost, stolen, damaged, or traded items. **Personal electronics, including cell phones, will NOT be allowed in the Afterschool program. All electronics must remain in the child's book bag during the afterschool program.**

## **DISCIPLINE POLICIES**

Regular school discipline policies are in effect for the Henry County Elementary Afterschool Enrichment Program. However, if a student is disruptive or threatens other students/adults in any way, it may affect his or her future participation in the afterschool program. Physical contact with other students or adults can lead to immediate dismissal from the program for the remainder of the school year. Discipline issues will be handled using the following guidelines:

- 1<sup>st</sup> offense:** Site Coordinator talks to the student and notifies the parent in writing.
- 2<sup>nd</sup> offense:** Site Coordinator talks to the student and notifies the parent in writing. Student will not be allowed to participate in gym/outdoor activities for two days.
- 3<sup>rd</sup> offense:** Site Coordinator talks to the student and the parent, notifies the parent in writing, and the student receives two days in-school suspension from all afterschool activities.
- 4<sup>th</sup> offense:** Site Coordinator talks to the student, notifies the parent in writing, and the student is dismissed from the program for one week.
- 5<sup>th</sup> offense:** Site Coordinator talks to the student, notifies the parent in writing, and the student is dismissed from the program for two weeks.
- 6<sup>th</sup> offense:** Site Coordinator talks to the student, notifies the parent in writing, and the student is dismissed from the program for three weeks.
- 7<sup>th</sup> offense:** Site Coordinator and Afterschool Manager conference with student and parent to discuss dismissal from the program for the remainder of the school year.

**Depending on the severity of the offense, immediate dismissal from the program is a possibility. Parents will be notified of this situation by the Site Coordinator. If requested by the site coordinator or parent, a meeting will be scheduled with the County Afterschool Manager to discuss permanent dismissal.**

## **DISRUPTION OF SCHOOL**

Georgia State Law 20-2-1182: Any parent, guardian or person other than a student at the public school in question who has been advised that minor children are present and who continues to upbraid, insult or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be ordered by any of the above designated school personnel to leave the school premises or school bus and upon failure to do so such person shall be guilty of a misdemeanor and upon conviction thereof, shall be punished by a fine not to exceed \$500.00. Violation of a teacher's rights in accordance with the Georgia State Law 20-2-1182 may result in a student's dismissal from the afterschool program.

## **PARENT'S CONCERNS/ CHAIN OF COMMAND**

During afterschool hours the afterschool instructor is under the supervision of the Site Coordinator for his/her school. If at any time a parent has concerns or questions regarding the afterschool program or afterschool employees, they are asked to speak to the Site Coordinator first. If this is not sufficient, the parent is then asked to call the County Afterschool Manager, Cindy Greene, at 678-583-1211 or email [cgreene@henry.k12.ga.us](mailto:cgreene@henry.k12.ga.us).

The established chain of command for the afterschool program is:

1. Site Coordinator
2. County Afterschool Enrichment Program Manager: Mrs. Cindy Greene
3. Director of Finance for Henry County Schools: Ms. Roxanne Harkcom
4. Chief Financial Officer for Henry County Schools: Mrs. Christy Willis

## **COMMUNICATION**

The Afterschool Program maintains an open door policy. Please feel free to direct any questions or concerns related to any facet of the Afterschool Program to the Site Coordinator at your child's school or the Afterschool County Manager, Cindy Greene.

## **INCOME TAX INFORMATION**

Tax statements indicating payments made to the Afterschool Program will be prepared upon request. They may be requested from the County Afterschool Department. Please allow one week for processing, especially during tax season. Please note that it is the responsibility of each parent/guardian to retain their receipts.