

FCS AFTER SCHOOL PROGRAM POLICY

Statement of Purpose

The purpose of the program is to serve the school and parents by providing FCS elementary and middle school students an adult supervised safe, comfortable, nurturing environment that promotes the physical, intellectual, emotional and social development of each student. The program will provide study/homework time, social enrichment, creative time and outdoor activities to enhance fitness.

Program Statement

The FCS After School Program is offered during the 2011-2012 school year from 3:00 P.M. until 6:00 P.M. The FCS After School Program is offered to all enrolled elementary and middle school students.

Program Goals

- To provide study/homework time.
- To provide an opportunity for free play, reading, and age appropriate games and crafts.
- To provide supervised playground time and recreational activities to enhance fitness.

Registration and Enrollment

Registration for the 2011-2012 school year will be accepted in May. All of the required registration forms and the reservation calendar can be downloaded from the school website to be filled out and turned in to the elementary school office by mail or email to afterschool@fcspaladins.org. You may also register at the Back to School Bash. There is open enrollment throughout the school year. Parents must complete and sign a **REGISTRATION** form every year. Parents are responsible for making sure that all contact and emergency information is kept current. **There will be a \$45 enrollment fee due at the time of registration.** Parents must have a completed **FCS ACTIVITY PARTICIPATION PERMISSION & RELEASE OF LIABILITY** form on file and will be required to fill out an **AFTER SCHOOL PROGRAM REGISTRATION** form, a **PICK UP AUTHORIZATION** form and an FCS Policy **STATEMENT OF AGREEMENT** form.

Program Fees

Fees will be \$18 per day, \$75 per week, or \$2,500 per year. Yearly fees may be deducted monthly through FACTS. All payments are due at the beginning of the month. Weekly and monthly reservations may be made by filling out a reservation calendar downloaded from the website and turning it in with payment to the elementary school office by the first of the month. The Drop-In rate is \$30.00 per day, or \$10 per hour with a (2 hour minimum) and is paid daily at pick-up and given directly to one of the Program Directors, Leasa Jones or Candi Jenkins.

Please DO NOT send payments with your child. We will provide tax receipts on a yearly basis, and monthly statements upon written request. **There will be no refund made for students who are absent from the program.**

Late Payment of Program Fees

With the exception of FACTS deductions, payments are due the first of the month. **A \$5.00 late fee will be assessed for each day your payment is late.**

Returned Check Fee

Returned checks will result in a \$25.00 fee.

Drop-In Policy/Fees

Parents who wish their child/children to stay in the After School Program as a "Drop-In" last minute must send an email to both afterschool@fcspaladins.org and your child's/children's teacher(s) **before 2:00 P.M.** that day. The email must state the name of the person you are authorizing to pick up your child/children, and include a cell phone number for (a.) the person authorized to pick up, (b.) you the parent, (c.) and the name and phone number of an emergency contact. **Drop-In fees are \$10.00 per hour (2 hour minimum).**

Carpool/ Late Pick Up

Students not registered for the After School Program, whose parents arrive after 3:30 P.M. for (elementary) and 3:45 P.M. for (middle school) will be taken to the After School Program room where they can be picked up. Late fees of \$1.00 per minute will be assessed and are due at pick up.

Hours and Days (Days Not In Session)

The FCS After School Program hours are Monday through Friday, from **3:00 P.M. until 6:00 P.M.** The program will not operate on weekends, during holidays, breaks or vacation (i.e. Christmas Holidays, Spring Break and Summer Vacation). The After School Program **will not** be available on early release days or teacher workdays. **When FCS is closed for inclement weather, the FCS After School Program will not be available.**

Emergency Contact

If you need to contact your child or After School Program personnel between 3:00 P.M. and 6:00 P.M. You may call Leasa Jones **(678-347-6293)** or Candi Jenkins **(678-386-8788).**

Release of Children

Students will only be released to persons listed on the pick-up authorization form. In the event that there is a need for someone other than a previously authorized person listed on the form to pick up a student, the parent who initially registered the student in the program must send an email authorization by **2:00 P.M. on that day** to afterschool@fcspaladins.org.

That email must include both the name and a contact phone number for the person who will be picking up the student. If students are not picked up by 6:10 P.M., parents will be called. If parents cannot be reached, the other authorized persons listed on the authorization form will be called to pick up the student.

Pick Up Time/Late Fee Schedule

Students must be picked up promptly at 6:00 P.M. Late fees of \$1.00 per minute will be charged beginning at 6:01 P.M.

Student Illness, Accidents or Injuries

Students with any type of infectious illness, communicable disease, infection of the skin, or head lice must receive proper treatment from a physician before participating in the After School Program. Students must be fever free for a full 24 hour period (without medication) before participating in the After School Program. If your student becomes ill or injured during the After School Program, you will be contacted immediately. If parents cannot be reached an emergency contact will be called. In the case of an extreme emergency, where the After School Program is unable to contact the parents, or emergency contacts, a doctor or hospital of the Program Directors choosing will be contacted to administer emergency aid to the student. Minor injuries will be addressed by the Program Directors. Parents will be informed of all injuries and an injury report form will be filled out.

Personal Articles

Students should not bring any items that are not allowed in the FCS School Policy Guide. **The program will not be responsible for lost, stolen, or traded items.**

Discipline Policy

As part of Fellowship Christian School, students are expected to behave in an obedient, respectful manner at all times. The After School Program will follow the behavior and discipline policies in the FCS Lower School policy guide.

FCS After School Program Policy Statement of Agreement

I _____ have read, understand and
Parent/Guardian Print

agree with all the policies in this document.

_____ Date _____
Parent/Guardian Signature