

After School Academic Enrichment Program Handbook

Dear Parent/Guardian:

Welcome to our After School Academic Enrichment Program. We will provide a safe, fun environment for your child. To ensure a successful program, we would like for you to read carefully the following guidelines before signing.

1. Every child attending must have a current registration form on file.
2. The After School Program is a prepaid program. The hours of operation are 2:30 – 6:30pm the days that school is in session. The tuition is \$40.00 per child per week. If the After School Program is closed for two or more days during any given week, then the weekly fee will be prorated to \$8.00/day.
3. The After School Program will accept only checks or money orders at the location. Checks should be made out to Henry County Park and Recreation or HCPRD. There will be a \$ 25.00 fee for all returned checks.
4. Only people that are designated on the registration form will be allowed to pick up your child. A Picture ID will be required for the protection of your child.
5. To ensure the safety and security of all children in the After School Program, should an emergency occur which threatens the welfare of the children Henry County Police Department will be contacted.
6. Children who are not picked up by 6:30pm will be charged \$1.00/minute late fee, which must be paid the same day.
7. The After School Program is a privilege and your child (ren) is (are) expected to behave properly, including riding the van to the after school location. Inappropriate behavior may result in suspension or withdrawal from the program.
8. Students may be suspended or withdrawn from the After School Program for the following reasons:
 - a. Three late pick ups from the program
 - b. Continuous discipline problems
 - 1st offense ~ talk with parent child and instructor
 - 2nd offense ~ 1 day suspension
 - 3rd offense ~ suspension for 1 weekThese offenses are when the child is written up, after 3 write ups your child may be removed from the program
 - c. Non Payment of tuition/or late fees
9. If school closes because of inclement weather or for any other reason, the After School Program will also be closed. Regular school procedures will be followed.
10. Registration is complete when the parent letter and registration forms are completed signed and returned to the After School Academic Enrichment Program Director and fee is paid.
11. We are not responsible for grades however we do offer homework assistance and enrichment.
12. After School Payments must be made prior to the end of the After School Program on each Friday. Payments made after Friday will be charged an additional \$10.00 per child.