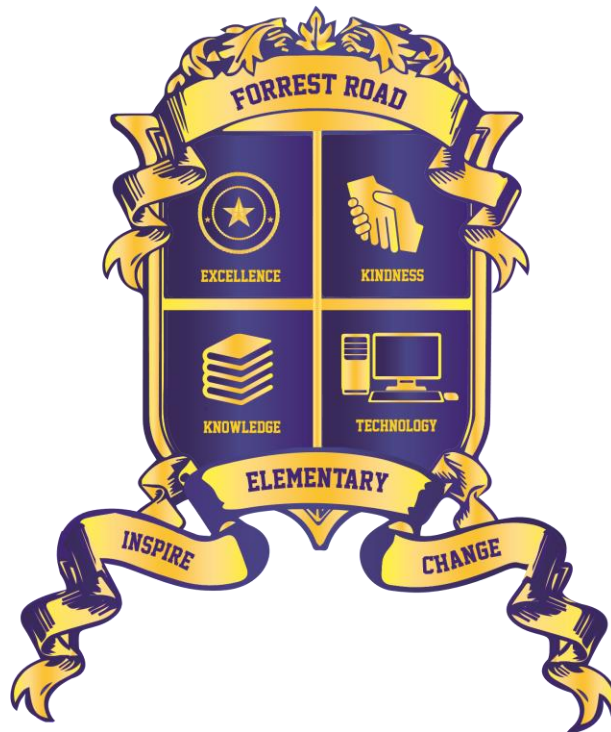


Mr. Kevin Aviles, Principal  
Ms. Carmen Weeks, Assistant Principal  
Site Supervisor: Tatjana Quarles (706-604-9687)

6400 Forrest Road  
Columbus, Georgia 31907

(706) 565-3061  
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# Forrest Road Elementary School After School Enrichment Program Handbook



**Non-discrimination Statement:** Forrest Road Elementary School does not discriminate on the basis of sex, race, creed, national origin, age, or handicap in our programs, activities, or employment practices and policies.

## **Hours of Operation**

Forrest Road Elementary After School Enrichment Program (ASEP) is in operation from 2:30 p.m. – 6:00 p.m.

## **General Information**

- Transportation is the sole responsibility of the parent. The ASEP does **NOT** provide transportation for any reason.
- ASEP does not accept responsibility or liability for personal injury while attending our program. Furthermore, we do not accept responsibility for personal items lost, traded, or stolen.
- It is the parent's responsibility to complete all forms accurately and to update any changes in phone numbers, emergency contacts, guardianship, medical histories, and other pertinent information that may be needed.
- Parents should provide a note addressed to the Site Supervisor regarding changes in pick-up that may differ from routines. Neither the Site Supervisor nor staff in charge will be allowed to make changes through phone calls, the student, or any individual other than the parent. This ensures the safety of all students.

## **Program Procedures:**

- Registration must be completed before a child is allowed to attend the program. An enrollment form is provided as the last page of the booklet. Retain the remainder of this booklet for future reference. Drop-ins must also complete a registration form. **NO STUDENT will be allowed in the program without proper registration forms being completed.**
- A minimum of 30 and a maximum of 60 students will need to be enrolled to maintain the security of having the program operate.
- Drop-ins or infrequent users of the program will be allowed to attend if space is available and if they have FULLY enrolled with all ASEP paperwork completed. A drop-in is a student who stays in the program for one (1) or

two (2) days. Three (3) days constitute an entire week. Drop-in fee is \$10.00 per day, **with** a \$20.00 registration fee per child. If a student attends three (3) days they will be required to pay for the entire week.

- Students who are absent for an entire week **must** pay a “hold fee” (families with multiple children in the program will have to pay per child). After missing 3 consecutive weeks, the student(s) will be withdrawn and the parent will be required to reapply for AESP and pay registrations again **(Pending availability)** if the “hold fee” is not paid.
- Please see the fee schedule for tuition due days and times. Failure to prepay for the week may result in removal from the program. A **\$10.00** late fee will be added if payment is not received by the end of the AESP program on Monday. Tuition may be paid weekly, bi-weekly, or monthly, **but is pre-pay ONLY**. There is a \$20.00 registration fee for **EVERY** child and is expected at the time of registration, and applies to drop-ins as well.  
**\*\*Delinquent accounts must be paid in full by week two or student(s) will be withdrawn from the AESP program\*\***
- Since Forrest Road Elementary School is **NOT** a collection agency, we ask for full cooperation from our parents in promptly paying. If your payment is not received, your child will NOT be allowed in the program and will be sent to the director and a parent will be contacted. **Checks or money orders are the ONLY form of payment accepted.**
- Students who have to stay after for a little while (up to 4:00 PM) EVERY day can take advantage of an optional rate.

**Fees \*\*\*\$20.00 registration fee per child required\*\*\***

**\*\*\*CHECKS OR MONEY ORDERS ONLY. NO CASH ACCEPTED\*\*\***

## PAYMENTS

Fractional	Any time between 2:30 and 4:00 = \$5	Due when student is picked up each day
Daily	\$10.00 (drop-in rate) Drop-in is defined as any inconsistent times/days from 2:30-6:00 PM.	Due on the day student stays (drop-in rate).
Weekly	\$40.00 (one child)...3 or more days \$60.00 (two children)...3 or more days \$25.00 for each additional child...3 or more days	Due by 6:00 PM on the first day the child(ren) attends
Late pick up	\$10.00 (5-15 minutes) \$15.00 (16-30 minutes) \$20.00 (31-45 minutes)	Fee applies per student. Student will be removed from program if excessively late. Late pick up fines are due at time of pick up.
Holding fee	\$20.00 for the first student in the family \$10.00 for any siblings after the first	Due the Friday before the week of anticipated absence.

- Forrest Road Elementary ASEP will NOT operate on school closings, holidays, or inclement weather days.
- All students must be signed out daily by a custodial parent, or someone on the registration form ONLY. Showing a form of picture identification will be mandatory until the Director is familiar with all parents. Therefore, be prepared to have your ID available daily.

**Discipline:**

Forrest Road Elementary ASEP is an extension of the regular school day. ALL school system rules will remain in place for this program and must be followed as stated in the Muscogee County School District Code of Conduct. ANY violation of the rules will result in specific and systematic consequences in accordance with school policy.

**Rules:**

1. Students should follow all instructions given by the teacher and/or director.
2. Students are not permitted to have electronic devices of any sort (Nintendo, DS, PSP, etc.), cell phones, iPads, iPods, digital cameras, or other electronic devices, unless a specified day has been designated and stated in writing by the directors and teachers for those items.
3. Students should show respect to the director and all teachers and volunteers on duty.
4. Students should ask permission prior to leaving designated areas.

**VIOLATION:**

1. Director talks to student and notifies parents.
2. Director will talk to student, notify parents, and have the student write a Behavior Action Plan (that will be shared and signed by parent).
3. Director writes a behavior referral to be kept on file with Forrest Road Elementary's ASEP.
4. Director has the right to remove the student from the program for a week. Further violations may result in suspension for a time greater than a week, to possibly include suspension for the remainder of the school term. (Any monies paid to the program will NOT be refunded for disciplinary removal.)

**The determination of the severity of the offense is left up to the discretion of the Director who has the right to consult the advice of the building Principal**

**and/or Assistant Principal. Severe violations may necessitate immediate dismissal on the first offense.**

**Bullying:**

Students found to be involved in bullying behavior will be dealt with according to Forrest Road Elementary and MCSD rules and regulations regarding bullying. Please refer to the Forrest Road Elementary School Student/Parent Handbook and the MCSD Code of Conduct Handbook.

**Safety of all students is our number one priority.**

Forrest Road Elementary School Registration Form

**\*\*Please complete the form in its entirety with a blue or black pen\*\***

**\*\* A registration form must be completed for each child enrolled\*\***

Name of child: \_\_\_\_\_ DOB: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Siblings who attend program:

\_\_\_\_\_  
\_\_\_\_\_

Mother's Name: \_\_\_\_\_

Work Number: \_\_\_\_\_ Employer: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Home Number: \_\_\_\_\_

Email: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Work Number: \_\_\_\_\_ Employer: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Home Number: \_\_\_\_\_

Email: \_\_\_\_\_

EMERGENCY CONTACT INFORMATION (other than parent)

1<sup>st</sup> Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

2<sup>nd</sup> Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

3<sup>rd</sup> Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Child's Physician \_\_\_\_\_ Phone \_\_\_\_\_

Other Authorized Persons Allowed to Pick-Up My Child with ID:

Name	Relationship	Phone Number

My child will be enrolled in Forrest Road Elementary School AEP for (check one of the following)

Full Week/Monthly

Individual Days/Drop-in: \_\_\_ Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri

If school dismisses for inclement weather for any foreseen reason, my child will be sent home by:

\_\_\_ Bus # \_\_\_

\_\_\_ Car Rider

\_\_\_ I will arrange for immediate pick up.

Special instructions: (Allergies, Medications, Dietary Needs, etc.)

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I have been provided a copy of this handbook and I have read it, understand the policies and procedures provided, and will abide by all. I assume all responsibility by allowing my child to be enrolled in the program. In the event of an accident or an injury is incurred while my child is attending Forrest Road Elementary School AEP Program, I authorize the staff to seek immediate medical attention for my child.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_



\*\*\* Office Use Only\*\*\*

\$20.00 registration paid