

North Columbus Elementary
Afterschool Enrichment
Program Handbook
2022–2023



NORTH COLUMBUS
ELEMENTARY

2006 Old Guard Road
Columbus, GA 31909
706-748-3183

Danielle Ernst
Principal

Kimberly Jernigan
Assistant Principal

Non-Discrimination Statement: North Columbus Elementary does not discriminate on the basis of sex, race, creed, religion, national origin, age, or handicap in our programs, activities, or employment practices and policies.

Hours of Operation:

NCES After School Enrichment Program (ASEP) is in operation from 2:30 pm –6:00 pm.

General Information:

- Transportation is the sole responsibility of the parent. The ASEP does not provide transportation under any circumstances.
- 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 history, and other pertinent information that the parent deems as important for the wellbeing of their child.
- Parents should provide a note addressed to the DIRECTOR regarding changes in pick-up that may differ from routines. Neither the director nor teacher(s) in charge will be allowed to make changes through phone calls, the student's word, or any individual other than the parent. This ensures the safety of all students.

Program Procedures:

- Registration must be completed before the child is allowed to attend the program. An enrollment form is provided on the last page of this handbook. Retain the remainder of this packet 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 and on file.

- A minimum of 30 students and maximum of 75 students will need to be enrolled to maintain the security of having a program operate on the campus of NCES.
- 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 defined as a student who uses the program one or two days a week. The fee is \$15.00 per day, with a \$25 registration fee per child. For additional children in the household, a registration fee will be \$25.00 as well. Any student attending for three or more days will be required to pay for the entire week.
- **Tuition is due no later than 3:00 p.m. on each Monday. Failure to pre-pay for the week may result in removal from the program. A \$10.00 late fee will be added if not paid by Monday.** Tuition may be paid on a weekly or monthly basis, but is pre-pay only. A one-time registration fee of \$25.00 is due from all students each academic school year, whether drop-in or fully enrolled.
- Since NCES ASEP 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. Your child will be sent to the director and the parent will be contacted. Checks, cash, and money orders are the only form of payment accepted. **There is a \$15.00 return check fee per check.**
- Delinquent accounts must be paid in full within one week of missed payment or students will be withdrawn from the program.
- **Failure to pay fees and pick up students on time will result in removal from the NCES Afterschool Enrichment Program.**

Afterschool Enrichment Program Fees

**** A non-refundable registration fee of \$25.00 per child is required.**

Drop-in (2 days or less per week)	\$15.00 (drop-in rate). Drop-in is defined as any inconsistent times/days from 2:30-6:00	Due on the day student stays (drop-in rate). \$25.00 registration fee.
Weekly 3 or more days	\$45.00 (one child) \$80.00 (two children) \$25.00 for each additional child	Due by 6:00 p.m. each Monday
Monthly	Same fees apply (times the number of weeks in that particular month).	Due on the 1st attended school day of the month.
Late Pick-Up	\$10 (5-15 minutes) \$15 (16-30 minutes) \$20 (31-45 minutes)	Fees apply per student. Students will be removed from program if excessively late. Late pick-up fines are

****** Checks, Money Orders, and Cash Accepted ONLY******

- NCES will NOT operate on school closings, holidays, or inclement weather days. In the event severe weather is expected and the ASEP needs to close for the
- PLEASE add your child's name and a working phone number on each check written.
- 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, you must be prepared to have your ID available daily.

Discipline

NCES is an extension of the regular school day. All school system rules are in full force during this program and must be followed as stated in the Muscogee County School District Code of Conduct Handbook. ANY violation of the rules will result in specific and systematic progressive consequences.

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 unless it is their assigned school device sent home by the teacher.
3. Students should show respect to all adults and peers.
4. Students should ask permission prior to leaving designated area(s).

Violation 1	Director talks to student and notifies parents.
Violation 2	Director talks to student, notifies parent, and has student write a behavior action plan.
Violation 3	Director has the right to remove the student from the program for a week. Any further violations may result in suspension greater than a week, to possibly include suspension for the remainder of the school YEAR.

**** 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.

****** SAFETY OF ALL STUDENTS IS OUR NUMBER ONE PRIORITY******

Registration Form

Please complete this form in its entirety with a 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 the program: _____

Mother's Name: _____

Cell#: _____ Work #: _____

Home #: _____

Email: _____

Father's Name: _____

Cell#: _____ Work #: _____

Home #: _____

Email: _____

Emergency Contact Information (other than Parent/Guardian)

Child's Physician: _____ Phone: _____

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

Name	Relationship	Phone #

Registration Form

Please complete this form in its entirety with a black pen.

*A registration form **MUST** be completed for **EACH** child enrolled.

Check one of the following:

My child will be enrolled in THE NCES ASEP

Full Week/Monthly _____

Individual Days: ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri

As a Drop-In: _____

If school dismisses for inclement weather or for any unforeseen reason, my child will go home as a:

_____ Bus Rider (Bus # _____)

_____ Car Rider (Car Rider # _____)

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

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

Parent/Guardian Signature: _____ Date: _____

Print Student's Name: _____

Office Use Only

\$25.00 registration paid

Received by: _____