



# **North Columbus Elementary Afterschool Program 2026-2027**

**Dr. Danielle Ernst**

**Principal**

**Assistant Principal**

**Dr. Nekia Roberts**

**Assistant Principal**

**Carra Beyma**

**Director**  
**Val Carson**

**Financial**  
**Candice Baugher**

**2006 Old Guard Road  
Columbus, GA 31909**

706-748-3183



**2026-27  
School Year Calendar**

July 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
<b>1-24 Summer Break</b> <b>6 Independence Day Observed</b> <b>27-31 Teacher Planning/Staff Development Days</b>						

October 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
<b>6 End of Nine Weeks</b> <b>9-12 Fall Break</b> <b>13 Report Cards</b>						

January 2027						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
<b>1 Winter Break</b> <b>4 Teacher Planning/Staff Development Day</b> <b>5 2nd Semester Begins</b> <b>6 Report Cards</b> <b>18 Martin Luther King, Jr. Day</b>						

April 2027						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
<b>5-9 Spring Break</b> <b>21 Progress Reports</b>						

August 2026						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
<b>3 1st Day of School/1st Semester Begins</b>						

November 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
<b>10 Progress Reports</b> <b>11 Veterans Day</b> <b>23-27 Thanksgiving Break</b>						

February 2027						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
<b>5 Progress Reports</b> <b>11 Teacher Planning/Staff Development Day</b> <b>12-15 Mid-Winter Break</b>						

May 2027						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
<b>??? Graduation</b> <b>21 Last Day/Report Cards (Elementary)</b> <b>24-25 Teacher Post Planning</b> <b>25 Report Cards (Secondary)</b> <b>26-31 Summer Break</b> <b>31 Memorial Day</b>						

March 2027						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
<b>12 End of 3rd Nine Weeks</b> <b>17 Report Cards</b>						

September 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
<b>2 Progress Reports</b> <b>7 Labor Day</b> <b>24 Virtual Day</b> <b>25 Teacher Planning/Staff Development Day</b>						

December 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
<b>18 1st Semester Grading Period Ends</b> <b>21-31 Winter Break</b>						

June 2027						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
<b>1-30 Summer Break</b>						

- Student/Teacher Holiday
- Semester Start Dates
- Teacher Planning/Staff Development/Student Holiday
- Virtual Day
- Last Day for Students

**\*\*\*Please read the handbook carefully, as it contains important**

## **updated fees, rules, and regulations prior to applying.\*\*\***

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

ASEP - Afterschool Enrichment Program

MMP - My Payments Plus

OLR - Online Registration

### **Hours of Operation:**

The NCES Afterschool Enrichment Program (ASEP) operates from 2:30 to 6:00 pm.

### **General:**

- ★ The program is not free; payment is required to attend.
- ★ Drop-ins are not allowed.
- ★ We require that all students enrolled pay for the whole month, whether they attend 1 or 20 days.
- ★ Due to low attendance on certain days/holidays and the day prior to a holiday the ASEP will be closed. Information is listed below for the specific days. Payments have been adjusted to accommodate these dates.
- ★ The Afterschool program is \$15.00 a day for ONE student, \$24.35 for TWO students, and \$36.90 for THREE students and a separate registration fee of \$35.00 is required for EACH student.
- ★ We do not give REFUNDS for any reason for the ASEP. This includes but is not limited to: paying the wrong school, if a payment was made to the wrong activity or fee, if a student is suspended, if a student is put out. This is a MCSD and MPP policy. Prior to hitting the submit button, double check to make sure it is accurate.

### **Pick-up:**

- The Afterschool Program door in the gym does not open until 3:15 PM. Please refrain from arriving to pick up before that time.
- Students cannot be picked up past 2:55 through the office.
- If your child has to be picked up early, it is suggested that they leave by bus or car during the regular dismissal time.

- Completion and approval of the schools OLR is required to be eligible to enter the lottery for selection into the program.
- To maintain the security required for a program to operate on the NCES campus, a minimum of 30 and a maximum of 75 students can be enrolled.
- Your child(ren) will be allowed to participate in the program only after receiving an approval email from NCES/ASEP Administration, completed registration, and paying the online deposit to reserve the spot by July 5th at 11 PM. The registration fee must be paid for each student in the program. (Example 1 student = \$35.00, 2 students = \$70.00, etc.)

**No refunds will be given once these items have been paid for.**

- Enrollment in the program requires payment for each month school is in session. Monthly fees must be paid regardless of a child's attendance. Per MCSD guidelines, students must attend school in order to participate in ASEP. The first payment is due July 26th, 2026 at 11PM.

Monthly payments are calculated by adding all eligible program days together and dividing by the number of days a student may attend during that month.

The following days are NOT included in the monthly payment calculation: MCSD holidays, planning days, breaks, Halloween Day, the day before Thanksgiving Break, the day before Christmas Break, School Dance Day (Feb. 26, 2027), 5th Grade Graduation Day (May), the day before Spring Break, and the last day of school.

When Inclement weather days occur, refunds will not be issued for those days. If MCSD determines that schools must be closed for 3 or more consecutive days, a future month's payment will be prorated to compensate for those missed days. In other words, payments will not be prorated for 2 days or fewer. Future payments will also NOT be adjusted if missed days are random throughout the year or are not consecutive.

- Transportation is the sole responsibility of the parent. The ASEP does not provide transportation under any circumstances.
- We only take monthly payments on the schedule provided. We DO NOT offer daily, weekly or yearly payments.
- Feed the Valley helps supply our students with daily snacks. Students are welcome to bring their own snacks. Please put these snacks in a plastic bag labeled "For After-School Program."
- Students are prohibited from making playdates or alternate pick-up arrangements with other students' parents via phone or directly. Any such requests must be communicated through a note addressed to the director in the morning. This policy ensures that all pick-up arrangements are authorized and documented for the safety and security of our students.

- The parents are responsible for completing all forms accurately and updating any changes in phone numbers, emergency contacts, guardianship, medical history, and other pertinent information that they deem essential for their child's well-being.
- Guardians, or their designated pick-up persons are prohibited from parking in the front driveway due to safety concerns, the need to keep the drive-through accessible for other programs, and to ensure emergency vehicles can access the drive-through. Instead, they must park on the gym side of the parking lot. Access to pick up children will be through the gym door. There is a sign on the door indicating that parents/students should enter/exit through this door.
- NCES or ASEP does not assume responsibility or liability for personal injury during participation in our program. Additionally, we do not accept responsibility for lost, traded, or stolen personal items. We strongly encourage parents to check their child(ren)'s backpacks for toys, electronics, money, or any valuables and advise against bringing such items to school. It is essential to take these precautions to ensure the safety and security of personal belongings while attending our program.
- To ensure all students' safety, parents must send a note directly to the director in the morning detailing any changes in pick-up arrangements that differ from their routine. Changes cannot be authorized through phone calls, text messages, emails, dojo messages, the student's word, or anyone other than the parent in written form. This policy ensures strict adherence to authorized pick-up changes and enhances the safety protocols within the school environment.
- Please plan to pick up your child from the after-school door in the gym at 3:15 PM, after the students finish snack and start moving to their activities. The front office staff are not responsible for dismissing After School students.
- All students must be signed out daily by a custodial parent or an individual listed on the registration form. It is mandatory for anyone picking up a student to show photo identification until the director is familiar with all parents. Therefore, please ensure that you and those listed on your pick-up list are prepared to present identification when picking up students.
- Afterschool Activities Include:
  - Daily - rotate through 20 minutes of attendance, snack and social time, 30 minutes of homework time, 30 minutes of arts/crafts, 30 minutes playground time, and 30 minutes gym time.
  - Yoga on Wednesdays - ASEP will provide the mats.
  - Art on Tuesday - ASEP will provide art supplies.

## Discipline:

NCES ASEP is an extension of the regular school day. According to the Muscogee County School District Code of Conduct Handbook, all school system rules apply to this program and must be adhered to. Any violation of these rules will result in specific and progressive consequences.

### Additional Rules:

- Students must follow all instructions given by the teacher and/or director.
- Students are permitted to have electronic devices only if their assigned school devices are sent home by the teacher. No personal devices are allowed.
- Students must show respect to all adults and peers.
- Students must ask permission before leaving designated areas.

<b>Violation 1</b>	The director talks to the student and notifies the guardian.
<b>Violation 2</b>	The director talks to the student, notifies the guardian, and has the student write a behavior action plan.
<b>Violation 3</b>	The director has the authority to suspend a student from the program for one week for violations of program rules. Payment for the child(ren)'s spot(s) for the week of suspension is still expected to hold their place in the program. Further violations may result in a suspension lasting more than one week, potentially extending to 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 Assistant Principal. Severe violations may necessitate immediate dismissal on the first offense\*\*\*.

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

## Afterschool Enrichment Program Fees

**\*\* A non-refundable registration fee of \$35.00 per child is required.\*\***

Attendance	Fees	Information
Drop-in	We do not have drop-ins. Only full-time enrollment students will be allowed in the program due to staffing.	
Monthly	\$261.00 (one child) \$487.00 (two children, saves \$35.00) \$738.00 (for the second child saves \$35, and for a third child saves \$10.00.	<b>It is due by 11:00 PM on Sunday, whether school is in session or not. This includes holidays.</b>
Late Pick-Up	\$10 (1-15 minutes) \$15 (16-30 minutes) \$20 (31-45 minutes)	Fees apply per student. Students will be removed from the program if they are excessively late or late more than 3 times. Late fees must be paid through My Payments Plus is due within the same week.

The Payment Breakdown is based on a 36-week/180-day school year that MCSD requires students to attend and \$15.00 a day for a single child. Since students are not at school on the Virtual Day and we will be closed on Halloween (**falls on a Saturday this year**), the day before Thanksgiving Break, the day before Christmas Break, the Dance Day (Feb 26, 2027), The day before Spring Break, 5th Grade Graduation (May) and the Last Day of School, the charge will be based on **174** days and rounded if needed.

**1 Student:** \$261.00 per month for 10 months

Daily Rate: \$15.00

Yearly Cost: \$2610.00

**2 Students:** \$487.00 per month for 10 months

Daily Rate: \$24.35

Yearly Cost: \$4870.00

**3 Students:** \$738.00 per month for 10 months

Daily Rate: \$36.90

Yearly Cost: \$7380.00

**We accept only payments via My Payments Plus; No other forms of payment are accepted.**

## Registration Due Dates:

- Beginning of the Year by: Sunday, July 5th at 11:00 PM. If the registration fee is not paid your spot will be forfeited and we will pick the next one family drawn from the lottery.
- During the Year: Two days before the first day of ASEP attendance.

## Monthly Due Dates:

<b>Monthly Payment Due Dates</b>				
<b>Due on the following dates, even during a holiday or a break.</b>				
<b>Month</b>	<b>Window Opens for New Month</b>	<b>Due Date</b>	<b>Time Due</b>	<b>Dates Paying For</b>
<b>August</b>	<b>July 2, 2026</b>	<b>July 26, 2026</b>	<b>11 PM</b>	<b>Aug. 4-28, 2026</b>
<b>September</b>	<b>Aug. 26, 2026</b>	<b>Aug. 30, 2026</b>	<b>11 PM</b>	<b>Aug. 31-Sept. 2, 2026</b>
<b>October</b>	<b>Sept. 3, 2026</b>	<b>Sept. 27, 2026</b>	<b>11 PM</b>	<b>Sept. 28 - Oct. 23, 2026</b>
<b>November</b>	<b>Oct. 3, 2026</b>	<b>Oct. 25, 2026</b>	<b>11 PM</b>	<b>Oct. 26 - Nov. 20, 2026</b>
<b>December</b>	<b>Nov. 5, 2026</b>	<b>Nov. 29, 2026</b>	<b>11 PM</b>	<b>Nov. 30 - Dec. 18, 2026</b>
<b>January</b>	<b>Dec. 3, 2026</b>	<b>Jan. 3, 2027</b>	<b>11 PM</b>	<b>Jan. 4 - Jan. 29, 2027</b>
<b>February</b>	<b>Jan. 7, 2027</b>	<b>Jan. 31, 2027</b>	<b>11 PM</b>	<b>Feb. 1 - Feb. 26, 2027</b>
<b>March</b>	<b>Feb. 4, 2027</b>	<b>Feb. 28, 2027</b>	<b>11 PM</b>	<b>March 1 - March 26, 2027</b>
<b>April</b>	<b>March 4, 2027</b>	<b>March 28, 2027</b>	<b>11 PM</b>	<b>March 29 - May 2, 2027</b>
<b>May** See below.</b>	<b>May 1, 2027</b>	<b>May 2, 2027</b>	<b>11 PM</b>	<b>May 2, 2027 -May 20, 2027</b>

**\*\*If you pull your student (s) out of the program for May for any reason, your child will not be considered for the lottery for the following year. We set up payments to remain the same every month, and the program relies on this funding to continue providing services.**

**\*\*Checks, Money Orders, and Cash ARE NOT ACCEPTED\*\***

- ★ A one-time registration fee of \$35.00 is required for each child. Please note that checks, money orders, and cash are not accepted forms of payment.
- ★ When you go to “My Payments Plus” to make your payment, please be sure to select only **North Columbus Elementary**. If you pay another school or the wrong event, we cannot help get that money back.

**Please Remember There Are NO Refunds.**

- ★ Payment **MUST** be received in accordance with the Payment Schedule in order for your child to remain in the program.
- ★ Tuition for the after-school program is due by **11:00 PM** on Sunday, as outlined in the Monthly Due Date Schedule. We only offer a monthly payment option, which is required whether school is in session or not.
  - The payment for the following month is available starting Thursday after the current month is paid and is open until the 11:00 PM Sunday deadline. Please note this gives you more flexibility in when you can pay, with up to 3-4 weeks to pay, depending on how many days there are in that month.
- ★ If tuition is not paid by the Sunday deadline, your child(ren) will not be allowed to attend the after-school program starting Monday and each subsequent day until payment is made. NCES Admin will call you to pick up your child during the regular dismissal time of 2:15. To avoid disruption, please ensure that you make the monthly payment. As listed on the schedule, failure to pay tuition for the second time will result in removal from the program.
  - After a missed Sunday Payment, your payment will have to be set up again under the FEES tab in MPP. It will be set up after 4 PM on the Monday following the due date, so you can pay it that evening. All necessary LATE FEES (under the activities tab) must also be paid for your child(ren) to be able to return to the ASEP.
- ★ Delinquent accounts must be fully settled by Wednesday of the first week after a missed payment to keep your child/children spot(s) in the after-school program. If the account remains delinquent after this grace period, the child(ren) will be withdrawn from the program. Families need to adhere to this timeline to maintain enrollment in the program and ensure continuity for their children.

## **Late Payment and Fees Policy:**

**Missed Payments:** If payment is not received by the due date, a **late fee of \$20.00** will be charged per child. This fee must be paid in addition to the original payment to return to the program. The fee is already set up in the activities section of "My Payments Plus".

**Returned Payments:** If the bank or credit card company returns a payment or fee, a **\$15.00 fee** will be charged. The payment and fee must be completed for your student(s) to return to the ASEP. The fee is already set up in "My Payments Plus".

**Late pick-up:** Please pick up your child/children by 6:00 PM, in order to avoid late pick up fees. The ASEP sign-out sheet will be used to verify late pick-ups fees. Please be considerate of our staff having been here since 7 AM. Late fees shown in the chart above must be paid by the closest Saturday after the Late Pick-up happens. They are already set up in "My Payments Plus" under activities.

Unpaid fees and payments will prevent your child/children from attending the Afterschool Program until all fees and payments are current.

Accumulating two late payments may result in removing your child(ren) from the program.

**Please ensure payments are made on time to avoid late fees and maintain your child/children spot in the Afterschool Program.**

## **Lottery Procedures**

**Please ensure you have read the entire After School Enrichment Program handbook before completing the registration.**

To enroll in the lottery, please submit your registration information using the Google link below. [Insert Google link for registration]

This process ensures fairness in enrollment and encourages participants to familiarize themselves with program guidelines before registering.

## **Registration Procedures**

No student can begin the program without correctly completing online registration and paying the required deposit to secure their spot.

Once you receive email confirmation of your child/children's acceptance into the program, you will receive instructions on how to make payments through our online system, "My Payments Plus." This system will be used for all fees and payments, including registration, tuition, late fees, returned payment fees, etc.



I have received, read, and understand the policies and procedures for the Afterschool Program.

Please print your child/children's name(s):

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Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

