

**River Road Elementary**

**After School**

**Enrichment Program**

**Handbook**

*Program Director: Felicia Crayton*

*Assistant Director: Traci Spurlock*

*School Principal: Carlos Jackson*

*School Assistant Principal: Jan Thomas*

*Non-discrimination Statement: River Road 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**

River Road After School Enrichment Program (ASEP) is in operation from 2:15 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 regarding changes in pick-up that may differ from a student’s normal routine. **Changes will not be allowed to be made through phone calls, the student, or any individual other than the parent.** This ensures the safety of all students.
* River Road ASEP will NOT operate on school closings, holidays, or inclement weather days.

**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 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.**
* A minimum of 40 students 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 defined as a student who uses the program one or two days a week. The fee is $10.00 per day, with a $15.00 registration fee per child. For additional children in the household, a registration fee will be $15.00 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 6:00pm 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 $15.00 is due from all students, whether drop-in or fully enrolled.
* Since River 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 the parent will be contacted.
	+ - **Delinquent accounts must be paid in full by week two or students will be withdrawn from the program.**
* 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.

**Fees**

**\*\*\*A non-refundable registration fee of $15.00 per child is required\*\*\***

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| --- | --- | --- |
| Daily | $10.00 (drop-in rate). Drop-in is defined as any inconsistent times/days from 2:15-6:00 pm | Due on the day student stays (drop-in-rate). $15.00 registration fee |
| Weekly | $40.00 (one child)… 3 or more days$70.00 (two children)…3 or more days$25.00 each for each additional child | Due by 6:00pm each Monday. |
| Monthly | Same fees apply (times the number of weeks in that particular month) | Due the on the 1st of every month |
| Late Pick Up | $5 (5-10 mins)$10 (16-30 minutes)$15 (31-45 minutes) | Fees apply per student. Students will be removed from program if excessively late. Late pick up fines due at time of pick up. |

***\*\*\*\*Cash, Checks, Money Orders, or My Payments Plus Only. \*\*\*\****

* Cash, checks, money orders or My Payments Plus are the only accepted forms of payment.
* You may access the My Payments Plus website here: <https://www.mypaymentsplus.com/welcome>
* The 2024-2025 school year fees are subject to change.

**Discipline**

River Road’s ASEP is an extension of the regular school day. All school system rules are in full force 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.

**Rules**

1. Students should follow all instructions given by the teacher and/or directors.
2. Students are not permitted to have electronic devices of any sort, unless a day has been designated in writing by the director.
3. Students should show respect to all adults on duty & other students in the program.
4. Students should ask permission prior to leaving designated area(s).

|  |  |
| --- | --- |
| Violation 1 | Director talks to student and notifies parent. |
| Violation 2 | Director will talk to students, notify parents, and have the students write a Behavior Action Plan. |
| Violation 3 | Director writes a behavioral referral to be kept on file with River Road’s ASEP. |
| Violation 4 | Director has the right to remove the student from the program for a week. Further violations may result in suspension greater than a week, to possibly include suspension for the remainder of the school term. |

\*\*\*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\*\*\***

**River Road After School Enrichment Program**

**Registration Form**

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

**STUDENT INFORMATION**

**Name of Child** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DOB** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teacher’s Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Grade** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Mother’s Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cell Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employer** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Father’s Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cell Number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

**Work Number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employer**

**Home Number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email**

**EMERGENCY CONTACT INFORMATION**

**1st Contact Person** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Phone**

**2nd Contact Person**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Phone**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3rd Contact Person** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Child’s Physician** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Phone**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |
| --- | --- | --- |
| **Name** | **Relationship** | **Phone Number** |
|  |  |  |
|  |  |  |
|  |  |  |

Turn Over

**Siblings who attend the program:**

**My child will be enrolled in the River Road’s ASEP for (check one of the following):**

\_\_\_\_\_**Full Week/Monthly**

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

**If school dismisses for inclement weather on any unforeseen 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.)**

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

**I have been provided a copy of this handbook and 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 and in the event of an accident, or if the injury is incurred while my child is attending the River Road Student Enrichment After School Program. In the event of an emergency, I authorize permission for the staff to seek immediate medical attention for my child if needed.**

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

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

\_\_\_\_\_\_**I have included a $15.00 registration for my child(ren).**