

Welcome to the Ford Elementary After School Program!

Our goal is to provide a safe, fun, and structured environment that allows for individual and social growth of our students. Children receive a snack and have a mandatory homework period. Planned activities include art, games, and athletics. The After-School Program (ASP) operates each school day from 2:15 - 6:00 p.m. You must pay **before** your child stays (“pre-pay”), and the cost is \$35 per week or \$7 per day. Cobb County School District requires a \$10 registration fee to be paid before the first time your child stays.

CONTACT

Crystal “Nicole” Smith, Director – Crystal.Smith@cobbk12.org

If you have questions about your account, please email Mrs. Nicole or call 678-594-8092

HOURS OF OPERATION

2:15 p.m. until 6:00 p.m. on all days in which school is in session.

The program does not operate on teacher work days or holidays. During conference week the hours are extended to 12:15 p.m.-6:00p.m. to cover the early release time. No additional fee is required.

LATE PICK UP: Anyone arriving after 6:00 p.m. (**by the school clock**) will be considered late and charged a **late pickup fee of \$1.00 per minute for each child being picked up**. This is a Cobb County School District policy and cannot be pardoned.

Parents must give prior written permission for their children to stay in ASP.

If a last minute change occurs and your child needs to attend ASP that afternoon, parents must come by the school in person to give written permission OR send a signed fax confirming the change to the school fax (678-594-8061). **No changes will be made over the phone or by email.** Changes must be received by 1:45 pm to ensure the safe, accurate dismissal of your child.

Children must be signed out daily by an adult designated on their registration cards. Identification is required for all student pick-ups.

- Changes to pick up list must be completed in person by the enrolling adult. No phone, text, or email changes will be allowed.

REGISTRATION

To register for ASP, you must fill out:

- A registration card (FS-392)
- A signed ASP Rules form (FS-393)

There is a non-refundable **annual registration fee of \$10.00 per child**, payable before your child stays in the After School Program. This fee is mandatory, per the Cobb County School District. The fee is paid annually, and if your child transfers to another Cobb County School during the school year, you will not be assessed an additional registration fee.

DAILY FEES—“Pay Before You Stay”

- The **prepaid** fee is \$7.00 per child per day. *Please read the “**DELINQUENT PAYMENT**” section below so you understand the procedure that will be followed to keep accounts paid in advance.*
- Payments are accepted daily and balances will carry over if your child does not attend ASP.
- The full fee of \$7 is charged to all students who are present when attendance is taken, **regardless of how long a student stays each day**. Please refer to **#5 on form FS-393**.
- **ASP checks** should be made payable to “**Ford ASP**”. If your child has a different last name, please put their first and last name on the check so that funds are credited appropriately.
- **DO NOT include payment for any other school items/services (i.e., lunch money) with your ASP tuition. We also CANNOT make change.**
- To insure proper credit, please use brown ASP envelopes for all ASP payments, which are available at the ASP desk or in the front office.

- You may pay for multiple children using one envelope. Unless you indicate otherwise, the payment will be evenly split between the children.
- **To create a MyPaymentsPlus account to pay online, click the link on the Dowell website or go to www.MyPaymentsPlus.com.** Click, “Register a Free account” and follow the simple on screen instructions. You will need your child’s student ID number. Your child’s ASP account will be created overnight, and the ASP shopping cart will show the next day. [Click here for a screen shot of My Payments Plus](#)

RETURNED CHECKS

- **If your check is returned once, only cash, money order, or online payments will be accepted for your child’s account.**

DELINQUENT PAYMENTS

Because ASP is a “pre-pay” (pay BEFORE you stay) program, an account becomes delinquent any time payment is not received in advance of a child staying in ASP. If the balances are not kept current, your child will be suspended from ASP.

The procedure for collecting on delinquent accounts is:

- At one day (\$7) behind, you will be told the account is past due and a note will be written on the sign-out sheets.
- At two days (\$14) behind, you will receive a printed late payment notice.
- At three days (\$21) behind, your child will be suspended from ASP until the amount due is paid.
- If your child’s account repeatedly becomes delinquent, we will evaluate the need for a longer-term suspension from the program.
- Paying online eliminates the worry of delinquent payments, and it eliminates remembering to write checks. If you make an online payment to clear your late balances, please email your confirmation number/email to Crystal.Smith@cobbk12.org so that we know payment is pending and you do not receive an unnecessary telephone call. The payment will batch overnight and show in our system the next day.

UNACCEPTABLE BEHAVIOR

Our ASP staff works very hard to maintain a safe environment for your children. A big part of this is done by enforcing the ASP rules with consistency and understanding. Some infractions for which your child may receive an official write-up are:

1. Physical contact (fighting, pushing, hurting another child)
2. Disrespect to staff members (arguing, talking back, being rude)
3. Disobeying staff members (not following rules or directions)
4. Throwing rocks, sticks, dirt, pine cones, etc.
5. Inappropriate language-swearing
6. Defacing and/or destroying school or peer's property
7. Leaving a supervised area without permission

The following consequences will be implemented if ASP rules are not followed:

1. **First Write-Up:** The Director or ASP Desk Worker will contact parent about the offense committed. Depending on the severity of the offense, your child may be suspended for one to several days.
2. **Second Write-Up:** Same as #1.
3. **Third Write-Up:** Same as #1 and #2, but in addition, the child will be suspended from the program for the remainder of the school year.

Our goal is to make your child's stay in ASP a positive and rewarding experience. Please discuss the above behaviors and consequences with your child or children as we are requesting your support and cooperation in helping us maintain an environment where your children feel safe. Please know that ASP has the right to dismiss a child from ASP permanently if he or she consistently engages in behaviors that violate school rules and policies.

If you have any additional questions about the program, please let us know.

Nicole Smith
ASP Director, Ford After School Program