

Double Churches Elementary

After-School Enrichment Program

Handbook



School Principal: Dr. Antron Murray

School Assistant Principal: Andrea L. Reese

Program Director: Vicki M. Lyons

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Non-discrimination Statement:

Double Churches Elementary School (DCES) 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

DCES After-school Enrichment Program (ASEP) is in operation from 2:30 p.m.- 6:00 p.m. Monday through Friday. DCES will not operate on school closings, holidays, or inclement weather days.

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 address, phone numbers, emergency contacts, guardianship, medical histories, and other pertinent information that may be needed.
- Parents must provide a handwritten note addressed to the **DIRECTOR** regarding changes in pick-up that may differ from the learner's normal routine. **Changes will not be accepted through phone calls, emails, text messages, the learner, or any individual other than the registering parent.** This ensures the safety of all learners.

Program Procedures

- Registration must be completed before a learner is allowed to attend the program. An enrollment form is provided on the last page of the booklet. Retain the remainder of this packet for future reference.
- Drop-ins must also complete a registration form. **NO LEARNER will be allowed in the program without the completion of proper registration forms.**
- A minimum of 75 learners and a maximum of 100 learners will need to be enrolled to maintain the security of having the program operate at DCES.

Tuition & Fees

Tuition is due no later than the first day of the week at the beginning of each month. Failure to pay for the program may result in removal from the program. A \$10.00 late fee will be added if not paid by the beginning of each month. **Payments are to be made through My Payments Plus Only.**

- Tuition is to be paid every month but is **online only**.

- A one-time registration fee of \$35.00 is due by all learners at the start of each academic year, whether drop-in or fully enrolled. Since DCES ASEP is not a collection agency, we ask for full cooperation from our parents promptly paying. If your payment is not received, your child will not be allowed in the program, and the parent will be contacted.
- Tuition may be paid using MyPaymentsPlus. DCES ASEP employees will not accept cash, checks, or money orders as a form of payment.
- 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 learner(s) who uses the program one or two days a week. The fee is \$25.00 per day, with a \$35.00 registration fee per learner. For additional learners in the household, a registration fee will be \$35.00 as well. Any learner attending for three or more days is considered full-time enrollment, therefore, will be required to pay the monthly fee.
- Delinquent accounts must be paid in full within one week of missed payment, or the learner(s) will be withdrawn from the program.
- Failure to pay fees and pick up learner(s) on time will result in removal from the DCES ASEP.
- Any unresolved balances may result in a hold being placed on your learner's records and transcripts. This obligation may follow him/her into their senior year and could potentially affect his/her clearance for graduation.
- Enrollment status (Full-time or Drop-in) must be declared during registration. If you declare full-time status, you must remain in full-time status for the entire month. At least a week of notice is required to change enrollment status to drop-in.
- Full-time enrollment: If your learner is absent from the program, you are still responsible for the full months of tuition to hold the learners' spot in the program (special circumstances will be reviewed and may require documentation).

*** A non-refundable registration fee of \$35.00 per child is required annually ***		
Full-time Attendee Monthly (3 or more days per week)	\$220.00 1 Learner \$340.00 2 Learners \$25.00 each Additional Learner Monthly fees apply (times the number of weeks in that particular month)	Due the 1 st attended school day every month
Drop-in (2 days or less per week)	\$25.00 (drop-in rate). Drop -in is defined as any inconsistent times/days from 2:00 p.m. - 6:00 p.m. per week	Due on the day learner(s) stays (drop-in-rate).
Monthly	Same fees apply (times the number of weeks in that particular month)	Due the on the 1 st attended school day every month
Late Pick Up	\$10 (5-15 minutes) \$15 (16-30 minutes) \$20 (31-45 minutes)	Fees apply per learner. Learner(s) will be removed from the program if pick up becomes excessive. Late pick up fines due at time of pick up.

- All learners must be signed out daily by the registering 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 present your ID daily.

Discipline

DCES 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.

Behavior Standards

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

Violation 1	The director talks to the learner and notifies parents.
Violation 2	Director will talk to learner, notify parents, and have the learner write a Behavior Action Plan
Violation 3	Director writes a behavioral referral to be kept on file with DCES ASEP
Violation 4	The director has the right to remove a learner 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 Director has the discretion to determine the severity of any offense. The Director has the right to consult with the building Principal and/or Assistant Principal to seek advice. Severe violations require immediate dismissal on the first offense.

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