

Rock Chapel Elementary School
After School Extended Day Program
Parent Handbook
2023-2024



Mrs. Jamela Lewis, Principal
Ms. Zenobia Williams, Director

Rock Chapel ASEDP Webpage:
<http://www.rockchapeles.dekalb.k12.ga.us/CHAMPAFTERSCHOOLPROGRAM.aspx>

ROCK CHAPELELEMENTARY SCHOOL

After School Extended Day Program

Dear Parents,

Welcome to our After School Extended Day Program! We plan to provide a fun, safe, and an academically viable environment for your child during this school year. To ensure a successful year, we would like for you to read the following guidelines **CAREFULLY** before signing.

1. Every child attending the After School Extended Day Program must have a current registration form on file at school. Parents are responsible for ensuring that the information on file is current. Registration fee is due upon registration.
2. **The After-School Extended Day Program is a PREPAID program. Payments are due on FRIDAY by 6:30pm for the upcoming week's session. If tuition is not received on Monday by 12:00pm, a late fee of \$5 may be added to the tuition payment and a payment must be made by Monday by 6:30pm. If payments are not received by Tuesday, you may speak to the director or the principal to resolve. Otherwise, your child may be withdrawn from the program.**
3. Payments will **ONLY** be accepted during After School hours. **DO NOT** send payments with children or drop off payment in the office.
4. The weekly tuition payments are **\$60 for one child, \$110 for two children, \$165 for three children, and \$220 for four children**. Three or more days of attendance constitutes a full week. There is a non-refundable registration payment of \$25 for one child, \$40 for two children, \$65 for three, and \$90 for four.
5. **Online payments, cashier, and money order payments are accepted. Please make money orders payable to the Rock Chapel Elementary. Any money over the exact amount will be credited to the next week's tuition.** You must request any After School Extended Day Program refunds in writing by the last day of the student's school year. **No credits will be carried over the next school year.**
6. **Tuition Fees will be collected weekly. Individual payment accounts will not be established.**
7. A receipt will be issued at the time of payment. Please file your receipts for proof of payment and tax purposes. The DeKalb County tax identification number letter will be issued in January. .
8. The ASEDP hours are **2:30 PM to 6:30 PM** on the days that school is in session. A late fee will not exceed \$1 per minute per child or family. This charge begins at 6:31 and must be paid in cash upon arrival.
9. Only individuals designated on the registration form with appropriate legal photo identification will be allowed to pick up your child. This is for your child's protection. Your child must be signed out at the Checkout Desk daily.
10. To ensure the safety and security of all students in the After School Extended Day Program, the DeKalb County Police may be contacted should an emergency occur which threatens the welfare of a child.
11. We expect all children to behave properly. The same behavior expectations of the regular school day apply in the After School Extended Day Program. **Students may be suspended or withdrawn from the After School Extended Day Program for the following reasons:**
 - a. **Excessive Late Pick-ups**
 - b. **Discipline Problems**
 - c. **Nonpayment of Tuition and/or Late Pick-up Fees**
12. If the school closes because of inclement weather or any other reason, the ASEDP will also be closed. We follow the procedures given in your child's Inclement Weather pamphlet.

PURPOSE:

The purpose of the After School Extended Day Program is to provide a safe, fun environment for children after school. The goal of the program is to offer students and parents affordable, quality childcare that also supports the goals of Rock Chapel Elementary School. The program will include time for homework, practice of skills, extra curricular activities and other outdoor activities for students from Pre-K through 5th grade.

STAFF:

Ms. Zenobia Williams will serve as the Director, and the program bookkeeping will be done by Rock Chapel Elementary bookkeeper. The director, Zenobia Williams and principal, Mrs. Jamela Lewis will be responsible for hiring additional program staff and independent contractors which provide enrichment opportunities.

REGISTRATION:

Before any child can attend the ASEDP, the parent/guardian of the child must have completed an ASEDP registration form with emergency information, which he/she has signed that indicates the parent/guardian is aware of all program information. **Parents/guardians are responsible for updating any information on the registration form as soon as it changes.**

FEES AND SCHEDULE:

The Rock Chapel After School Extended Day Program is a **PRE-PAID PROGRAM**. Fees are due on **Friday prior to week services rendered**. The ASEDP is designed to be self-supporting. The fees collected provide for the salaries of the program employees, the refreshments the children receive, and the direct and indirect operating costs of the program. No Dekalb County School District funds subsidize the program. Only parent paid tuition keeps the program in operation. **Parents who do not keep tuition up to date are subject to having their children withdrawn from the program.** Funds will not be transferred week to week and may result in loss of tuition payment.

The fees and schedule are as follows for a one student (multiple student discounts are available):

Non-refundable registration fee	\$25.00 (due at registration)
First week of program	\$60.00 (due at registration)
Weekly Fee	\$60.00 (due on Friday prior to services rendered)
Bi-weekly fee	\$120.00 (due the Thursday before each 2-week period)
Late fee	\$5.00 (for weekly fees not paid by Monday by 12:00 p.m.)
Late pick-up charge	\$1.00 per minute after 6:30p.m. (Should be paid upon arrival but must be paid with in 24 hours and cannot be included with weekly tuition.) No Exceptions

All Money Orders or Cashier Checks should be made payable to:

Rock Chapel Elementary ASEDP. These Money Orders or Cashier Checks should not include funds for any other program in the school.

Fee and Tuition (continued):

All transactions will be receipted. All fees are to be paid **directly to the ASEDP director** beginning at 3:00 p.m. daily, unless paid through the online platform. Please retain all receipts for refunds or for questions in accounting.

There is no Dekalb County School District wide budget for scholarships for students whose families are unable to pay the after school fees. Parents/guardians interested in financial assistance for this program may contact the ASEDP Director.

PROGRAM HOURS AND SCHEDULE:

The Extended Day Program begins at 2:30 pm and runs until 6:30 pm, Monday-Friday. The program operates every full day that Dekalb County School District operates. This means that on days when there is a school closing for inclement weather or any other reason, the ASEDP will be closed. Parents/guardians with children registered in the program will need to pick up their children at the same time other children are picked up in such emergencies.

It is the parent/guardian's responsibility to pick up his/her child on time, no later than 6:30pm. Late fees are \$1.00 per minute per child. The school front office phone clock will serve as the official time. **Late fees are due on the day of the late pick-up by the parent.** Failure to pay late fees may result in the dismissal of the child from the program. **After a child has been picked up late for the *THIRD time within the school year*, the program Directors can withdraw the child from the program for the remainder of the school year.**

Any child who has not been picked up by 7:30 pm and the parent/guardian has not notified the ASEDP staff, the Dekalb County Department of Family and Children Services will be notified. Every effort will be made to contact the parent/guardian or the emergency contacts listed on the child's registration form before calling DFACS.

ATTENDANCE AND PICK-UP PROCEDURES:

Only people designated on the registration form will be allowed to pick up a child. **Identification will be required.** **You must sign your child out every day.** If you need to have someone other than the designated people pick up your child, you must contact the ASEDP Director in writing via email with that information. **Anyone other than the parent/guardian picking up your child, they must be at least 18 years or older.** **No child will be released to anyone under the age of 18.**

COMMUNICATION:

If there is a change in the enrollment status of your child, this information must be submitted in writing via email to the ASEDP Director(s). If your child is dropping into the ASEDP, this information must be in writing via email to the Director(s).

BEHAVIOR AND DISCIPLINE:

The same behavioral expectations apply in the ASEDP as during the regular school day. Students are expected to cooperate with program staff. **The ASEDP Director(s) or the principal may remove students from the program who refuse to behave for the ASEDP staff or visiting program staff.**

DISMISSAL FROM THE PROGRAM:

Students may be suspended or dismissed from the program for the following reasons:

- **Excessive late pick-up**
- **Excessive late payment of tuition 3 times during the year**
- **Discipline problems**
- **Nonpayment of tuition and/or late pick-up fees**

If students have been dismissed from the ASEDP as a result of misbehavior, late pick-up, or lack of payment of tuition, the student will not be allowed to return to the ASEDP for the remainder of the school year (not even as a drop-in).

ASEDP Contact Information

Hours of operation:

2:30 pm – 6:30 pm

Telephone Number:

678-676-3851

Payment days:

Fridays and Mondays (late payment day)

Principal:

Mrs. Jamela Lewis

Email: Jamela_Lewis@dekalbschoolsga.org

Director:

Ms. Zenobia Williams

Email: Zenobia_Williams@dekalbschoolsga.org

Bookkeeper:

TBD

Webpage:

<http://www.rockchapeles.dekalb.k12.ga.us/CHAMPAFTERSCHOOLPROGRAM.aspx>



ROCK CHAPEL ELEMENTARY SCHOOL
1130 Rock Chapel Road
Lithonia, GA 30058
Office (678) 676- 3802/03 / Fax (678) 676-3810

C.H.A.M.P.'S After School Extended Day Program Tuition Payments

TO: The Parents of <Student Name>
FROM: After-School Extended Day Program Director
THROUGH: Principal Jamela Lewis
DATE: <Date>
RE: Outstanding Tuition Fee Payments

Our records indicate an outstanding After School Extended Day Program balance. The After School Extended Day Program is a privilege. Please remember that the ASEDP hours are from **2:30 PM to 6:30 PM** on the days that school is in session. The Rock Chapel Elementary C.H.A.M.P.'s Afterschool Registration Form states:

Students may be suspended or withdrawn from the After School Extended Day Program for the following reasons:

a) Nonpayment of Tuition and/or Late Pick-up Fees

The total balance will be due **by <time> on <date>**. The unpaid balance accumulated as follows:

WEEK OF	Amount Due	FOR OFFICE USE ONLY DATE PAID
	\$	
	\$	
	\$	
TOTAL Balance Due	\$	


If you have receipts reflecting payments for the date(s) in question, please bring them for credit; **Otherwise, <student name> will not be able to return until balance is paid.**

Signed: Zenobia Williams
(ASEDP Program Director)

Cc: Principal, Jamela Lewis

Jamela Lewis
Principal

Dr. Devon Horton
Superintendent


DeKalb County
School District
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C.H.A.M.P.'S After School Extended Day Program Student Withdrawal Notice

To the Parents of _____ <Student's Name> _____,

Your child (Ren) has been **withdrawn** from the program for the following reason:

- Excessive late pick-up**
- Excessive late payment of tuition 3 times in a school year**
- Discipline problems**
- Nonpayment of tuition and/or late fees**

Please feel free to contact the director, if you have any questions or concerns.

Sincerely,

ASEDP Director Zenobia Williams

Cc: Principal, Jamela Lewis



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C.H.A.M.P.'S After School Extended Day Program Student Behavior Infraction

Dear Parent[s] of <Student Name>

The After School Extended Day Program is a privilege. We must strive to provide an atmosphere which is conducive to safety and expect appropriate behavior during after school hours. Maintaining proper conduct in the After School Extended Day Program is the joint responsibility of the students, parents, and teachers. It is my responsibility to report to you the following behavior infractions:

Infraction	Action by Staff
Failure to Follow Directions	Conference with Student
Fighting	Warning
Profanity	Contact Parent
Disrespectful to Staff Member	Time Out
Involved in Physical Contact	Conference with Parent
Other	

Comments:

<description of events>

Your child may be withdrawn from the program after **three** infractions.

_____ 1st Infraction

_____ 2nd Infraction

_____ 3rd Infraction

Student's Name: < Student Name>

Staff Member's Signature: <Staff member signature>

Parent's Signature: <Parent signature>

Date: <Date>

Date _____

Signature of ASED Director

Cc: Principal, Jamela Lewis



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C.H.A.M.P.'S After School Extended Day Program Late Pickup

TO: The Parents of <Student Name>
FROM: After-School Extended Day Program Director
THROUGH: Principal Lisa Green
DATE: <Date>
RE: Late Pickup Fee Payments

Our records indicate an outstanding After School Extended Day Program balance. The After School Extended Day Program is a privilege. Please remember that the ASEDP hours are from **2:30 PM to 6:30 PM** on the days that school is in session. The Rock Chapel Elementary C.H.A.M.P.'s Afterschool Registration Form states:

Students may be suspended or withdrawn from the After School Extended Day Program for the following reasons:

a) Nonpayment of Tuition and/or Late Pick-up Fees

The total balance will be due **by <time> on <date>**. The unpaid balance accumulated as follows:

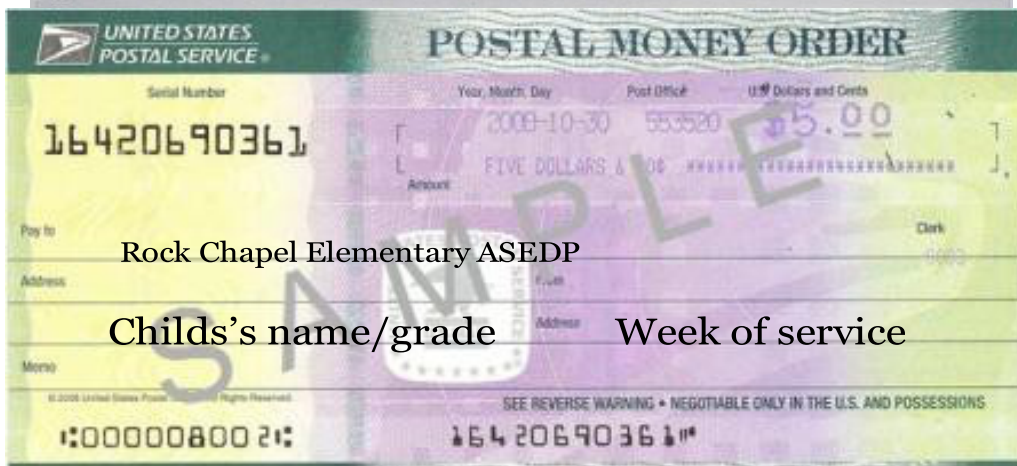
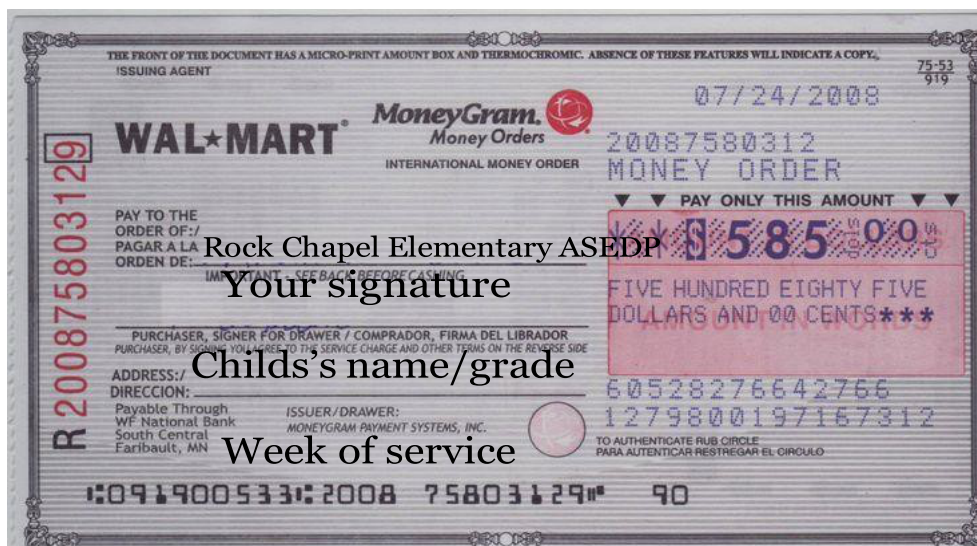
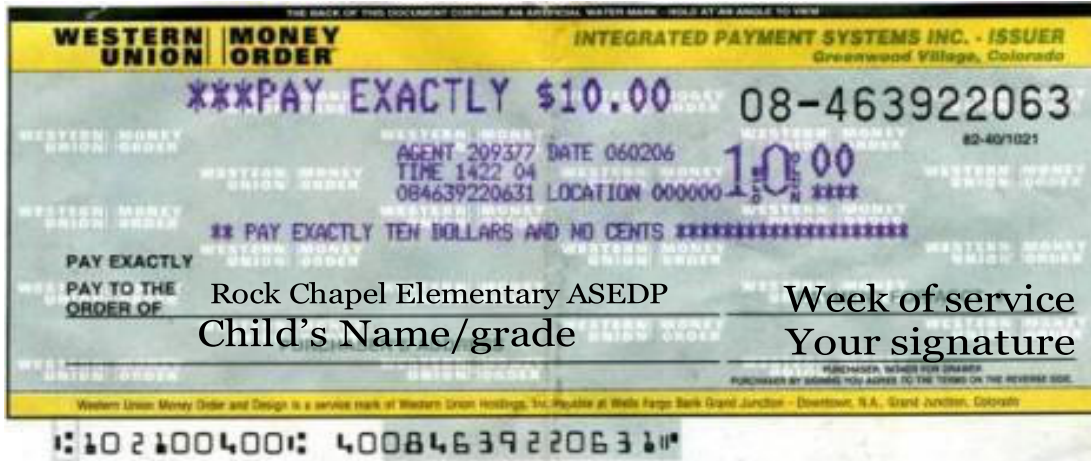
WEEK OF	ARRIVAL TIME	Amount Due	FOR OFFICE USE ONLY DATE PAID
		\$	
		\$	
TOTAL Balance Due		\$	

If you have receipts reflecting payments for the date(s) in question, please bring them for credit; **Otherwise, <student name> will not be able to return until balance is paid.**

Signed: Zenobia Williams
(ASEDP Program Director)

Cc: Principal, Jamela Lewis

Please complete your money order as



shown below.

All payments must list the following:

Pay to the order of:	Rock Chapel Elementary ASEDP
Week of Service:	8/8/18-8/12/18
Name/grade of student:	Jane Doe/5th
Your Signature (if applicable):	<i>Jennifer Doe</i>