# BPS ASP 2022-2023 Parent Information

# REGISTRATION

Every student must be pre registered and the enrollment fee paid BEFORE they may use ASP services. If your student has stayed in ASP in previous years, they still need to re-register each year. IF you are planning to use ASP service on the first day of school, we need completed registration packets and fees by Friday, Aug. 5 at 2:00.

# PICK UP

To pick up your child, you will stay in your car and pull up outside the gym door entrance at the back of the school. You will show your ASP pick up tag that you will be given. We will call for your child and then walk them out to you. Please pull up to the designated waiting area while you wait for your child so we can call for others as they arrive. BPS staff will fill out your sign out time. Please remain in your car.

## CHANGE OF CLOTHES

Every child staying in ASP needs to keep a change of clothes in his/her backpack. Please put these clothes in a baggie with your child's name and write for ASP on the bag as well.

## PAYMENTS AND BILLING

Invoices will be sent home on Thursdays. We will take payments and write receipts upon pick up, however, if you are able to send payments in your child's folder Friday morning when they come to school, this would help us out tremendously! We are unable to accept electronic payments at this time.

## QUESTIONS OR CONCERNS

If you have a question or concern, please email the ASP director at: <a href="mkillingsworth.bps@catoosa.k12.ga.us">mkillingsworth.bps@catoosa.k12.ga.us</a>

If you have a billing question, please send those emails to <a href="mailto:dnix.bps@catoosa.k12.ga.us">dnix.bps@catoosa.k12.ga.us</a>.

We look forward to providing a fun and safe environment for your child after school!