

Battlefield Primary School After School Program Enrollment Information

2023-2024 School Year

Purpose: The Battlefield Primary After School Program, as an extension of the regular school day, provides educational opportunities for students after school hours. The safe and caring environment is intended to meet the needs of students who would otherwise be home alone after school.

Philosophy: Our ASP supports and encourages the social, emotional, and physical development of each child. Activities include supervised outdoor play, snacks, art, tech time, reading and educational activities.

Enrollment: Complete front and back of an enrollment form for each child and return it to the school along with a \$5.00 non-refundable registration fee. Registration form and \$5.00 enrollment fee must be received PRIOR to using ASP services, per County guidelines.

Hours: ASP is open from at 3:00 until 6:00 p.m. Monday-Friday when school is in session. ASP entrance is located at the back of the school by the gym entrance. Students may NOT be picked up from ASP before 3:00. We are not open during in-service or inclement weather days. ASP will not be held on days when school closes early for inclement weather.

Fees: Parents are charged for ASP by the hour. For families with more than one child in BPS, ASP charges will be full price for the first child and each additional child will be a discounted rate of \$2.00 per hour. Current rates are as follows: 📄

- 2:30 - 3:30 \$4.50
- 3:31 - 4:00 \$6.75
- 4:01 - 4:30 \$9.00
- 4:31 - 5:00 \$11.25
- 5:01 - 5:30 \$13.50
- 5:31 - 6:00* \$15.75

The ASP program receives no county or state funding and we are fully funded by the participants. Accounts must be paid on a weekly basis and kept current in order to sustain funds for payroll, supplies, etc. **Parents are billed weekly each Thursday and are expected to pay in full on Friday. Students with an outstanding balance will not be allowed to attend ASP on Monday and may be suspended from the ASP program.** Parents may pay ahead of time and keep a credit on their accounts to cover fees. Your weekly statements will reflect the charges incurred and your updated balance. Many parents find this helpful.

In the case of returned checks, BPS is a member of Envision Payment Solutions (check amount & \$30 fee will be collected through this agency). If we have two returned checks, parents will be required to pay in cash for the remainder of the school year.

***Students picked up AFTER 6:00 p.m. will incur a charge of \$2.00 per minute per child in addition to the hourly rate.**

Other notes:

- Invoices will be emailed weekly and are expected to be paid as soon as the bill is received. A paper copy will be sent home, if an email address is not listed. Weekly bills include charges and payments from Thursday through the following Wednesday. Failure to pay for ASP weekly will result in withdrawal from the ASP program until the balance is paid in full. You must pay on a daily basis if your child is on the suspended list for two consecutive weeks and will remain on pay daily until the end of the school year.
- Please refer to the school handbook for more specific information concerning ASP.

Battlefield Primary

After School Program Rules

Parent Copy

All students enrolled in ASP deserve a *safe and nurturing* after school environment. Students are expected to follow **ALL rules at ALL times**. However, we understand that it can be a long day for students and problems may occasionally arise. Every effort will be made to give students having difficulty an opportunity to try a new setting/activity. However, if students have significant behavior difficulties while in ASP, they will be disciplined in a routine manner following school wide discipline procedures (Refer to school handbook). If inappropriate behaviors result in 3 or more writes up, students may be suspended from the ASP program. Any behavior that inflicts intentional harm to any students or staff will result in immediate suspension from ASP.

Please go over the following rules and expectations with your student, so that you will both have an understanding of the expectations of our program!

At All Times:

- Be respectful to teachers and students.
- Obtain permission from a teacher before leaving an assigned area.
- Walk from one activity to another.
- Respect school property.

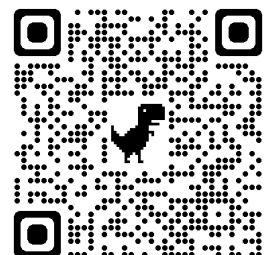
Snack Time:

- There is to be NO talking during check in time.
- Use good manners, stay seated, and talk quietly during snack time.
- Keep snack area clean.

Activity Time:

- Maintain an 'inside voice'
- Use equipment properly
- Clean up and put things away where you got them

Scan the QR code to sign up for ASP Dojo messaging →



To be completed by ASP staff: Registration paid: _____ CCPS employee: _____ Date: _____	Email Address for invoices to be sent to: _____
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After School Program Enrollment Form 2023-2024 School Year

Child's name: _____ Grade: _____
 Address: _____ Teacher: _____
 City: _____ zip: _____ Home #: _____

Name (s) of Parents/Legal Guardians: _____

Guardian #1 Name: _____ relationship to student: _____
 work # _____ cell # _____

Guardian #2 Name: _____ relationship to student: _____
 Work # _____ cell # _____

Does either parent/guardian work for Catoosa County Public Schools?
 _____ If so, where? _____

Please check if there are custody issues: _____, if yes, please list any names NOT allowed to pick up student from ASP _____

Required: In case of emergency, the following may be contacted, in the order listed, if the parents/guardians cannot be reached. The following persons have permission to pick my child up from ASP:

Name: _____ relationship _____ Phone _____

Name: _____ relationship _____ Phone _____

Name: _____ relationship _____ Phone _____

Name: _____ relationship _____ Phone _____

Is your child allergic to bee stings? _____ Food Items: _____

Please list any food restrictions: _____

Does your child have asthma? _____ inhaler used: _____

*Please list any medications your child is currently taking _____

*Medications (including over the counter) will not be administered without a doctor's note.

Please list any other medical information we should know: _____

Names of siblings enrolled in ASP at Battlefield Primary;

1. _____ Grade: _____ Teacher: _____

2. _____ Grade: _____ Teacher: _____

My child's enrollment status will be: _____ full time (4-5 day/week) _____ Part time (1-3 days/week) IN THE EVENT OF ANY EMERGENCY, I AUTHORIZE PERMISSION FOR BATTLEFIELD ASP TO SEEK IMMEDIATE MEDICAL ATTENTION FOR MY CHILD.

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My child and I have discussed the above stated rules. I agree to abide by the policies and procedures of the After School Program as outlined in the Student Handbook. Should my child not follow the rules and procedures of the After School Program, I understand that routine discipline procedures will be used as outlined in the school handbook.

Parent/Guardian signature_____ date: _____

Catoosa County Public Schools
Request for Enrollment in After School Program

Student Name:_____ Grade:_____

Home Address: _____

The After School program is a voluntary, self-sustaining program that provides care for students during after school hours. The safe and caring environment is intended to meet the needs of students who would otherwise be home alone after school. Although it is not a basic element of the general education program, it provides an opportunity for students to engage in after school activities.

Due to the fact that no particular supervision would necessarily be provided by certified personnel, this program may not be appropriate for all students.

I agree to be responsible for all costs associated with the individual needs of my child during their participation in the After School Program.

As parent/guardian, I understand the purpose of the After School Program and understand that at times it may not be appropriate for my child to attend and agree to remove him/her from the program at that time.

Parent/Guardian Signature:_____

Date:_____