

## **Youth Elementary Before & After School Program 2018-2019 Registration**

Thank you for your interest in our programs for the 2018-2019 school year. The directors are Tracey Evett (EIP teacher), Tami Glaze, and Rachel Vaughn (FOCUS teachers). Contact information for the directors: [tracey.andrews@walton.k12.ga.us](mailto:tracey.andrews@walton.k12.ga.us); [tglaze@walton.k12.ga.us](mailto:tglaze@walton.k12.ga.us); and [Rachel.vaughn@walton.k12.ga.us](mailto:Rachel.vaughn@walton.k12.ga.us).

### **Before School Program Information- Hours 6:30 am-8:00 am**

Start date: Thursday, August 2 – only for those who preregistered. All others may start on/after Monday, August 6, once a completed packet and registration fee has been submitted.

Location: The Before School Program is located on the end of the 1<sup>st</sup> grade hall by the gym. Parents must walk students in and sign in. Students will not be allowed to enter the building before 6:30 a.m.

### **After School Program Information-Hours 3:45-6:25 pm**

Start date: Thursday, August 2- only for those who preregister and pay by open house. All others may start on/after Monday, August 6, once a completed packet and registration fee has been submitted.

Check-in/out Procedures: At 3:45 pm all after school students are dismissed to the cafeteria and counted present for the day. Parents should report to the front office to check out students from the program. Please make sure you have a photo ID available to pick up your child.

Late fees: Late fees will apply if your child is not signed out by 6:30pm (Staff's clock out time). The charge is \$10 for 1-10 minutes late and then \$1 per minute until the child is picked up. Late payment is due upon pick up. Please call the school at 770-554-0172 if you are running late. If a student is picked up late 3 times he/she may be dismissed from the program.

Homework help will be available Monday- Thursday until 4:45. It is the responsibility of the student to bring their books and materials for homework and to report to the homework station.

### **YES Before & After School Rules and Consequences**

Rules:

- Stay with your group at all times.
- Follow directions the first time they are given.
- Be respectful of adults and your peers.
- Use appropriate language.
- Keep your hands and feet to yourself.
- Only approved websites may be accessed.

Consequences:

- Verbal warning
- Time out with teacher
- Time out with director- parent will be notified
- If a student receives 3 referrals to director he/she may be dismissed from the program at the director/and or administrator's discretion.

Students with limitations: Our before and after school enrichment programs are staffed and planned for students who can independently transition between centers with a ratio of 1 staff:25 students.

### **2018-2019 FEES**

**\$20.00 Registration Fee for every family.** Registration fees are due with completed application one day BEFORE your child may attend either program. This fee pays for supplies and snacks for our program throughout the year. **Registration fee plus first week's fees will be due by open house along with signed application for students to attend the first week of school (Thursday 8/2 and Friday 8/3-**

there is NO before or after school on the first day of school nor after school the last day of school as well as Early Release Days).

BEFORE SCHOOL ONLY- \$5.00 per day/per child

AFTER SCHOOL ONLY- \$10.00 per day/per child

FULL TIME (5 DAYS/WEEK) AFTER SCHOOL ONLY	
1 child	\$50.00
2 children	\$85.00
3 or more children	\$125.00

FULL TIME (5 DAYS/WEEK) BEFORE & AFTER SCHOOL	
1 child	\$75.00
2 children	\$125.00
3 or more children	\$150.00

**Payment:** Please send payment in with your child at the BEGINNING of each week. Like a daycare, payment is due in advance of services to be received. Checks are made payable to Youth Elementary School.

**My Payments Plus:** We are happy to announce that registration fees and weekly payments may be made online this year through My Payments Plus. My Payments Plus may be accessed through the Parent Portal on the main website - the same as a lunch account may be accessed and paid. The registration cost is \$20 for a family and indicated as such on My Payments Plus. Parents will need the students ID number to set up or access an account. The website for registration and payment online is [www.mypaymentsplus.com](http://www.mypaymentsplus.com). If you choose to pay your registration fee online, you will still need to complete the Before/After School application and turn it in before your child may attend either program.

**Late Payments:** If payment is not received by Friday, a \$5 late fee will be added to the balance and the overdue balance plus the next week's payment will be due in order to attend the next week. Parents who wish to pay every other week must still pay in advance. This means two weeks of fees would be due at the beginning of the first week. If payments are received late 3 times during the school year, your child may be dismissed from the program.

**\*\*\*\*THERE WILL BE NO AFTER SCHOOL SERVICES ON EARLY RELEASE/CONFERENCE DAYS: YOU WILL NEED TO MAKE OTHER ARRANGEMENTS FOR YOUR CHILD ON THESE DATES. \*\*\*\***