

Fernbank Elementary After School Extended Day Program

Dear Parents,

Welcome to our After School Extended Day Program (ASEDP)! We plan to provide a fun, safe, and academically viable environment for your child during this school year. To ensure a successful year, please read the following guidelines.

1. Every child attending the ASEDP must have a current registration form on file at school. Parents are responsible for insuring that the information on file is current.
2. **For one child, a \$25 registration fee is due at the time of application to reserve space in the ASEDP and to assist with start-up materials. If you are registering more than one child the fee is \$20 per child.**
3. The weekly tuition payments are **\$60 for one child, \$110 for two children, \$165 for three children, and \$220 for four children. A fee of \$15 per day will be applied to students that are on a "drop in" basis.** Three or more days of attendance constitutes a full week.
4. We use the web based Tracks system to process all forms of payment including debit and credit. Information on how to pay using this system is included in this packet.
5. **Tuition fees are due weekly or monthly in advance. Individual payment accounts will not be established.**
6. A receipt will be issued within 5 business days of your payment. **Please file your receipts for proof of payment and tax purposes.** The DeKalb County tax identification number letter will be issued in January.
7. If an NSF check is received, you will have two weeks from the date of the notice from the bank to pay it. **No checks will be accepted from that point forward. Failure to pay within two weeks will result in your child being withdrawn from the program.**
8. The ASEDP hours are **3:00 p.m to 6:00 p.m. After school staff are not paid after 6:00 p.m. so a fee of \$2.00 per minute per family will be charged if you are late.** This charge begins at 6:01 and must be paid upon arrival, in **cash only**, to the staff member caring for your child. **After three late pick ups in a semester you will be required to meet with ASEDP Directors and/or school Principal before your child can continue in the program. Subsequent late pick ups in a semester may result in the permanent withdrawal of your child from the program.**
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. We expect all children to behave properly. The same behavior expectations of the regular school day apply to the ASEDP. **Students may be suspended or withdrawn from the ASEDP for discipline problems.**
11. If the school is closed, the ASEDP will also be closed. We follow the procedures given in your child's Inclement Weather pamphlet.

Fernbank After School Extended Day Program Contract

All students and parents must sign this contract. A separate contract will need to be completed for each child attending

I will show respect to all Fernbank students and staff at the after school program.

I will follow all school rules.

I will stay with the group I am with unless I ask a staff member for permission to go to another area.

I will help clean up.

I will be responsible for my own belongings.

I will have as much fun as I possibly can.

If I do not follow the after school program rules, I may be suspended for 1-3 Days.

Child's signature _____

Parent/Guardian signature _____

Child's name _____ Grade _____

Please read, sign, and turn in with your registration

The Fernbank After School Extended Day Program runs from 3:00pm until 6:00 p.m. The county does not pay staff after this time. It is DeKalb County policy that the staff member caring for your child be compensated by you should you be late. **Please be prepared to make payment of \$2.00 per minute, in cash only, to the staff member caring for your child after 6:00 p.m.** More than three late pick ups in a semester will require a meeting with the **ASEDP directors and/or the school Principal before your child can continue in the program.** Subsequent late pick ups may result in withdrawal of your child from the program.

If you are running late please call so that we can let your child know that we have spoken with you and that you will pick them up soon. _____ (initial here)

The Fernbank After School Extended Day Program must have current contact information. In case of emergency, sickness, or questions about how your child will go home, it is imperative that we are able to contact you directly. If any of your phone numbers change, please send a note or let us know in person so that we can make the necessary corrections to our records. _____ (initial here)

Parent/Guardian signature _____ Date _____

Fernbank After School Program Registration

Child's name _____ Grade _____

Child's name _____ Grade _____

Child's name _____ Grade _____

Parent/Guardian Information

Name & Address _____

Name & Address _____

Phone numbers

Name _____ Name _____

Home _____ Home _____

Cell _____ Cell _____

Work _____ Work _____

E-mail _____ E-mail _____

If there is an emergency and we cannot reach you, whom should we call?

Who has permission to pick your child up (other than parents)?

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Allergies? _____

Please circle how many days a week your child will be attending After School.

3-5 days FT

1-2 days PT

Occasional Drop In

Dr. Deborah Moore-Sanders
Deputy Superintendent Equity and
Student Empowerment



Student Support Services
1701 Mountain Industrial Boulevard
Stone Mountain, GA 30083-1027
678-676-0715

After School Extended Day Program
DeKalb County School District

Notice of Exemption

School Name: _____

.....Parents complete below this line.....

I, _____ acknowledge that I have been informed that this program is not a licensed child care facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.

Child's Name:

Parent's Name:

Parent Signature

Date

TRACKS computer-based payment system

- Online payment via Web Store link
(https://webstores.activenetwork.com/school-software/fermbank_elementary/)

- Tuition payment due dates for all
payment types:

Because the system is automated and pre-set to be uniform throughout the county, **all payments are now due prior to the start of the period you are paying for.**

- If paying weekly, you must pay on Thursday for the following week or Monday for the current week, if paying on site
- If paying monthly, you must pay before the start of the next month.
- The system is set up to charge a late fee of \$5 if your weekly payment is made after the Monday of the current week or your monthly payment is made after the first of the month.
- Payments can be made on site at school on Mondays until 6 PM and Thursdays until 5 PM.
- Payments may be made at your convenience online via the Web Store Before the due date.

- **Tuition information:**

- Weekly: \$60 per week for one child,
- Weekly: \$55 per week per child for two, three, or four children, (\$110 per week for 2 children, \$165 per week for 3 children, \$220 per week for 4 children)
- Monthly: \$240 per month for one child
- Monthly: \$220 per month per child for two, three, or four children (\$440 per month for 2 children, \$660 per month for 3 children, \$880 per month for 4 children)
- Drop in rate (1 or 2 days as drop in status for the week): \$15 per day
- There is a processing fee charged to the families that choose to pay using the online Web Store
- There is no processing fee charged to the families that choose to pay via credit or debit card on site
- On site payments by credit card or debit card can be made at school on Mondays until 6 PM and Thursdays until 5 PM

