



Brookwood Elementary
After School Program
2011-2012

Parent Information



Director: Donna Muse
678-965-5060 ext. 470165

Bookkeeper: Terri Handrop
678-965-5060 ext. 470113

General Information

The After School Program (ASP) is designed to provide a safe, relaxing and enjoyable environment for school age students who might otherwise be left at home unsupervised during the day. The program will be in operation from school dismissal until 6:30 PM on the days students attend school. The program is open to all students K-5 who attend Brookwood Elementary School. (Students must be present at school on the day they attend the ASP program). Activities will include snack, homework, recreational sports, movie time and free play.

**Parents will be required to register their child(ren) with the program and sign the Parent Acknowledge Statement stating they understand the rules and regulations of the ASP Program.

Enrollment

A registration form must be completed and an annual registration fee of \$30.00 per child paid prior to participation in the program. Registration for families with more than one child is \$30.00 for the first child and \$20.00 for the other children in the family.

Fees

The cost of the ASP program is \$12.00 per day per child or \$60.00 per week. We do offer a discount if you have more than one child. The fee is \$12.00 per day for the 1st child, \$9.00 per day for the 2nd child and \$6.00 per day for the 3rd child. (On Early Release Days the cost will be \$15.00 (1st), \$12.00 (2nd), \$9.00 (3rd)....the program will be open from 11:50 AM – 6:30 PM on early release days.) A statement of your account is available upon request. **Parents who reach a balance of \$120.00 will be dismissed from the program until the balance is paid in full.**

You may pay at the front office during pick up. If you send payment in with your child please put it in an envelope and address it to the ASP program.

Checks should be payable to Brookwood ASP and must have a phone number on the check.

Hours

The hours for ASP are from school dismissal until 6:30 PM. If your student is not picked up by 6:30 PM there will be a \$1.00 per minute late fee. This will need to be paid at the time of pick up. If we add a late fee to your account four times your child may be dismissed from the program.

ASP will not be open during school holidays or inclement weather days.

In the event of early school dismissal due to inclement weather or other emergencies ASP will not be open.

Pick Up

Please come to the front office to pick up your child(ren).

Release of students will be to parents or authorized person(s) only. Students must be signed out by this person. The ASP Director is to be notified in writing of any changes. Picture ID's will be checked until the staff is familiar with parents or authorized person(s). Any unusual restrictions should be noted on the registration form. It is the responsibility of the parent/guardian to provide transportation. Students are not allowed to walk or ride bikes home.

Clothing

Please dress your child appropriately. Students should wear tennis shoes to play on playground equipment. Unless the weather is very extreme we try to take students outside each day.

Behavior Guidelines

We must strive to provide an atmosphere that is conducive to the safety of all children. Rules will be agreed upon by both teachers and students. Teachers will have rules and consequences for each grade level, however after frequent problems the child will be sent to the office. The following consequences will be enforced:

1st – Warning & letter to parent (If the first offense is very serious the student could be suspended without warning).

2nd – Time out in the office for the remainder of the day.

3rd – Suspension from the program the following day.

4th – Expelled from the program.

****THESE RULES WILL BE FOLLOWED STRICTLY****