

**The Atlanta Academy
Extended School Program 2009-2010**

REGISTRATION: Students must be pre-registered to attend the program. In order to register your child, you must fill out the registration/medical sheet and pay the \$30.00 non-refundable registration fee per family.

SCHEDULE: ESP hours are after-school until 6:00 p.m. each scheduled school day. When school is closed for a holiday ESP is also closed. There will be no ESP on school early dismissal days. This includes the end of the school year.

FEE PAYMENT:

\$15.00 a day for 1st Child – Additional Children @ \$5 a day.

A late fee of \$1.00 a minute will be charged after 6:00p.m

Bills are mailed monthly; fees must be paid within 7 working days of receiving the bill.

PLEASE READ CAREFULLY!!

You will have 15 minutes from the time your child arrives at ESP without being charged. After 15 minutes you will be charged for that day.

*******Parents MUST sign out their child each day! If you do not sign out you will be charged for that day regardless of the amount of time they have stayed.********

LATE CHARGE: Because of the long day for many of our teachers working in ESP we ask you to please pick up your child by 6:00p.m. **A late charge will be strictly enforced. A check or cash may be given to the ESP staff member staying late with your child.** The late fee will be billed with the monthly ESP if not received. ***If you are late picking up your child more than 2 times you will be asked to leave the program.***

DISCIPLINE: The extended School Program is an extension of the regular school day and the policies and rules of the school are adhered to. Students in grade K-4 undesirable conduct will result in warnings, time out, and a parent being contacted by written notice. Students in grades 5-8 will follow the code of conduct set up in the handbook. After a student has been given three written disciplinary notices, the ESP directors have the right to ask them to leave the program:

PICKUP: If someone other than the names listed on the information sheet will be picking up your child, please give a note to your child's teacher labeled ESP. We will I.D. a person we do not recognize picking up your child.

KEY CARDS: Between the hours of 3:00pm and 6:00pm, you may pick up your child(ren) by using your Key Card.

New Parents – Your Key Card will be given to you the first week of school.

Returning Parents: Your Key Cards will still be active.

Lost Key Card Replacement Fee is \$10.

Once enrolled in the program you do not need to let ESP know your child is coming. **It is important that your child's classroom teacher and/or your child know what days they will be attending ESP.** Please inform the teacher *in writing* of your child/children's ESP schedule. This makes for an easy dismissal.