

# The Cumberland School After School Program

## Super Heroes in Training

Welcome to The Cumberland School After School Program!

**Hours: 2:00 pm until 6:00 pm**

**YEARLY Registration Fee: \$50.00**

**Cost is \$15.00 per day AND MUST BE PREPAID**

**\$1.00 PER MINUTE LATE FEE**

We are dedicated to creating a fun, safe learning environment for our students who choose our after school care. Inside and outside activities are planned and supervised along with an opportunity for students to do homework or study.

The After-School Program (ASP) operates each school day from 2:00 to 6:00 p.m. and is a **PREPAID PROGRAM**. The program does not operate on teacher work days or holidays. During conference week and early release days, the hours are extended 12:00 p.m. to 6:00 p.m. to cover the early release time. The cost is **\$70.00 per week or \$15.00 per day per child plus a yearly \$50 registration fee**. Students receive a snack and there is a mandatory homework period.

**LATE PICK UP:** Anyone arriving after 6:00 p.m. (**by the school clock**) will be considered late and charged a **late pickup fee of \$1.00 per minute for each child being picked up**. As a courtesy **one late pick up** will be given each quarter up until 6:10.

Payment should be made out to **THE CUMBERLAND SCHOOL**. **Students will not be allowed to attend ASP unless they are prepaid, and/or payment has been sent with child to school**. This will be strictly enforced. Please have your student's name and teacher on the payment envelope.

Only people designated on the registration form will be allowed to pick up students. **Identification will be required for all pick-ups**. Your child must be signed out at the

desk every day. **It is very important that contact information (email addresses and phone numbers) are accurate and up to date**, so please notify us of any changes throughout the year.

The After-School Program is a privilege and students are expected to behave properly. The same behavior expectations apply in the After-School Program as during the regular school day. Inappropriate behavior may result in suspension or withdrawal of a student.

Students may also be **suspended or withdrawn** from the After-School Program for the following reasons:

- Excessive late pick-up
- Discipline problems
- Nonpayment of tuition and/or late pick-up fees
- Uncooperative parents

If school closes because of inclement weather or any other reasons, the After-School Program will also close. In this case, instructions will be followed from the inclement weather form given to the student's homeroom teacher.

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#### **ASP STAFF:**

Director: Valacier Broadway (v.broadway@cumberlandschool.org)

If you have questions about your account, please email Ms. Valacier Broadway

**\* Please do not send transportation changes to this email address.**

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For questions concerning ASP, please contact us at:

770-819-6437

#### **DAILY FEES—"Pay Before You Stay"**

- The **prepaid fee** is \$15.00 per child per day. *Please read the "**DELINQUENT PAYMENT**" section below so you understand the procedure that will be followed to keep accounts paid in advance.*

- Payments are accepted daily and balances will carry over if your child does not attend ASP.
- The full fee of \$15 is charged to all students who are present when attendance is taken, **regardless of how long a student stays each day.**
- Payments of cash, personal check, money order, or online credit/debit card payment (through bundling accounts)
- **ASP checks** should be made payable to “**THE CUMBERLAND SCHOOL**” put ASP at the bottom of the check. If your child has a different last name, please put their first and last name on the check so that funds are credited appropriately.
- **DO NOT include payment for any other school items/services (i.e., lunch money) with your ASP tuition. We also CANNOT make change.**
- You may pay for multiple children using one envelope. Unless you indicate otherwise, the payment will be evenly split between the children.

#### **RETURNED CHECKS**

**If your check is returned once, only cash, money order will be accepted for your child’s account.**

#### **DELINQUENT PAYMENTS**

Because ASP is a **“pre-pay”** (pay **BEFORE** you stay) program, an account becomes delinquent any time payment **is not received in advance** of a child staying in ASP. If the balances are not kept current, your child will be suspended from ASP.

#### **The procedure for collecting on delinquent accounts is:**

- If your account gets behind by any amount, you will be alerted by a phone call or email that the account is past due and **that your child is not able to stay in ASP until payment is made in full.** If the balance is not paid, your child will not be allowed to stay in ASP.
- If your child’s account repeatedly becomes delinquent, we will evaluate the need for a longer-term suspension from the program.

## **UNACCEPTABLE BEHAVIOR**

Our ASP staff works very hard to maintain a safe environment for your children. A big part of this is done by **enforcing** the ASP rules with consistency and understanding. Some infractions for which your child may receive an official write-up are:

1. Physical contact (fighting, pushing, hurting another child)
2. Disrespect to staff members
3. Disobeying staff members (not following rules or directions)
4. Throwing rocks, sticks, dirt, pine cones, etc.
5. Inappropriate language-swearing
6. Defacing and/or destroying school or peer's property
7. Leaving a supervised area without permission

**The following consequences will be implemented if ASP rules are not followed:**

1. **First Write-Up:** The Director will contact parent about the offense committed. Depending on the severity of the offense, your child may be suspended for one to several days.
2. **Second Write-Up:** Same as #1.
3. **Third Write-Up:** Same as #1 and #2, but in addition, the child will be suspended from the program.

Our goal is to make your child's stay in ASP a positive and rewarding experience. Please discuss the above behaviors and consequences with your child or children as we are requesting your support and cooperation in helping us maintain an environment where your children feel safe.

**Please know that ASP has the right to dismiss a child from ASP permanently** if he or she consistently engages in behaviors that violate school rules and policies.

If you have any additional questions about the program, please let us know.

**Valacier Broadway**  
**ASP Director, The Cumberland School After School Program**

The Cumberland School

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