



After-School Enrichment Program Policies

The Amana Academy Before and After School Enrichment Programs (BSEP and ASEP) operate on the Amana Academy campus (classrooms, technology lab, maker spaces, cafeteria, gym, Eagles' Landing, suites, etc.), and Wills Park. To ensure that Amana Academy is able to provide a safe, healthy, exciting and productive environment for all participants, parents and students are required to abide by the policies of the program. Students in the Enrichment Program shall comply with **all** Amana Academy policies; we follow the Fulton County Code of Conduct and Discipline.

Health Concerns: Students that are ill will not be allowed to attend the ASEP. Illness includes, but is not limited to, oral temperatures of 100.4 degrees or above, any contagious symptoms such as rashes, sore throat, congestion, vomiting, etc. If your child(ren) has been exposed to, or contracted any communicable/infectious virus or disease, he/she/they may not return until accompanied by a note from a physician. If notified that your child(ren) is/are ill, arrangements must be made for immediate pick-up.

The ASEP Leadership staff will inform parents of any incidents, including illnesses, injuries, and exposure to communicable diseases and will post when a communicable disease has been introduced into the program. If medication needs to be distributed, please contact the ASEP Leadership staff for dispensation.

Weather-Related Unplanned School Closings: If Amana Academy or Fulton County Schools closes or cancels After-School Activities due to inclement weather, any other emergency situation or in the event of an unplanned early release by Amana Academy, students must be picked-up during the communicated dismissal time.

BSEP Arrival: Staff is ready to receive students in the Media Center (double glass doors by staff access door) at 6:30 am each morning for a variety of activities and games. Additionally, students have the choice to use this time as a study hall. Students are dismissed to from BSEP to Amana arrival procedures from the Media Center (K-2 are accompanied by staff to their classrooms).

School Dismissal: All Afterschool students should proceed to their respective grade level Afterschool spaces when the dismissal announcement is made at 3:15 (K-2 are accompanied by staff from their classrooms). Students arriving to their ASEP spaces after 3:20 must have a note from a teacher.

Backpacks/Belongings: Students must place their belongings neatly in areas designated by ASEP staff.

**Notice of Exemption:

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Snack Time: Snacks will be distributed within the first hour of the program Mon-Thu. All students are responsible for clean-up after snack.

Bathroom/Water: There are several bathroom/water breaks built into the program's schedule; however, for emergencies students must ask for permission to go to the restroom and/or to get water.

Hallways: Students are to walk as they do during the school day; silently in a line on the right side of the hallways at all times.

Exit/Entering Building: No ASEP Student is allowed to exit the building without the knowledge and permission of ASEP personnel. When exiting or entering the building students are to walk in a line following an ASEP staff member. Students are to stop at all hallway and exit doors and wait for instructions or for Enrichment staff to open the door. Students **must** wait for the After-School staff's direction for crossing the parking lot.

Materials: Students are to be respectful of materials (do not destroy or waste) and unless instructed to be creatively free, students should follow the directions/instructions given by the After-School staff to the best of their abilities.

Personal Toys and Electronics: Students should **not** bring toys or electronics to the ASEP or BSEP unless a written request has been sent and permission given. The Amana Academy ASEP is not responsible for any lost or stolen items brought to the program without request.

Behavior:

Minor Infractions: Reflection, Redirection, Inclusive Solution

Major Infractions: May lead to immediate removal from the program

1. Speak with Director/Assistant Director about his/her action(s). The inappropriate behavior will be documented and communicated to parent(s)/guardian(s).
2. If misbehavior occurs a second time, behavior will be documented parent(s)/guardian(s) will be called and asked to pick up student(s).
3. Should misbehavior occur for a third time the incident will be documented, parent will be called and required to pick-up their child(ren) and student(s) will be suspended from the program for 1-3 days.

In cases of severe misbehavior student(s) will be immediately referred to Program Administration. Students who endanger themselves or others will be removed from After-School Activities, a call will be placed to his/her/their parents and student(s) will be suspended for 3-5 days or expelled from the program.

Misbehavior includes, but is not limited to:

Leaving the location of an After-school Group or Staff member without permission, Insubordination, Stealing, Fighting, Cursing, Name Calling, Misuse of Materials, Inappropriate Language, Conversation or Behavior and Blatant Disrespect.

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There is a zero-tolerance policy for Bullying. All assertions will be documented and monitored. Any instance found to be valid, will result in further disciplinary actions which may include suspension or expulsion.

No refunds will be given for time lost due to suspension or expulsion from the program.

ASEP Dismissal: Students are to remain with afterschool staff until called for dismissal. Our program ends at 6:30 pm. Parents will be charged a late fee for students picked-up after 6:35 pm.

Program With drawl: Since fees are to be paid prior to service we request a month's notice for student withdraw and **require a minimum of two weeks' notice to withdraw any student from the program.** If notice is not received two weeks prior, parent(s) or guardian(s) will be billed for service as previously indicated. Should you wish to re-enroll you child(ren) with in the school year there will be no additional registration fee.

Enrollment: Is open to all Amana Families for students attend Amana Academy. **Registration must be completed through Procure prior to attending. Any child not registered will not be enrolled in either program and will not be considered part of, or allowed to participate in either program while unregistered.** Additionally, the child(ren)'s teacher(s) and the front office must be informed of ASEP enrollment, start date and change in dismissal if necessary.

Drop-In Enrollment: Parents must inform BSEP/ASEP Staff of their child(ren)'s upcoming attendance. **A message must be sent by 2:00 pm to the ASEP (afterschool@amanaacademy.org), the Front Office (frontdesk@amanaacademy.org) and to students' teacher to inform of this change.**

Registration Fees: Registration fees have been rolled into the total cost and spread over each payment for students enrolled monthly. A registration fee of \$30.00 per child will be due upon enrollment for students using the service on a drop in basis (daily or weekly).

Program Fees: Please see the Fee Schedule.

Due Dates: All fees are due prior to service. Monthly fees are due by the dates specified on the Fee Schedule. Weekly fees are due by 11:59 pm, Sunday, of the week of service. Drop-In (Daily) Fees are due once invoice is received and not later 2:00 pm the day following date of service.

Late Payment Fees. Late Payments are subject to an automatic **\$10 late fee** and must be paid with Program fees. If tuition is not received by the first day of attendance for the period (Month, Week or Day) the student(s) will be removed from the program until payment is made. **(This will be strictly enforced.)** If this fee is not received your child(ren) will not be allowed to attend the until the account is brought current (fees will not be prorated). **If your child(ren) is present while fees remain unpaid, he/she/they will be considered late pickup and the School's Late Pick-up Policies will apply.**

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Payment Methods: Payments can be made online via PayPal (2.2% fee), by cash, check (personal/cahiers), or money order via the After-School mailbox in the Lobby.

Returned Checks: Checks returned by the Bank for **any** reason will result in a Return Check Fee (RCF/NSF) of \$15 and incur a late fee. Additionally, future payments may be required to be made via cash, cahiers check or money order.

Refunds: Refunds for fees paid will be at the discretion of the Director and handled on a case-by-case basis.

The Amana Academy After-School Enrichment Program reserves the right to remove anyone from this program at any time, for any reason.

I, the undersigned Parent/Guardian, have read and agree to the Amana Academy After-school Enrichment Program Policies above:

Signature of Parent/Legal Guardian

Date

Signature of Parent/Legal Guardian

Date

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