

Cheatham Hill After School Program

Welcome to the After School Program. We are pleased that you have chosen to take advantage of our program. Our goal is to provide a safe, fun, and structured environment; that allows for the individual and social growth of our students. The after school program (ASP) is a **prepaid** program as it is a totally self-sustaining program which does not receive any supplemental funds from the County. Our hours of operations are from **2:15 P.M.** until **6:00 P.M.** on all days in which school is in session. ASP will not operate during holidays, teacher workdays, or snow days; however, we will operate during conference week and early release days.

Registration

A registration card and a signed ASP guideline from must be on file for your child to attend ASP. There is a non-refundable, **annual registration fee of \$10.00 per child**, payable before your child stays in the after school program. The fee is mandatory, per **CCSD** policies.

Daily fees:

The **prepaid fee** for the after school program is **\$7.00** per child per day. Payment may be made daily, weekly, monthly and even yearly. If your child does not stay, you will not be charged. The full fee will be charged to all students who are present when attendance is taken, **regardless** of how long a student stays each day. There is no "grace period".

Checks should be made payable to "Cheatham Hill ASP". If your child has a different last name, please put their first and last name on the check so it will be credited appropriately. Please **DO NOT** include payment for any other school items/services (i.e., lunch money, field trips) with your ASP tuition. To insure proper credit, please use the brown ASP envelopes for all ASP payments. Envelopes are avail at the ASP desk. Any money over the exact amount of tuition will be credited to your child's account, as we do not have cash on hand to make change. Students or their parents/guardians must drop payments into the black boxes marked ASP. ***Please do not write in the upper right hand corner of the ASP envelope as this is for OFFICE USE ONLY,***

Late pick up Procedure

A late fee is charged for any child who is picked up after 6:00p.m. The rate for late pickup is \$1.00 per minute per child. This is standard CCSD policy.

Student Pickup Procedure

To ensure the safety and security of all students in the after school program, we have adopted the following procedure for pickup of students.

- Only people designated on the registration form will be allowed to pick up your child.
- **Proper Picture ID is required from any person picking up a student.** Once we are familiar with you, ID will not be needed.
- Students must be checked out from the ASP program at the ASP desk
- The front desk ASP assistant will call your child on the walkie-talkie. Please allow a few minutes for your child to travel the distance to the ASP office.

Should you have any concerns, contact **Natasha Anderson** or **Vanessa Moore**.

We look forward to a great school year!