



**MY AFTER SCHOOL PROGRAM**  
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JAS•MAS•SAS•SPAS•VHAS

## **Parent/Guardian Handbook**

My After School Program encompasses and covers after school care mentioned in this document and provided at the following Atlanta Public School sites:

Jackson After School at W. T. Jackson Elementary (JAS)

Morningside After School at Morningside Elementary(MAS)

Smith After School at Sarah Smith Elementary(SAS)

SPARK After School at Springdale Elementary(SPAS)

Virginia Highland After School at Virginia Highland Elementary(VHAS)

[www.myafterschoolprogram.com](http://www.myafterschoolprogram.com)

## **Program Contact Information**

### **Jackson After School (JAS)**

[www.myafterschoolprogram.com](http://www.myafterschoolprogram.com)

Ph: 404-802-8829

EIN: 871773268

Director: Natalie Defoor

[natalie@myafterschoolprogram.com](mailto:natalie@myafterschoolprogram.com)

### **Morningside After School (MAS)**

[www.myafterschoolprogram.com](http://www.myafterschoolprogram.com)

Ph: 404-416-7179

EIN: 871773268

Director: Patricia Sherman

[patricia@myafterschoolprogram.com](mailto:patricia@myafterschoolprogram.com)

Director: Alexis Williams

[alexis@myafterschoolprogram.com](mailto:alexis@myafterschoolprogram.com)

### **Smith After School (SAS)**

[www.myafterschoolprogram.com](http://www.myafterschoolprogram.com)

Ph: 404-693-5310

EIN: 871773268

Director: Angel Jones

[angel@myafterschoolprogram.com](mailto:angel@myafterschoolprogram.com)

Director: Lia Gebrekidan

[lia@myafterschoolprogram.com](mailto:lia@myafterschoolprogram.com)

### **SPARK After School (SPAS)**

[www.myafterschoolprogram.com](http://www.myafterschoolprogram.com)

Ph: 678-699-6643

EIN: 871773268

Director: Brandy Harrison

[brandy@myafterschoolprogram.com](mailto:brandy@myafterschoolprogram.com)

Director: Toya Harrison

[toya@myafterschoolprogram.com](mailto:toya@myafterschoolprogram.com)

### **Virginia Highland After School (VHAS):**

[www.myafterschoolprogram.com](http://www.myafterschoolprogram.com)

Ph: 470-925-7262

EIN: 8771773268

Director: Erika Scott

[erika@myafterschoolprogram.com](mailto:erika@myafterschoolprogram.com)

Monica Singer

[monica@myafterschoolprogram.com](mailto:monica@myafterschoolprogram.com)

### **Administrative Staff:**

Kim Bishop

Program Owner

[kim@myafterschoolprogram.com](mailto:kim@myafterschoolprogram.com)

Ph: 404-433-6126

Amy Fouts

CSFO

[amy@myafterschoolprogram.com](mailto:amy@myafterschoolprogram.com)

Beth Geurin

Extracurricular Programs Director

[beth@myafterschoolprogram.com](mailto:beth@myafterschoolprogram.com)

Ph: 770-605-5456

Hank Bishop

CFO

[hank@myafterschoolprogram.com](mailto:hank@myafterschoolprogram.com)

# Design and Operations Plan

## **Mission Statement:**

The mission of My After School Program is to provide a healthy, safe environment in which teachers provide quality care and enrichment to all students.

## **Program Description and Daily Activities:**

The safety and interests of your children is our primary concern.

- Academic Support- My After School Program provides academic support as an integral part of the daily program.
- Enrichment Activities- My After School Program incorporates a variety of enrichment activity choices in our daily program.
- Convenient Hours- Our programs are open during the school year from 2:15-6:00PM, on the days that school is in session.
- Well-Trained Staff Members- My After School Program staff members are experienced afterschool teachers that receive extensive, on-going training in relevant areas and topics. Staff members are also CPR/First Aid trained.
- Affordable Fees- Providing quality care at an affordable rate is one of our primary goals. The tuition is \$450 per month (see tuition policy below). All families must pay a non-refundable registration fee of \$150.
- Program Statement- The program operates on a maximum 24:1 student:staff ratio, 15:1 for PreK. Children must be able to have appropriate behavior and function in a large group setting to ensure the safety and well-being of all children.
- Refusal of care- We reserve the right to discontinue childcare to any student enrolled in My After School Program at any time for any reason other than the basis of race, color, religion, gender, national origin, age, veteran status, disability, marital status, or sexual orientation in any of its employment practices, educational programs, services or activities.

## **After School Policies**

### **Ages of Children served, Dates and Times of Operation**

My After School Programs serve students that are in grades Pre-K through 5<sup>th</sup> grade, ages 4-12.

We follow the Atlanta Public School Calendar, operating August through June, Monday through Friday from 2:15-6:00PM.

We are closed the following dates:

Labor Day            September 22    October 13-17, 2025    Election Day    November 24-28, 2025    December 22-31, 2025  
January 1-5, 2026    MLK Day            February 16-20, 2026    March 16, 2026    April 6-10, 2026    Memorial Day

### **Enrollment Policy**

All students must be registered with My After School Program prior to participating in the program. All registration must be complete, and fees paid online via the parent portal. Students may attend the program at the school they attend only. Every child must have a current immunization form 3231 uploaded to their profile. Follow the link in the registration process. An enrolled child is eligible to attend five days per week.

### **Tuition Policy**

Tuition for My After School Program, is as follows:

\$150.00 non-refundable registration per family.

Full-time Tuition is

\$450.00 per month for one child.

\$820 for 2 siblings,

\$1050 for 3 siblings.

\$35/day for drop-in.

For our Pre-K locations: Pre-K tuition is \$500/month for one child. No drop-in option is offered for Pre-K.

**Tuition is not prorated.**

Payments can be made on our website, [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com).

### **Fees:**

Parents are responsible for tuition attendance cost, late payment fees (\$50.00), bank returned item fee (\$50.00), program schedule change fee (\$100.00), late pick-up fees (\$1.00/minute).

### **Pick-up and Escort Policy**

Children will not be allowed to leave the facility with any person other than parent or authorized person by the rightful parent. ID must be shown and PIN used for sign-out. Students will be picked up from the classroom teacher at the end of the regular school day and signed into the afterschool program. Once students are signed into the program, they must be signed out by an authorized adult.

Each day, an authorized adult **MUST**:

1. Report to the program Director to sign out your child(ren).
2. Sign out your child(ren) using PIN
3. Escort your child out of the building.

### **Transportation/Fieldtrips/Water Activities**

My After School Program will not participate in field trips and will not provide transportation to or from an activity. My After School Program will not provide water related activities in water more than one foot deep.

### **Special Services/Inclusion**

The goal of our programs is to provide a healthy, safe environment in which teachers provide quality care to all students. If special services are needed, the director and parent will discuss the child's needs and we will do everything possible to meet the needs of that student, however, all students must be able to successfully participate in the program without disruption. PLEASE DISCUSS ANY SPECIAL NEEDS WITH US PRIOR TO THE START OF THE PROGRAM to ensure the best experience for your child.

### **Snacks**

Snacks are provided to students who attend My After School Program. We purchase nut-free, pre-packaged snacks and fruit and offer a variety of choices daily. If your child has an allergy, please note this on your registration portal. We are peanut-free programs. You are welcome to send additional snacks for your child but please label them and only send nut-free snacks.

### **Program access and Informed Parent Policy**

It is the responsibility of My After School Program to keep parents informed of any incidents (illnesses, injuries, behavior issues, adverse reactions to medications, and exposure to communicable diseases) that impacts your child. Parents have access to all areas used by our program after checking in with the program Director.

### **Updated Information Policy**

Parents are responsible for keeping the Director advised of any significant changes as they occur in the enrollment information concerning phone numbers, work locations, emergency contacts, family physicians, etc. This is inclusive of payment information.

### **Child Abuse Policy**

My After School Program Staff are mandated reporters. The law has provisions safeguarding the well-being of child(ren). We must comply with the law as outlined below:

*Childcare and daycare personnel having reasonable cause to believe that a child under the age of 18 has had physical injuries inflicted upon him/her by other than accidental means by a parent of guardian, or has been neglected or exploited by a parent or guardian or has been sexually assaulted or sexually exploited, MUST be reported or cause reports to be made to the Department of Human Resources, Child Protection Agency.*

### **Medical Emergency/Injury Policy**

In the case of a medical emergency, 911 will be called and students will be transported by ambulance to Children's Health Care of Atlanta, Scottish Rite (for North Atlanta Cluster Programs) and Children's Health Care of Atlanta, Egleston (for Grady Cluster Programs). If the injury does not require 911 assistance, the child will be treated by the Director and a medical report will be completed and given to the parents. The main first-aid kit is housed with the Director, but each teacher has a basic first-aid kit.

### **Behavior Policy**

Appropriate school behavior is expected of all students who participate in our programs. The safety and interests of your children is our primary concern. Teachers will work closely with students to use positive reinforcement for desired behaviors. When a student has behaviors that need support, My After School Program will redirect students, support students in solving conflicts, assist in managing the relationships, and will communicate with parents so together we can support the child. Teachers will communicate with parents to share positive and undesirable student behavior. If any student has frequent behavior issues that are not improved upon after addressed, then the student who is demonstrating inappropriate and/or dangerous behavior will be suspended from the program. Following the suspension, if the child continues to demonstrate these types of behaviors, he/she will be dismissed from My After School Program. Various techniques will be used by the teachers such as, but not limited to, talking with the student, removing them from the group, time-out, writing about their feelings, parent meetings, and written notification of event or behavior to the parent. Our programs use a behavior incentive program to support and encourage positive behaviors. Physical behavior towards another student will not be tolerated and could result in removal from the program.

### **Nondiscrimination and Refusal Of Care Policy**

My After School Program reserves the right to discontinue childcare to any student enrolled in program at any time for any reason other than the basis of race, color, religion, gender, national origin, age, veteran status, disability, marital status, or sexual orientation in any of its employment practices, educational programs, services, or activities. My After School Program reserves the right to remove any child demonstrating inappropriate and/or dangerous behavior from the After School Program at any time.

### **Medication Administration**

Medication will not be administered unless it is life-saving medication which is kept with the Program Director and has prescription information printed on the original packaging. Upon administration, the parents will be notified.

### **Confidentiality of Student Records:**

My After School Program respects the privacy of children and parents. Staff will not discuss confidential information given by parents with other members of staff except where it affects planning for the child's needs or caring for the child.

### **Late Pick-up Policy**

Students must be picked up from the program no later than 6:00pm according to the school clock. A late pick-up fee of \$1.00 per minute is charged after 6:00pm. Students picked up late 5 times will be released from the program. If a child is not picked up by 7:00pm and we have no communication from parents, DFACS will be contacted. If you are running late, be sure to contact the program director.

### **School Transportation Policy**

For schools with two campuses, APS will provide transportation from their campus to the campus that houses the After School Program.

No transportation for students will be provided to or from any My After School program by its employees.

#### **Family Engagement Policy**

My After School Program is committed to building a strong effective partnership with families. We promote family engagement through welcoming parents and caregivers to visit and volunteer in the programs through effective communication between families and My After School Program and its Directors. We welcome parents and caregivers to visit the program at any time. Arrangements must be made with the Program Directors prior to visiting.

#### **Unacceptable Objects Policy**

Any child found with knives, guns, drugs, or other dangerous objects or substances that could cause harm to others will be removed permanently from My After School Program.

#### **Homework and Technology Use Policy**

The teachers of My After School Program will guide students in their homework. Students will have a maximum of 1 hour and 15 minutes per day to complete homework. Teachers are not able to assist individual students with long-term projects that require parent involvement. Technology use is allowed in our program for academic use only. Students are allowed to bring their school assigned Chromebook devices to work on academics only. They are 100% responsible for the care and proper use of their devices\**Please note homework times on the students' schedule. \*If students are picked up prior to the conclusion of the homework hour, assignments may not be complete. While we will make every effort to assist and guide students in completing their homework, the parent has the ultimate responsibility of checking over homework. Students will be given 1 hour and 15 minutes per day to complete homework. Any assignments that have not been completed during this time should be completed at home.*

#### **Program Schedule Change Policy**

Program Change Requests must be made in the PARENT PORTAL Via our website and is charged \$100 per change. Program schedule change requests will only be taken if received before 7/15 for 1<sup>st</sup> semester and before 12/15 for 2<sup>nd</sup> semester. NO EXCEPTIONS.

#### **Illness**

Attendance of a sick child will not be permitted. If your child becomes sick during the day, the parent/guardian will be notified and required to pick up your child. Sick children will be removed from the group and staff will take every measure to make the student comfortable until the parent arrives. Should your child be exposed to a communicable disease, you will be notified by the Program Director via email. We follow the APS sick child guidelines regarding fever, vomiting and other contagious illnesses. 24-hrs post symptom is when the child can return.

#### **Inclement and Severe Weather Policy**

On days when the school system is closed due to inclement weather My After School Program will be closed. We follow the directives given by APS specifically for the school regarding shelter in place and evacuation. It will be the parent or guardian's responsibility to be aware of early school dismissal and to make suitable arrangements.

#### **Emergency/Loss of Power/Water/ Policy**

In the event of an emergency, our priority is to ensure the safety of all students. Parents will be notified of the emergency once we ensure the safety of the students. Emergency plans and procedures have been developed with support of the school emergency team and are posted for viewing. Should the school lose power or access to water the parents will be notified.

# Parental Agreement with My After School Program.

My After School Program agrees to provide after school childcare for your child during the 2025-2026 school year, following the APS calendar, from 2:15pm-6:00pm.

My After School Program will provide snacks daily.

My child(ren) will not be allowed to leave the facility without being escorted by the parent(s), person authorized by parent, or facility personnel.

I acknowledge that it is my responsibility to keep my child(ren)'s records current to reflect any significant changes as they occur. (Telephone numbers, work location, emergency contacts, child's physician, health status, etc.)

My After School Program agrees to keep me informed of any incidents (illnesses, behavior, injuries, and exposure to communicable disease) which involve my child(ren).

I acknowledge it is my responsibility to pay tuition on time and understand that failure to do so will result in termination of childcare. Non-payment after the 20<sup>th</sup> of each month will result in additional fees and potentially discontinued service.

I have received a copy and agree to abide by the policies and procedures for My After School Program,

I acknowledge that I must have current medical insurance for my child participating in My After School Program,

I acknowledge that I must have a current immunization form on file for each child. (Form 3231).

I understand that My After School Program is a tuition-based program, taking the cost of the annual participation and dividing it evenly by the 10 months of school. Tuition is NOT prorated for school closures, scheduled and unscheduled.

I understand that Program Change Requests must be made in the PARENT PORTAL Via our website and is charged \$100 per change. Program schedule change requests will only be taken if received before 7/15 for 1<sup>st</sup> semester and before 12/15 for 2<sup>nd</sup> semester. NO EXCEPTIONS.

I understand that the signing parent below is responsible for the tuition payment and that tuition is not prorated. Failure to pay your account will result in removal from the program.

I hereby give My After School Program and its employees permission to provide first aid care for my child(ren).

If I cannot be reached, I hereby authorize My After School Program and its employees to authorize transportation of my child to CHOA Emergency Room. I hereby grant my consent for the hospital and its medical staff to provide my child with emergency medical treatment which a physician deems necessary. I agree to accept financial responsibility for all medical expenses incurred.

**Signature (parent/guardian)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed name** \_\_\_\_\_

## **Tuition Policy**

1. Tuition for Jackson, Morningside, Smith, SPARK, Virginia-Highland After School Programs is as follows:

Pre-K Tuition is \$500/month for one child. No drop-in option is offered for Pre-K.

Full-time Tuition for grades K-5 is \$450/month for one child. \$820 for 2 siblings, \$1050 for 3 siblings

Drop-In care is offered for \$35/day

**Tuition is not prorated.**

Payments can be made through the parent portal on our website.

2. My After School Program accepts online payments. Credit card and Bank draft payment options are available. Pay online at [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) via the parent portal. There is a \$50.00 fee for any payments returned to us by your bank for any reason.

### **3. Program Schedule Change Policy**

Program Change Requests must be made in the PARENT PORTAL Via our website and is charged \$100 per change. Program schedule change requests will only be taken if received before 7/15 for 1<sup>st</sup> semester and before 12/15 for 2<sup>nd</sup> semester. **NO EXCEPTIONS.**

**4. Families are invoiced on the 1<sup>st</sup> of each month. Autopayment processes on the 5<sup>th</sup> and again on the 20<sup>th</sup> for remaining balances. Accounts are to be paid in full each month by the 20<sup>th</sup> to avoid cancellation of eligibility.**

5. A late pick-up fee of \$1.00 per minute is charged if your child is not picked up by 6:00pm.

6. My After School Program is a tuition-based program, taking the cost of the annual participation and dividing it evenly by the 10 months of school. Tuition is NOT prorated for school closures, scheduled and unscheduled. If tuition goes unpaid, your child will not be allowed to attend the program until this amount is paid in full.

7. In the case of hardship, please contact Kim Bishop to make payment arrangements.

**8. Tuition is NOT prorated.**

9. I understand that payments are processed through the Eleyo Parent Portal via their secure payment system.

I understand and agree with the above financial policies and obligations. My electronic signature indicates that I am the parent/guardian responsible for financial obligations.

**Signature (parent/guardian)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed name** \_\_\_\_\_



# Schedules

## Pre-Kindergarten Classes

2:15-2:45 Student arrival, sign-in, and snack  
2:45-3:25 Outside activities  
3:25-4:00 Academic activities/literacy/math/music  
4:00-4:30 Center choices  
4:30-5:15 Activity Block/Enrichment activities  
5:15-6:00 Free Choice activities (games/computer/art/dramatic play)  
6:00 Student pick-up

## Kindergarten Classes

2:15-2:45 Student arrival, sign-in, and snack  
2:45-3:25 Outside activities  
3:25-4:00 Homework/academic activities  
4:00-4:30 Center choices  
4:30-5:15 Activity Block/Enrichment activities  
5:15-6:00 Free Choice activities (games/computer/art/dramatic play)  
6:00 Student pick-up

## First Grade Classes

2:15-2:45 Student arrival, sign-in, and snack  
2:45-3:25 Outside activities  
3:25-4:00 Homework/academic activities  
4:00-4:30 Center choices  
4:30-5:15 Activity Block/Enrichment activities  
5:15-6:00 Free Choice activities (games/computer/art/dramatic play)  
6:00 Student pick-up

## Second Grade Classes

2:15-2:45 Student arrival, sign-in, and snack  
2:45-3:25 Outside activities  
3:25-4:00 Homework/academic activities  
4:00-4:30 Center choices  
4:30-5:15 Activity Block/Enrichment activities  
5:15-6:00 Free Choice activities (games/computer/art/dramatic play)  
6:00 Student pick-up

## Third Classes

2:15-2:45 Student arrival and sign-in Snack  
2:45-3:25 Homework/academic activities  
3:30-4:15 Outside activities  
4:15-5:15 Activity block/Enrichment activities  
5:15-6:00 Enrichment activities and free choice activities (games/computer/art/dramatic play)  
6:00 Student Pick up

## Fourth Grade Classes

2:15-2:45 Student arrival and sign-in Snack  
2:45-3:25 Homework/academic activities  
3:30-4:15 Outside activities  
4:15-5:15 Activity block/Enrichment activities  
5:15-6:00 Enrichment activities and free choice activities (games/computer/art/dramatic play)  
6:00 Student Pick up

## Fifth Grade Classes

2:15-2:45 Student arrival and sign-in Snack  
2:45-3:25 Homework/academic activities  
3:30-4:15 Outside activities  
4:15-5:15 Activity block/Enrichment activities  
5:15-6:00 Enrichment activities and free

## **Extracurricular Programs Information**

Extracurricular activities are offered and require an additional fee. If your child participates in the extracurricular activities, they will follow this procedure:

At school dismissal, students will check in with the After School Program, have snack, and will go to their activity. At the conclusion of their activity, the students will be returned to the After School Program and will join their group in the current activity.

Each session's length ranges from 11-16 weeks. (2 semesters)  
Cost per activity ranges from \$225-\$490 per session.

Some of the extracurricular programs include:

|        |          |              |
|--------|----------|--------------|
| Dance  | STEM     | Martial Arts |
| Chess  | Drama    | Golf         |
| Art    | Robotics | Spanish      |
| Yoga   | Lacrosse | Basketball   |
| Soccer | Tennis   | STEM         |

There are two sessions offered: Fall and Winter/Spring

Tentatively, registration opens in early August and early December.

Fall programs begin the first full week after Labor Day in September and the Winter/Spring programs begin the first full week after MLK Day in January.

Information can always be found on our website by selecting the Extracurricular Classes tab.

[www.myafterschoolprogram.com](http://www.myafterschoolprogram.com)