



The Main Street Academy (referred to as “TMSA” or “School”)
After School and Early Morning Program
(referred to as “Program”)
Parent/Guardian and Participant Guidelines
(referred to as “Guidelines”)

Outline

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The School is not responsible for omissions in these Guidelines. TMSA reserves the right to amend the contents and reissue these Guidelines at any time. Final authority on all related matters rests with the School administration and/or School board of directors when applicable and that it is the responsibility of the parent/guardian to review these Guidelines periodically.

Note that every aspect related to the policies and procedures of TMSA cannot be covered in these Guidelines; any situation not specifically referred to in these Guidelines, or in separate policy adopted by TMSA, will fall under the Policies and Procedures set forth by the Fulton County Board of Education.



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After School and Early Morning Program (referred to as “Program”)
Parent/Guardian and Participant Guidelines (referred to as “Guidelines”)**

1) PROGRAM MISSION

The TMSA After School Program provides quality on-site programming with an emphasis on homework help and completion Monday-Thursday and enrichment activities on Friday.

PLEASE NOTE: parent/guardian is still responsible for ensuring that his/her child's homework is completed and checked and an additional enrichment day may be added this year.

The TMSA Early Morning Program provides a safe on-site supervised environment for parents/guardians to leave their children prior to the School's official students arrival time.

2) GENERAL INFORMATION

All TMSA students, grades K-8 are eligible to participate in these voluntary Programs for the current academic year provided **space is available, participant's registration forms are completed and signed by parent/guardian, yearly registration and service fees are paid, no fees are owed from previous school term(s), PARTICIPANT'S SPACE IS CONFIRMED and service fees remain current.** Additionally participants and parents/guardians must adhere to the Program policies and procedures set forth in these Guidelines.

INITIAL REGISTRATION PROCESS

Returning and new families must complete a new registration packet for the current academic year and submit it with payment during the following pre-registration period in-person. Only a legal guardian of the student is allowed to register him/her for the Program. The registration forms may not be faxed, mailed or emailed.

Acceptable forms of payment: online with credit card and in-person with money order (made out to TMSA Inc). **IF YOU PAY ONLINE**, PLEASE PRINT OUT YOUR RECEIPT AND SUBMIT IT WITH YOUR COMPLETED REGISTRATION PACKET UPON REGISTERING. Note: Starting August 21 you may also pay in-person with exact cash.

DOWNLOAD and COMPLETE CURRENT PROGRAM REGISTRATION PACKET from school website inclusive of the following forms: parent/student info, medical info, media release and Guidelines signature page. **NOTE: only one registration packet is required per family**

Pre-Registration Period: July 18 - 20, 4:30 to 7:30 p.m. / in-person at TMSA

Year-Round Registration starts in August and is only allowed on the 23rd - 25th days of the month prior to the month of service, Monday-Friday, 4:30 to 6:00 p.m.

Enrollment Confirmation

Participant's Program slot will not be held until all fees are paid and the Program director or administrative assistant receives the properly completed registration forms.

Emergency Daily Care – see policy for this service in section 4 (Fees / Payment)

Program Location

TMSA
2861 Lakeshore Drive
College Park, GA 30337

Program Director

Tracie Greene

Email Address / Website

tmsaafterschool@gmail.com and <http://tmsa.org>

Student/Teacher Ratio

We strive to maintain a maximum of 18 students per staff member

3) OPERATING HOURS AND PROGRAM CLOSINGS**Program Duration**

August 2, 2017– May 25, 2018

After School Program

Monday – Friday, 3:30 p.m. – 6:00 p.m.

Early Morning Program

Monday – Friday, 6:45 a.m. – 7:15 a.m.

Program Closings

Program WILL NOT operate during scheduled School closings or unforeseen emergency School closings and early dismissals, e.g., inclement weather conditions.

Early Release Days

The After School Program will not receive students before 3:30 p.m. unless otherwise notified.

4) FEES/PAYMENT

| Yearly Program Registration Fee / REFUNDS ARE NOT GRANTED <i>(This fee is not prorated regardless of when participant starts the Program)</i> | |
|---|------|
| After School Program | |
| Only/First Child | \$66 |
| Sibling Rate | \$59 |
| Early Morning Program | |
| Only/First Child | \$24 |
| Sibling Rate | \$22 |
| Enrollment in Both Programs | |
| Only/First Child | \$71 |
| Sibling Rate | \$64 |

| Monthly Program Service Fee / REFUNDS ARE NOT GRANTED | |
|--|-----------------|
| After School Program | |
| Only/First Child | \$140 per Month |
| Sibling rate | \$123 per Month |
| Early Morning Program | |
| Only/First Child | \$42 per Month |
| Sibling rate | \$37 per Month |
| Both Programs | |
| Only/First Child | \$182 per Month |
| Sibling Rate | \$160 per Month |

| Other Fees / REFUNDS ARE NOT GRANTED | |
|--|--|
| Program Late Payment fee <i>(additional charge if payment is made after—the 25th day of the month or extended deadline—prior to the month of service)</i> | \$20 per Month/Family if enrolled in one Program \$30 per Month/Family if enrolled in both Programs |
| Late Pick-up Fee | \$1 per Minute/Family after 6:00 p.m. |

Monthly Payments

Fees for the month of August are due during the designated pre-registration period; **all other Program fees (September – May)** are due on the 23rd day of the month prior to the month of service, College Park, Georgia local time. Programming is not structured to permit students to enroll daily or weekly. The fee is a monthly installment payment that covers service provided for all days students are required to attend school within the current academic year. **Fees are not discounted or refunded, e.g., for withdrawal from a Program after monthly fee is paid, Program closings, participant's absences, and/or suspension or expulsion from the Program or School.**

Transfer of funds to and from the After School / Early Morning account to and from other School accounts is not permitted.

Late Fees

The Program Late Payment fee is owed if the Program fee is paid after—the 25th day of the month or extended deadline—prior to the month of service College Park, Georgia local time even if the 25th / extended deadline falls on the weekend or a Holiday. (SEE FOLLOWING REGARDING WAIVER)

The Late Pick-up fee is owed if a participant is picked up after 6:00 p.m.

Refer to appropriate payment chart for the amounts.

Program Late Fee Waiver

Each family is given three fee waivers to cover the cost of Program Late Payment fees within the current academic school year. A waiver will be automatically applied towards the balance of the fee owed if a payment is late. **The waivers may not be used for Late Pick-up fees or carried over to the next year.** Late payment fees paid in lieu of using the waivers will be donated to the school. Under no circumstances will payments be issued for unused waivers.

Emergency Daily Care

A student may be enrolled in the After School Program for a fee of \$40 per day/child between 3:30 - 6:00 p.m., and/or in the Early Morning Program for a fee of \$15 per day/child between 6:45 - 7:15 a.m. The completed registration packet and fee must be received and participation approved by Program director at least one business day prior to the day the participant is

scheduled to attend the Program(s). All policies and procedures set-forth in these Guidelines apply to Emergency Daily Care participants.

Payment Procedures / Compliance

Program fees may only be paid online or in-person. Make all in-person payments between 4:30 – 6:00 p.m. at the school. We will not accept payments delivered through students and School staff other than the After School / Early Morning director or administrative assistant.

Acceptable forms of payment: online with credit card (currently there is not a service charge when paying online) or in-person with money order or exact cash. Make money orders payable to TMSA, Inc.

TMSA reserves the right to withhold a student's report card, suspend or expel a student from the Program for non-compliance of policies and procedures stated in this section (Fees/Payment) of the Guidelines.

5) SAMPLE SCHEDULE OF DAILY ACTIVITIES (schedule may vary periodically)

| Time | Monday – Thursday | Time | Friday |
|----------------------|--|----------------------|---------------------------------------|
| 3:30 4:15 | Arrival and Snack | 3:30 4:15 | Arrival and Snack |
| 4:15 5:30 | Homework | 4:15 5:30 | Enrichment Activity and Recess |
| 5:30 6:00 | Recess, Prep to Leave and Pick-up | 5:30 6:00 | Prep to Leave and Pick-up |

NOTE: We may add an additional enrichment day this year

6) PROGRAM PROCEDURES

Registration Information

It is a Program requirement and the responsibility of the parent/guardian to provide all information requested on the registration forms and to provide updated information whenever changes occur.

After School Program Sign-out Procedures

The parent/guardian must enter the school building to sign-out his/her child everyday. No one will be allowed to sign-out a participant that has not been authorized in writing 24 hours prior to pick-up by the parent/guardian. A picture ID will be required by anyone picking up a child other than the parent/guardian or if the parent/guardian is unknown to staff. NOTE: Children are not allowed to pick-up Program participants.

Early Morning Program Drop-off Procedures

Provided parent/guardian presents the current PROGRAM PASS (daily), participant(s) may be dropped off at the School's front-of-building drop off point, between 6:45-7:15 a.m. The parent/guardian will be given a PROGRAM PASS monthly after payment is received. NOTE: Regular school drop-off traffic starts at approximately 7:00 a.m. and accommodation will not be made for you to maneuver through that traffic.

Late Pick-Up

Please notify staff ASAP if you are going to pick-up your child after 6:00 p.m. The late fee is still due at the time of pick-up. If a student is not picked up by 6:30 p.m., the College Park police will be contacted to pick up the student.

If the penalty fee(s) are not paid and/or the behavior is not corrected, TMSA reserves the right to withhold student's report card, suspend or expel the student from the Program, refer the problem to Fulton County DFCS.

Supplies

The parent/guardian must ensure that participant has the necessary supplies daily to complete homework assignments, i.e., paper, pencils, erasers, rulers, etc.; and reading material for when homework is completed.

Snack

Parent/guardian is required to send his/her child with a snack daily or when offered participate in the After School Snack program for a nominal fee or free. Parent/guardian will be notified at the time of registration if his/her child qualifies for the free snack program. Please note that this snack is in addition to any snack required during the school day.

Dress Code

Please adhere to the policies stated in the TMSA Student/Parent Handbook. Parent/Guardian should send additional protective clothing for enrichment activities that require them and instruct participant accordingly. However, please be advised that participant may still get materials on his/her uniform and staff cannot guarantee that the materials will wash out.

7) CONDUCT RULES AND REGULATIONS

Participant must:

- Behave appropriately, follow instructions and respect Program staff
- Never leave his/her work area or assigned group without permission from Program staff
- Participate in the organized activities of the Program
- Keep electronic device(s) (e.g., cell phones, tablets, and readers) turned off during Program hours and stowed away. PLEASE NOTE: TMSA will not replace the device under any circumstances.

Participant is not permitted to:

- Fight, horseplay, and/or tease others
- Chat during homework period
- Have personal toys or recreational electronic devices on Program premises
- Chew gum
- Use Program equipment or materials without permission from Program staff

Disciplinary Procedures

The following steps will be enforced if Program participant does not abide by the Program rules and regulations; is abusive and/or disruptive; is disrespectful to authority and/or is threatening to himself/herself or other students:

- 1st Offense:** Program staff will talk with participant and parent/guardian
- 2nd Offense:** Procedure for 1st offense and notify parent/guardian in writing
- 3rd Offense:** Procedures for 1st and 2nd offenses plus participant will be given short-term suspension from the Program without refund
- 4th Offense:** Procedures for 1st and 2nd offenses plus participant will be given long-term suspension from the Program without refund

Program staff and/or School administrative team will carry out the appropriate disciplinary procedures. At no time is a parent/guardian allowed to discuss with or carry out actions pertaining to a disciplinary matter with a TMSA student other than his/her child. Additionally, TMSA will not facilitate meetings between opposing parents regarding a disciplinary matter.

The severity of the offense is left to the discretion of the Program director, School administrative team and/or the School board of directors. Depending on the severity of the violation, any of

the above steps can be bypassed and the participant can be suspended or expelled from the Program and/or School.

Please note that School policies and procedures stated in the School Parent/Guardian Handbook are applicably enforced in all School affiliated programs and services.

8) HEALTH CONDITIONS

If your child is infected with the following health conditions: ringworm of the skin (Tina Corporis), head lice (Pediculosis), pinkeye (Conjunctivitis) or any other infectious health condition, notify the Program staff immediately. Your child is not permitted to continue to attend the Program until Program staff is presented with documentation from the School nurse that he/she can return to School.

If your child has diarrhea, fever, skin rash or chronic cough, we request that you keep him/her home until the unhealthy condition(s) clears up/heals. Please note that Program staff does not dispense medication to participants.

It is very important that you inform Program staff immediately if your child contracts an infectious health condition. In the best interest of everyone, we request your full compliance with this policy.



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Signature Page

I (*parent/guardian print full name*), _____ have reviewed the Guidelines. I understand that I am expected to act in accordance with the information provided in the Guidelines and that any child (participant/student) under my legal guardianship who is enrolled in the TMSA After School Program and/or Early Morning Program is expected to act in accordance with the information provided in the Guidelines. I am also aware that final authority on all related matters rests with the Program director, School administrative team and/or School board of directors when applicable and that it is my responsibility to periodically review the Guidelines throughout the academic school year.

Parent/Guardian Signature

Date