



## ***Welcome to the Burlison ISD After School Program!***

### **Policies and Procedures**

#### **Mission**

The purpose of the Burlison ISD After School Program (ASP) is to provide students who can successfully function in a 22:1 student/teacher ratio with academic enrichment activities while having fun in a safe and structured environment.

#### **Hours**

The Burlison ISD After School Program is offered Monday through Friday from the time the school bell rings until 6:00 p.m. and on early release days from 11:45 until 6:00 p.m. The After School Program is not available on school holidays. The BISD calendar will be followed.

#### **Staff**

ASP staff is employed by the Burlison ISD. Every employee is subject to finger printing and will be CPR certified. ASP staff is trained in basic emergency procedures and follows the Burlison ISD reference tool for handling a crisis. Frequent fire and tornado drills are conducted to ensure the safety of our students. **The ASP does not maintain a school nurse or other health professional on staff.**

#### **Contact Person**

Each campus employs an ASP Director and they are your primary contact. You may email the Director or call your school office for the ASP cell phone number.

#### **Students**

Students are required to show respect toward the instructors, other students and school property at all times. If a student refuses to cooperate, the ASP reserves the right to dismiss the student from the program. PBIS and Love and Logic are endorsed by BISD and will be used to modify students' behavior.

#### **Attendance**

Safety is our top priority. **Parents are required to notify us by 2:00 pm. when their child will not be attending the ASP.** Failure to notify the ASP of their child's absence from the program will result in a phone call to locate the child and a **No Call Fee of \$10.** Parents are responsible for informing the ASP staff of any clubs or activities their student(s) will participate in after school outside of the ASP. Students **must** check-in to the ASP before attending any clubs or activities including working with teachers. It is our top priority to know where your student is at all times while in the ASP.

#### **Early Release Days**

- Parents of drop-in students must reserve their child's spot by registering one week prior to early release day, due to staffing regulations.
- All ASP policies and procedures are applicable.



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- Lunch will **not** be provided. Students will need to bring a lunch and a water bottle or sign up for the cafeteria to provide a lunch.

### Medication

The ASP staff does not have access to the medications in the nurse's office. We prefer that the nurse administer medications before 2:45 pm. (if possible) or the parents do so after the student is picked up.

**The ASP does not maintain a school nurse or other health professional on staff.**

If the student requires a prescription medication such as an inhaler during ASP hours, the parent must provide the ASP with that medication *even if the nurse already has it*. A medication form with a physician's signature must be completed and turned in to the ASP office. ASP staff cannot administer prescription medication to the students.

### Snacks

The ASP will provide a healthy snack daily. Students may bring an additional healthy snack.

### Personal Items

Students may bring their own personal items to the ASP. However, the ASP is not responsible for any lost or stolen items. Please make sure that each item is labeled with their full name. The trading of toys, cards, etc., will **not** be permitted. **Students may not carry personal cell phones or use personal electronic devices during their time in the ASP.** For safety reasons, all students are required to wear appropriate shoes for physical/sport activities.

### Withdrawing Your Student

Please notify your campus ASP Director when withdrawing your student from the program.

### Fees

Enrollment Fee	\$40 per child	<b>Enrollment fee is non-refundable. Must qualify for Free/Reduced Lunch through BISS Child Nutrition</b>
Reduced	\$20 per child	
Weekly Pay Plan	\$40 first child \$35 each additional child	<b>No additional fee for early release days Must qualify for Free/Reduced Lunch through BISS Child Nutrition</b>
Reduced	\$30 per child	
Monthly Pay Plan	\$150 first child \$130 each additional child	<b>No additional fee for early release days Must qualify for Free/Reduced Lunch through BISS Child Nutrition</b>
Reduced	\$120 per child	
Drop in rate	\$15 daily per child upon availability	



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Early Release Day	Students who are enrolled in the after school program on a drop in basis will be charged \$25 per day and are accepted upon availability.
Tuition Late Fee	\$10 daily (Charged per family and not to exceed \$50)
Pick up Late Fee	\$10 at 6:01 p.m. plus \$2 per minute until child is picked up.
No Call Fee	\$10 is charged when a parent fails to notify the ASP of their child's absence from the program.

### **Fee Guidelines**

- All fees are non-refundable.
- No refunds or discounts will be given for a student's absence.
- Parents may choose to pay weekly or monthly at the time of enrollment and it **may not** be changed after enrollment begins.
- Payments should be made to the campus ASP Director during the hours of 1:00 to 6:00 p.m.
- **Cash payments are not accepted.**  
**Acceptable methods of payments** are a check made payable to your campus ASP, money order and online through the BISD website. To set up a RevTrak account for online payment, you will need your students "Other ID" number. You can access this number in Family Access. It is located on the Student Information tab.
- The weekly payments are due in advance (Friday) and are considered late on Monday after 6:00 pm. A late fee of \$10 will be charged to your account daily beginning at 6 pm on Monday.
- **Monthly payments are due on the 1<sup>st</sup> day of each month by 6:00 pm.** If the 1<sup>st</sup> day of the month falls on a school holiday or weekend, payments can be made online or submitted before the 1<sup>st</sup> day of the month by check or money order. You may pay early to avoid the late fee. A late fee of \$10.00 will be charged to your account daily beginning at 6:00 pm on the 1<sup>st</sup> day of the month until payment is made in full
- **The drop in rate of \$15 per day must be paid in advance or on the day of drop in.** Please notify ASP Director by 2:00 p.m. if student will be attending that day as a drop in. **Parent is responsible for communicating with student's teacher the change in dismissal plans.** Payment can be made online or submitted when you pick up your child. **A late fee of \$10.00 will be charged to your account daily beginning at 6:00 pm on the day your child attends the ASP.** A student enrolled as a drop in will be allowed to attend no more than two days per week. A student enrolled as a drop in who occasionally needs to attend three or more days per week will be charged \$50.00 per week.
- **Payments that are a week late may be cause for student dismissal from the program.**
- If transferring within the BISD, the parent/guardian will be responsible for payment of all ASP tuition/fees owed before enrollment will be accepted to another BISD After School Program campus.

### **Inclement Weather**

If BISD closes due to inclement weather the ASP will also be closed.

***Thank you for allowing us to be a part of your child's day!***