



Cartersville
School System

**WELCOME TO
CARTERSVILLE
PRIMARY SCHOOL
AFTER SCHOOL PROGRAM**

Provided for Grades
Pre-K - 8

Parent Portal Account:

<https://www.ezcaresoftware.com/parent-portal/>

315 Etowah Drive, Cartersville, Georgia 30120
Phone 678-535-6088 • Fax 770-387-7493

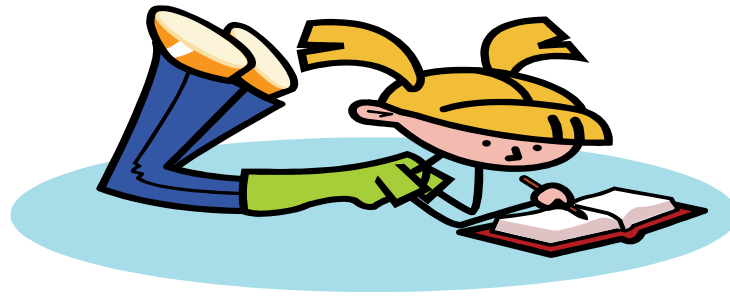
CARTERSVILLE SCHOOL SYSTEM MISSION STATEMENT

WE LEAD . . .

In preparing students for the challenge of progress and change, through the development of skills for lifelong learning, in order that they live successful and productive lives.

PHILOSOPHY

The Cartersville City School System's philosophy for the After School Program is based on the premise that all children be afforded quality after school care. We strive to provide a safe and caring environment that allows for individual growth. Activities are provided that encourage creativity, positive social relationships, appropriate behavior and a positive self image



WELCOME!

the Cartersville Primary School After School Program (ASP) is beginning it's 27th year of operation for the the school year of 2020-2021. Only children enrolled in the Cartersville City School Pre-K through 8th grade may participate in the After School Program, which operates on School days. Pre-K students enrolled is ASP will be bused to CPS each day. Students in grades 3rd through 5th will be walked from CES to CPS by ASP staff members.

The ASP rate is \$10.00 per day, per child, with an annual \$10.00 per family registration fee each year. Children will not be charged for the days they are not in attendance in the After School Program.

Students will enjoy activities such as outside play, ATV time, Computer lab, G rated movies, group play with G rated game systems such as Wii. Students will also enjoy visits from the Cartersville Library, the Booth Museum, the Bartow History Museum and other local attractions. Kona Ice, Coconuts Shaved Ice and Ice Cream days will also be available at additional costs. Students are not allowed to have personal electronic devices (including cell phones, I-pads, tablets, etc.) to use during After School Program hours. On the first offense, students will be given a warning, the second and all subsequent offenses, the device will be taken, and turned over to the student's school principal for pick-up by parent.

For ASP pick-up, all parents are required to enter the CPS building to the right of the Main Office entrance. Follow the sidewalk to the exterior Music Room. You will sign your child out at the ASP desk, located lust inside the entrance to the Music Room. Your child will be called for pick-up to this area. Please be prepared to show identification at the time of pick-up.



Payment and General Information:

Timely payment is the responsibility of the parent/guardian of the student attending the ASP. The After School Program bookkeeping will not be responsible for constant reminders to parents regarding past due amounts. Past due and/or unpaid balances will follow your child throughout their enrollment in Cartersville City Schools. Report Cards and/or withdrawal records will be held from parents for non-payment of balances. Students will be withdrawn from the program if payment is not made for 2 weeks OR an unpaid balance exceeding \$100 or more.

Children may not stay in the After School Program unless a registration form has been completed and the registration fee has been pre-paid, as well as any past outstanding balances.

All students attending the After School Program are required to have a current registration form on file.

Students may not be allowed to attend ASP due to office referrals or infractions. If a student has office referrals or infractions, their application will be reviewed by the director and principal. The director and principal will decide if the student will be accepted into the program.

A snack is provided daily to each to each student at no additional cost.

The After School Program does not operate during holidays or on days school is not in session. The After School Program will be closed on the last two days of the school year.

Payment is accepted in the form of cash, check, money order, and "My School Bucks".

Payments over the amount of \$250 are not accepted. Amounts over \$250 should be broken into two checks or money orders.

Payment for the After School Program is expected on each day or on Monday or Friday of each week.

Pre-Payment will be required for the LAST two weeks of school.

In the event of over payment, the child will have a credit until it is used through attendance.

All checks for the After School Program must have a current address (no P.O. Boxes) and phone number clearly written on them.

A \$35 fee, based upon Georgia State Law, will be charged for every returned check. Returned checks will be processed by an independent check/collection agency.

A late fee of \$1 per minute, per child will be incurred for each minute past 6:00 p.m. for children not picked up on time. Students are only allowed three late pick-ups per school year. Students will be withdrawn from the After School Program after the third late pick-up.

Parents are responsible for keeping track of all receipts and cancelled checks.

Print outs for tax and insurance purposes are provided upon request.

Parents may print information for tax purposes from the EZ Core website with their parent login.

AFTER SCHOOL PROGRAM SIGN OUT

Children will be signed out each day by parent/guardian. Sign out is also used for billing purposes. The parent/guardian **MUST** sign the child out. Normally parents will always sign out their children on the electronic devices but during COVID-19, to ensure the safest conditions, parents will give the desk staff their PIN number and staff members will sign out the student on the devices. No one under the age of 18 is allowed to pick up a child from the After School Program.

AFTER SCHOOL PROGRAM DISCIPLINE FORM

The After School Program is a privilege. We strive to provide an atmosphere that is conducive to safety and appropriate behavior while attending the CPS After School Program. Maintaining proper conduct in the After School Program is the joint responsibility of students, parents and teachers. An infraction of discipline form will be sent to the parent/guardian, informing them of the infraction and the action taken by staff. After the 3rd offense, or as deemed necessary by administration at any point, the student will be withdrawn or suspended from the After School Program.

SUSPENSIONS/WITHDRAWALS

Students may be temporarily or permanently withdrawn from the After School Program for the following reasons:

1. Excessive late pick-up (3 or more)
2. Disciplinary problems (3 or more) or as deemed necessary by the administration
3. Non-payment for two weeks or an outstanding balance of \$100 or more (within a two week period) Unpaid balances will follow students throughout their enrollment in Cartersville City Schools. Final report card will be held for unpaid financial obligations.
4. Uncooperative Parents

When a child is withdrawn from the After School Program, the Principal and the After School Program Director will make the decision jointly.

INCLEMENT WEATHER

In the event of inclement weather or if the school is closed for any reason, *there will be no After School Program*. Parents will need to make other arrangements for their children. If school has been cancelled while in session, all TV and local radio stations will be notified by a phone message sent through the school automated phone system and an email through the After School Program software system. You may also check with the Cartersville Primary School office or the After School Program phone number.

All students will be sent to their home address on the bus. They may be met and picked up at the bus stop by the parent/guardian or those listed on the pick-up information in the Cartersville Primary School After School Program office. Time does not permit us to call each parent.

It is important that parents keep the Site Coordinator an/or After School Staff informed of any change of emergency/contact numbers and employment information.