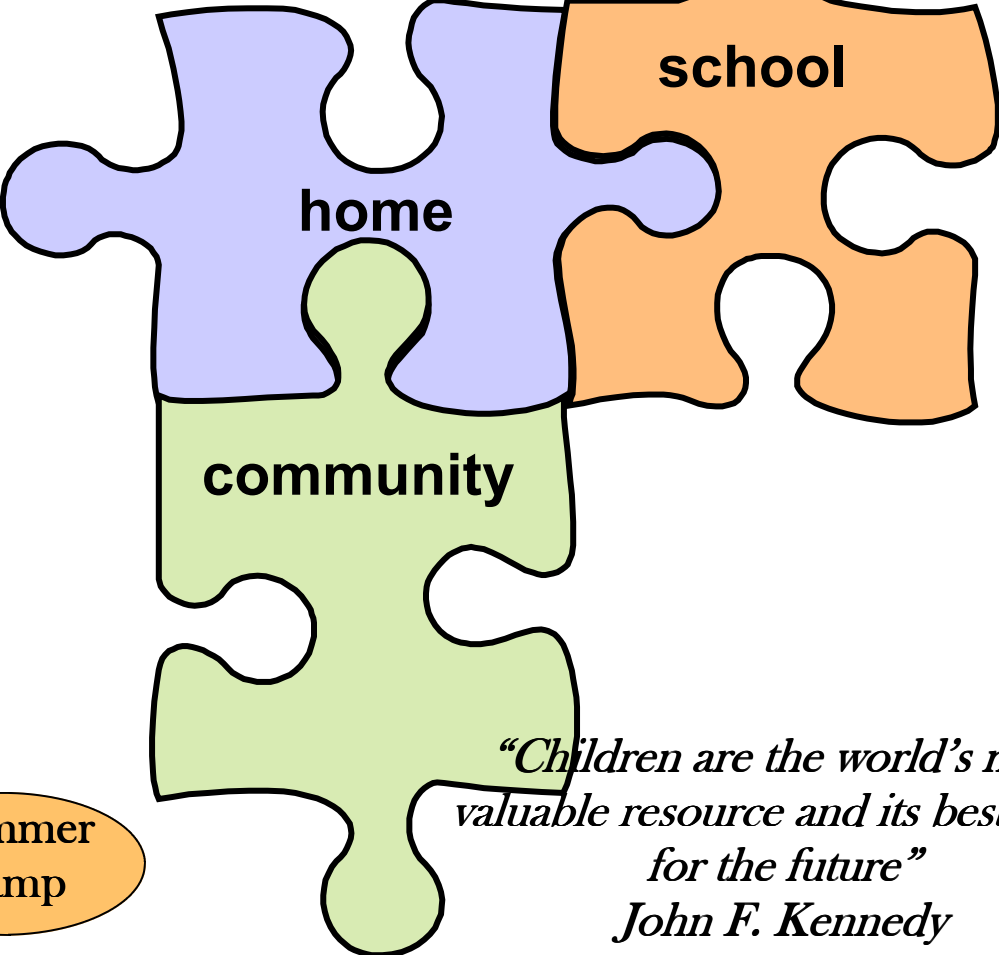


marietta

community

school

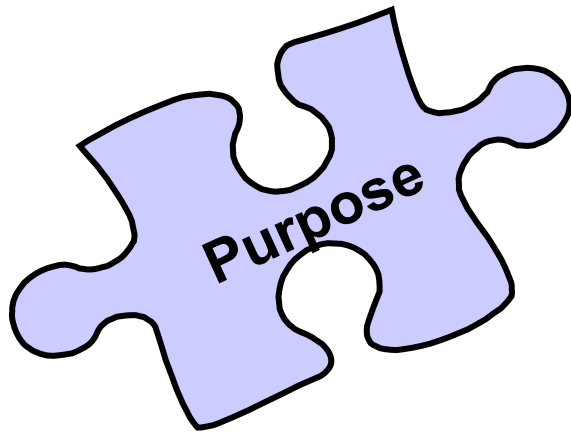


before school

after school

summer camp

*“Children are the world’s most valuable resource and its best hope for the future”
John F. Kennedy*



The purpose of the After School, Before School and Camp Programs is to provide a safe, fun environment for children who can participate independently in leisure and recreational activities. These programs are intended for a limited number of children who meet the following qualifications:

- the ability to follow directions in a large group setting
- respond appropriately to adult supervision in a large group setting
- perform basic self help behaviors such as toileting and feeding independently.

Note: groups will approximate an adult/child ratio of 1/24



REGISTRATION

Fast and easy ways to register!

- On-line registration at www.mariettacommunityschool.com Once your account is established this allows you to pay online with a credit card (MasterCard, Visa, or Discover) throughout the school year.
- Download a registration form from the web site, complete and return to your school with the registration fee
- Registration forms are available at your individual school office
- Registration forms are available at the Community School office

Registration forms will not be processed without the program registration fee and ***must be returned before a student can attend these programs.***

Registration forms must be updated as information changes concerning phone numbers, addresses and emergency contacts.

EMERGENCY CONTACTS

Registration forms must have at least one emergency contact to be accepted. Emergency contacts can be friends, neighbors, relatives or co-workers.

SIGN-OUT POLICY

Written permission is necessary for anyone other than the parent/guardian to sign a child out from the After School, Before School or Camp Programs. Be prepared to show photo identification until the staff recognizes you.

KIDNAP ALERT

It is the parent's responsibility to notify the Community School Program of any kidnap concerns. *If a non-custodial parent does not have permission to sign a student out from the program, this must be clearly noted on the student's registration form.*

RETURNED CHECKS

A \$30 returned check fee is automatically assessed for any returned checks and must be paid in cash when the check is redeemed. ***If a student/family account has one returned check, they will be required to pay by cash or money order for the remainder of the school year. Those individuals who do not redeem their returned check in a timely manner and are turned over to the Magistrate Court, will be denied further services provided by Marietta Community Schools.*** If the returned check is the fault of the banking institution the account will be cleared upon verification of bank documentation.

BEHAVIOR/DISCIPLINE

Expectations:

- Participation in the BSP/ASP or Camp Programs is a privilege. Together, students, parents, and teachers strive to provide a safe environment. Maintaining proper conduct while in the MCS programs is the joint responsibility of the students, parents, and MCS staff.

For disciplinary problems that cannot be immediately resolved by program personnel, the problem will be documented, the parent notified in writing and a copy put on file. Continued disciplinary infractions which result in 3 documentations will result in the child being withdrawn from the program for a length of time to be determined by the BSP/ASP or Camp Coordinator and Marietta Community School Director.

Children may be withdrawn for a period of 2 weeks or permanently withdrawn from the program for the following reasons:

1. Excessive late pickup (3 or more)
2. Nonpayment of fees
3. Lack of cooperation
4. Discipline problems (3 or more)
 - A. The rules concerning behavior in school will also apply to the BSP/ASP and Summer Camp.
 - B. Children are not permitted back into the classrooms after school is dismissed.
 - C. Children will be under direct supervision of the MCS staff at all times.
 - D. Children must stay within eyesight of the staff members inside, as well as outside of the building.

PERSONAL ARTICLES POLICY

Students are discouraged from bringing toys, sporting equipment, money, valuable items, or pets to school unless prior permission has been given. The program cannot be responsible for lost, stolen or traded items.

INSURANCE POLICY

All students who participate in the After School, Before School or Camp Programs must be adequately insured through the purchase of student accident insurance or through a personal policy. Proof of insurance **must** be indicated on registration forms in order to be accepted.

INCLEMENT WEATHER

The Community School Program is closed if the regular school program is closed due to inclement weather or if conditions are such that travel might be dangerous. In case of schools opening late due to weather or some other emergency, the BSP will not operate. In case of early school closing due to inclement weather or emergency conditions, all bus students will be sent home on their regular buses. If you live in an area not served by a school bus, you must arrange to have your child picked up immediately. *Announcements are made on WSB radio (750 AM and 98.5 FM) when a decision is made to close school, so please listen to the radio when weather conditions indicate.*



WHO:	Grades K-5
WHEN:	Every school day unless schools are closed due to inclement weather or other emergencies.
HOURS:	End of school day until 6:30 p.m.
FEES:	\$10.00 non-refundable registration fee per child \$7.00 per day \$35.00 per week

FEES PAYABLE FIRST DAY OF ATTENDANCE FOR EACH WEEK

After School Homework Program

Does your child need extra help with homework assignments? The After School Homework Program is to assist students with their homework and reinforce organizational skills. The Homework Program will provide a quiet time in which after school staff will work one on one with each student, if needed.

ONLY STUDENTS WHO ARE PRE-REGISTERED FOR THE AFTER SCHOOL PROGRAM CAN ATTEND THE PROGRAM THE FIRST WEEK OF SCHOOL.

PAYMENT POLICIES AND PROCEDURES

The After School Program is self-supporting. The daily cost for ASP is \$7.00 per day. All monies are due before a child can stay in the program. The payment should be separate from all other money. **PAYMENT MUST BE MADE BEFORE THE CHILD CAN STAY.** Any refunds of ASP credit balances must be requested by the parent/guardian in writing. Refunds may take approximately 6 weeks for verification and processing. Refunds will be mailed to the student's address as noted in the Student Registration information. Credit balances can be carried over from one school year to the next.

Service will be denied for any child whose account is 3 days behind in payment and a \$5.00 late fee will automatically be added. There are no exceptions to this policy.

CONFERENCE WEEK ATTENDANCE

Because of the high cost of providing the After School Program for students during the two conference weeks each year, only students who are pre-registered and whose accounts are paid and current can attend.

STUDENT ABSENCE

The After School Program must be notified of any changes in attendance schedule.

DROP-INS

Students are accepted on a daily basis if they are pre-registered, prepaid and have a written note or the parent has contacted the school or the ASP supervisor concerning attendance.

LATE PICK-UP

The charge for late pick up is \$1.00 per minute after 6:30. MCS personnel will begin calling the people authorized to pick up the child, beginning with the parents. If no one has arrived by 6:45 p.m., the ASP staff will contact the Marietta City Police Department. If a parent or authorized person has not arrived by 7:00 p.m., the police department may take the child into protective custody until a parent is located.

When a parent is late 3 times to pick up a child, the child may be withdrawn from the ASP program for the remainder of the school year.

Enrichment Activities: Tennis, Martial Arts, Storyteller, and Special Cooking Projects have been 4 offered in the past.



ONLY STUDENTS WHO ARE PRE-REGISTERED FOR THE BEFORE SCHOOL PROGRAM CAN ATTEND THE PROGRAM THE FIRST WEEK OF SCHOOL.

Before school parents MUST escort their child to the Before School area for sign-in.

PAYMENT POLICIES AND PROCEDURES

The Before School Program is self-supporting. The daily cost for BSP is \$5.00 per day. All monies are due before a child can stay in the program. The payment should be separate from all other money. **PAYMENT MUST BE MADE BEFORE THE CHILD CAN STAY.** Any refunds of BSP credit balances must be requested by the parent/guardian in writing. Refunds may take approximately 6 weeks for verification and processing. Refunds will be mailed to the student's address as noted in the Student Registration information. Credit balances can be carried over from one school year to the next. **Service will be denied for any child whose account is 3 days behind in payment and a \$5.00 late fee will be automatically added. There are no exceptions to this policy.**

Activities: Breakfast, supervised homework completion, arts/crafts, quiet games, reading corner and computer lab.

MCS will offer childcare during the school holidays through out the school year. These camps will be held at West Side School.

Holiday Camp Schedule

September 7, 28

October 19

November 23-25

December 23, 28-31

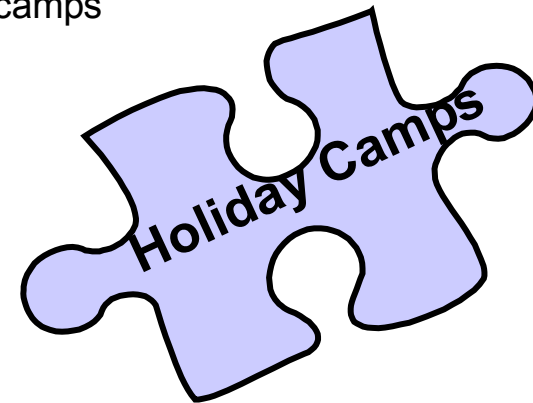
January 4, 5

January 18

February 15-17

April 5-9

Call Janice Tucker at 770-429-3170 Ext. 3306 for more information.



WHO:	Grades K-5
WHEN:	Every school day unless inclement weather causes late opening or cancellation of school.
HOURS:	6:30 a.m.– start of school
FEES:	\$10.00 non-refundable registration fee per child \$5.00 per day \$25.00 per week
FEES PAYABLE FIRST DAY OF ATTENDANCE FOR EACH WEEK	



WHO: Ages 5- 14
WHERE: Marietta High School
1171 Whitlock Ave.
Marietta, GA 30064
770-429-3170
WHEN: One week after school is
out till two weeks before
school starts (MCS
school calendar).
HOURS: 6:30 a.m.– 7:00 p.m.
FEES: \$100.00 non-refundable
registration fee per child
\$35.00 per day (for 4 or
fewer days)
\$140.00 per week

**FEES PAYABLE FIRST DAY OF
ATTENDANCE FOR EACH WEEK**

SUMMER CAMP ACTIVITIES:

FIELD TRIPS: Field trips in the past have included - swimming, skating, bowling, Georgia Aquarium, Center for Puppetry Arts, Movies, Babyland General, IMAX, Fernbank, The Varsity, Noah's Ark, Marietta Fire Station, US Play, State Parks, Mayfield Dairy, Chucky Cheese, American Adventures, Stone Mountain, Atlanta Zoo, Braves Game, and much more.
SPECIAL EVENTS: Fourth of July Celebration, Camp Carnival, and much, much more.

PAYMENT POLICIES AND PROCEDURES

The Summer Camp Program is self-supporting. **PAYMENT MUST BE MADE BEFORE THE CHILD CAN STAY.** Any refunds for summer camp credit balances must be requested by the parent/guardian in writing. Refunds may take approximately 6 weeks for verification and processing. Refunds will be mailed to the student's address as noted in the Student Registration information. A late payment charge of \$5 will be assessed for accounts not paid on the first day of attendance. **There are no exceptions to this policy. Non-compliance with this policy is cause for termination of services.**

LATE PICK-UP

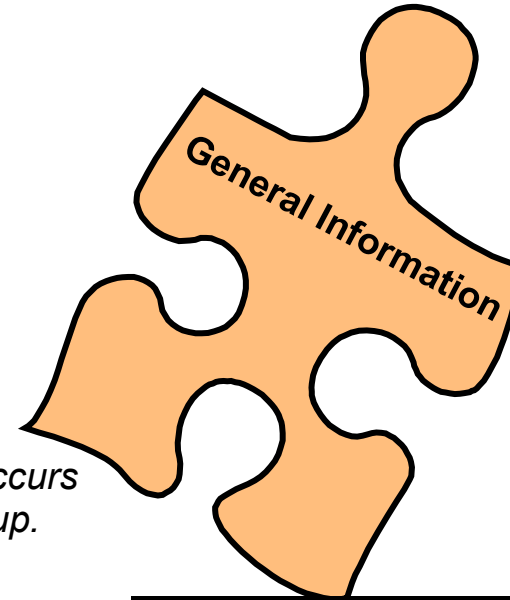
First and Second occurrence: Parent/Guardian will be assessed a charge of \$2 per minute after the cut-off time of 7:00 p.m.
Third occurrence: Parent/Guardian will be charged the late fee and the child will be dismissed from the program.

ABANDONED CHILDREN

If a child has not been picked up from the Summer Camp Program by 7:00 p.m., the supervisor will try to contact the parent and other adults listed on the sign-out list on the child's registration form. ***If the parent has not contacted the Summer Camp Staff and there is no one on the sign-out list who is able to pick the child up from the program, the child will be considered abandoned and will be turned over to the Marietta Police Department at 7:15 p.m.***

Extended care is offered for those parents that need it for the week after school ends and between summer camp and when school starts. For more information contact Susie Parker at 770-429-3170 ext. 3305. 6

Marietta Community School
1171 Whitlock Ave.
Marietta, GA 30064
770-429-3170
Fax: 770-429-3178



Important phone numbers:

Parents are required to contact the ASP supervisor if an emergency occurs and they must make other arrangements for having their child picked up.

A.L. Burruss	770-429-3144 #7
Dunleith	404-579-9604
	770-429-3190 #3010
Hickory Hills	404-579-9605
Lockheed	404-723-6480
MCAA	404-723-7696
Sawyer Road	404-729-0309
West Side	404-729-1178
Summer Camp	Number provided at registration
BSP/ASP/Camp Coordinator	
Susie Parker	770-429-3170 ext. 3305
MCS Director	
Cindi Parris	770-429-3170 ext. 3303

Important Tax Information

Cash receipts and cancelled checks are adequate documentation for income tax purposes. The Federal ID # is 58-6000-158. A fee of \$10 will be charged for additional documentation or replacement receipts.

NON-DISCRIMINATION POLICY

It is the policy of the Marietta Community School Program not to discriminate on the basis of age, sex, race, color, religion, national origin, marital status, disability or any other legally protected status in its educational programs, activities or employment practices.

For more information about all our programs visit www.mariettacommunityschool.com