



ICSATLANTA ASP POLICY AND GUIDELINES

The ICSAtlanta ASP staff wants to ensure your student a safe and enjoyable experience in our after school program. Please read the following policies and guidelines. If you have any questions, please feel free to contact the ASP Director.

- A PIN (personal identification number) sign out is required to pick up students. No sharing of PIN numbers is allowed.
- PIN numbers are located in the personal tab of the ASP parent portal.
- Students must be personally escorted from the program area. **The ICSAtlanta Staff will only release students to adults authorized on the pick-up list (entered in ASP Parent Portal).**
- Students must follow the rules as written in the ICSAtlanta student code of ethics. Failure to adhere to these rules will result in disciplinary action which may include suspension or expulsion from the program.
 - Minor infractions: will result in a verbal/written warning. Minor infractions include, but are not limited to, inappropriate language/behavior, disrespect, and inappropriate teasing or horse-playing. Only 2 written warnings will be allowed. Warning #3 will result in 1-5 day suspension at the discretion of the ASP Director.
 - Major infractions: will result in a written warning and immediate 2-5 day suspension at the discretion of the ASP Director. Major infractions include, but not limited to, physical harm caused to another student or staff member, repeated bullying, and/or excessive disrespect. Major infractions of the rules may also result in permanent expulsion from the program.
 - No refunds will be given to days lost as a result of suspension or expulsion from the program.
- The ICSAtlanta afterschool program ends at 6:30 PM. Any pickup after 6:30 PM will result in a \$1.00 per minute late fee. This fee will be automatically deducted from the credit/debit card on file. Parents are allowed 2 late pick-ups per school calendar year per student. A third late pick-up will result in a one to three (1-3) day suspension. Further late pick-ups will result in expulsion from ICSAtlanta's ASP program.
 - ICSAtlanta staff will attempt to contact parents first and will then proceed to the listed emergency contacts. The ICSAtlanta ASP Director will notify the Department of Family and Children's Services (DFCS) if any student is not picked up within one hour of the close of the program.
- The after school program requires a **TWO-WEEK WRITTEN/EMAIL** notice of withdrawal of a participant to be given or emailed to the ICSAtlanta ASP Director, not instructors. Until such notice is received by the ICSAtlanta After School Program Director, parents are responsible for fees.

- Our goal is to maintain a safe and healthy environment for all students. Any student deemed ill which includes, but is not limited to, oral temperatures of 101 degrees or higher, and/or any contagious symptoms such as rashes, sore throat, congestion, vomiting, etc. will not be allowed to attend ASP. If your student has been exposed to or contracted any serious communicable or infectious disease, he or she may not return until accompanied by a note from the student's physician. When you are notified that your child is ill, arrangements must be made for immediate pick-up.
- The ICSAtlanta ASP Director will inform parents of any incidents, including illnesses, injuries, and exposure to communicable diseases and will post when a communicable disease has been introduced into the program. If medication needs to be distributed, please contact the After School Program Director so arrangements can be made.
- **Weather-Related School Closings.** ICSAtlanta ASP will be cancelled if ICSAtlanta closes due to inclement weather or any other such emergency situation. In the event of an unplanned early release by ICSAtlanta, students must be picked-up at or before ICSAtlanta's communicated dismissal time.