

Briarlake Elementary  
After School Extended Day Program

Dear Parents,

Welcome to our After School Extended Day Program! We plan to provide a fun, safe, and an academically viable environment for your child during this school year. To ensure a successful year, we would like for you to read the following guidelines before signing.

1. Every child attending the After School Extended Day Program must have a current registration form on file at school. Parents are responsible for insuring that the information on file is current. Registration fee is due upon registration.  
***[Non-refundable Fees: \$25 - 1 child, \$40-2 children, \$65 – three children, \$90 – four children]***
2. The After School Extended Day Program is a prepaid program. Payments are due on Monday for the week's session. If tuition is not received on Monday, a late fee of \$5 may be added to the tuition payment and a payment must be made by Tuesday. If payments are not received by Tuesday, you may speak to the bookkeeper and principal to resolve. Otherwise, your child may be withdrawn from the program.
3. Payments will **ONLY** be accepted during After School hours. **DO NOT** send payments with children or drop off payment in the office.
4. The weekly tuition payments are **\$60 for one child, \$110 for two children, \$165 for three children, and \$230 for four children**. Three or more days of attendance constitutes a full week.
5. Cashier checks and money orders are the preferred methods of payments. Please make cashier's checks or money orders payable to the Briarlake Elementary School Extended Day Program. Any money over the exact amount will be credited to the next week's tuition. You must request any After School Extended Day Program refunds in writing by the last day of the student's school year. **No credits will be carried over the next school year.**
6. **Tuition Fees will be collected weekly. Individual payment accounts will not be established.**
7. A receipt will be issued at the time of payment. Please file your receipts for proof of payment and tax purposes. The DeKalb County tax identification number letter will be issued in January.
8. The ASED P hours are **2:30 PM to 6:00 PM** on the days that school is in session. A late fee will not exceed \$1 per minute per child or family. This charge begins at 6:01 and must be paid in cash upon arrival [only cash payment accepted].
9. Only individuals designated on the registration form with appropriate legal photo identification will be allowed to pick up your child. This is for your child's protection. Your child must be signed out at the Checkout Desk daily.
10. To ensure the safety and security of all students in the After School Extended Day Program, the DeKalb County Police may be contacted should an emergency occur which threatens the welfare of a child.
11. We expect all children to behave properly. The same behavior expectations of the regular school day apply in the After School Extended Day Program. Students may be suspended or withdrawn from the After School Extended Day Program for the following reasons:
  - a. Excessive Late Pick-ups
  - b. Discipline Problems
  - c. Nonpayment of Tuition and/or Late Pick-up Fees
12. If the school closes because of inclement weather or any other reason, the ASED P will also be closed. We follow the procedures given in your child's Inclement Weather pamphlet.

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Child (ren)'s Name(s): \_\_\_\_\_

Date \_\_\_\_\_ Email Address \_\_\_\_\_

Briarlake Elementary School  
2021 - 2022 After School Extended Day Program  
Registration Form

IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO INFORM THE AFTER SCHOOL EXTENDED PROGRAM OF ANY CHANGES TO THE INFORMATION ON THIS FORM DURING THE SCHOOL YEAR.

My child will be enrolled in the prepaid After School Extended Day Program for: (check one)

Full Week     Regular Drop in Individual Days (circle days) M T W Th F     Emergency Only

Please Print: An individual form must be completed for each child participating in ASED

Child's Name	Male/Female	Birth Date	Grade	Teacher
Please list any special medical consideration or medication your child may have.				

Child's Address:

Street		APT #
City	GA	Zip code
Home Phone Number		

Mother's Name	
Work#	Cell#:

Father's Name	
Work#	Cell#:

In case of emergency and the guardian(s) listed above cannot be reached, please call the persons listed below. All emergency numbers should be local, accessible, and include area code. Appropriate legal photo identification is necessary at time of pick up.	
Name	
Work#	Cell#:
Name	
Work#	Cell#:
Name	
Work#	Cell#:
Doctor's Name	
Office #	
Preferred Hospital: In case of emergency, please transport my child to	

The following people are <b>NOT</b> authorized to pick up my child from the After School Extended Day Program. *Legal documentation must be provided and on file and submitted with this form.	
Name	
Name	
Name	

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Dr. Deborah Moore-Sanders**  
Interim Deputy Superintendent of Student  
Support and Intervention



**Mrs. Cheryl Watson-Harris**  
Superintendent

**Student Support Services**  
1701 Mountain Industrial Boulevard  
Stone Mountain, GA 30083-1027  
678-676-0715

**After School Extended Day Program**  
**DeKalb County School District**

**Notice of Exemption**

School Name: \_\_\_\_\_

.....Parents complete below this line.....

I, \_\_\_\_\_ acknowledge that I have been informed that this program is not a licensed child care facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.

Child's Name:

\_\_\_\_\_

Parent's Name:

\_\_\_\_\_

\_\_\_\_\_

Parent Signature

Date