

Hannan Magnet Academy
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Columbus, Georgia 31901
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Mrs. Lisa C. Whitaker
Principal

Mr. Antron Murray
Assistant Principal

Mrs. Tatjana Quarles
Director

Hannan Academy After School Enrichment Program Handbook



Non-discrimination Statement: Hannan Academy does not discriminate on the basis of sex, race, creed, religion, national origin, age, or handicap in our programs, activities, or employment practices and policies.

Hours of Operation

Hannan Academy After School Enrichment Program (ASEP) is in operation from 2:30 p.m. – 6:00 p.m.

General Information:

- Transportation is the sole responsibility of the parent. The ASEP does not provide transportation for any reason.
- ASEP does not accept responsibility or liability for personal injury while attending our program. Furthermore, we do not accept responsibility for personal items lost, traded, or stolen.
- It is the parent's responsibility to complete all forms accurately and to update any changes in phone numbers, emergency contacts, guardianship, medical histories, and other pertinent information that may be needed.
- Parents should provide a note addressed to the DIRECTOR regarding changes in pick-up that may differ from routines. Neither the Director nor teacher (s) in charge will be allowed to make changes through phone calls, the student, or any individual other than the parent. This ensures the safety of all students.

Program Procedures:

- Registration must be completed before a child is allowed to attend the program. An enrollment form is provided as the last page of the booklet. Retain the remainder of this packet for future reference. Drop-ins must also complete a registration form. **NO STUDENT** will be allowed in the program without proper registration forms being completed.
- A minimum of 40 students and a maximum of 60 students will need to be enrolled to maintain the security of having the program operate.
- Drop-ins or infrequent users of the program will be allowed to attend if space is available and if they have fully enrolled with all ASEP paperwork completed. A drop-in is defined as a student who uses the program one or two days a week. The fee is \$15.00 per day, with a \$20.00 registration fee per child. For additional children in the household, a registration fee will be \$20.00 as well. Any student attending for three or more days, will be required to pay for the entire week.
- **Tuition is due no later than 6:00pm on each Monday. Failure to pre-pay for the week, may result in removal from the program. A \$10.00 late fee will be added if not paid by Monday.** Tuition may be paid on a weekly or monthly basis, but is Pre-Pay only. A one-time registration fee of \$20.00 is due from all students, whether drop-in or fully enrolled.

- Since Hannan Academy is not a collection agency, we ask for full cooperation from our parents in promptly paying. If your payment is not received, your child will not be allowed in the program and will be sent to the director and the parent will be contacted. Checks or money orders are the only form of payment accepted. **There is a \$15.00 return check fee per check.**

▪ Delinquent accounts must be paid in full by week two or students will be withdrawn from the program.

Fees:

*****A non-refundable registration fee of \$20.00 per child is required*****

Daily	\$15.00 (drop-in rate). Drop-in is defined as any inconsistent times/days from 2:30-6:00 pm	Due on the day student stays (drop-in-rate). \$20.00 registration fee
Weekly	\$45.00 (one child)... 3 or more days \$80.00 (two children)...3 or more days \$25.00 each for each additional child	Due by 6:00pm each Monday.
Monthly	Same fees apply (times the number of weeks in that particular month)	Due the on the 1 st of every month
Late Pick Up	\$10 (5-15 mins) \$15 (16-30 minutes) \$20 (31-45 minutes)	Fees apply per student. Students will be removed from program if excessively late. Late pick up fines due at time of pick up.

*******Checks or Money Orders Only. No Cash Accepted*******

- Hannan Academy ASEP will NOT operate on school closings, holidays, or inclement weather days.
- **PLEASE add your child's name and a working phone number on each check written. (Money orders do not require a phone number.)**
- All students must be signed out daily by a custodial parent, or someone on the registration form ONLY. Showing a form of picture identification will be MANDATORY until the director is familiar with all parents. Therefore, be prepared to have your ID available daily.

Discipline:

Hannan Academy's ASEP is an extension of the regular school day. All school system rules are in full force for this program and must be followed as stated in the Muscogee County School District Code of Conduct. ANY violation of the rules will result in specific and systematic consequences.

Rules:

1. Students should follow all instructions given by the teacher and/or director.
2. Students are not permitted to have electronic devices of any sort, unless a day has been designated in writing by the director.
3. Students should show respect to all adults on duty.
4. Students should ask permission prior to leaving designated area(s).

Violation 1	Director talks to student and notifies parent.
Violation 2	Director will talk to students, notify parents, and have the students write a Behavior Action Plan.
Violation 3	Director writes a behavioral referral to be kept on file with Hannan Academy's ASEP.
Violation 4	Director has the right to remove the student from the program for a week. Further violations may result in suspension greater than a week, to possibly include suspension for the remainder of the school term.

***The determination of the severity of the offense is left up to the discretion of the Director who has the right to consult the advice of the building Principal and/or Assistant Principal. Severe violations may necessitate immediate dismissal on the first offense.

SAFETY OF ALL STUDENTS IS OUR NUMBER ONE PRIORITY

Hannan Academy After School Enrichment Program
Registration Form

**Please complete the form in its entirety with a blue or black pen. **

** A registration form must be completed for each child enrolled. **

Name of Child _____ DOB _____
Teacher's Name _____ Grade _____
Home Address: _____

Siblings who attend the program:

Mother's Name _____

Work Number _____ Employer: _____

Cell Number _____ Home Number: _____

Email: _____

Father's Name _____

Work Number _____ Employer: _____

Cell Number _____ Home Number: _____

Email: _____

EMERGENCY CONTACT INFORMATION (other than parent)

1st Contact Person _____ Phone _____

2nd Contact Person _____ Phone _____

3rd Contact Person _____ Phone _____

Child's Physician _____ Phone _____

Other Authorized Persons Allowed to Pick-Up My Child **with ID**:

Name	Relationship	Phone Number

Turn Over

My child will be enrolled in the Hannan Academy's ASEP for (check one of the following)

Full Week/Monthly

Individual Days/Drop-in: Mon Tues Wed Thurs Fri

If school dismisses for inclement weather for any unforeseen reason, my child will be sent home by:

Bus # _____

Car Rider

I will arrange for immediate pick up.

Special Instructions: (Allergies, Medications, Dietary Needs, etc.)

I have been provided a copy of this handbook and have read it, understand the policies and procedures provided, and will abide by all. I assume all responsibility by allowing my child to be enrolled in the program and in the event of an accident, or if the injury is incurred while my child is attending the Hannan Academy Student Enrichment After School Program. In the event of an emergency, I authorize permission for the staff to seek immediate medical attention for my child if needed.

Parent Signature: _____

Date: _____

Student Name _____

OFFICE USE ONLY

\$20.00 registration paid