

**Britt David Magnet Academy**  
**After-School Enrichment Program (ASEP) Policies**

1. Enrichment Program fees are due on the first business day of each month. Please note that **fees are the same each month to reflect 36 weeks in a year of full time After School care.**
2. All students participating in the ASEP must have a completed registration form on file and the registration fee paid prior to attending the program.
3. **If tuition is not received by the 5<sup>th</sup> business day of the month, a \$25 late fee will be charged.**
4. If tuition is not received by the 5<sup>th</sup> business day of the month, the student(s) can be removed from the program until payment is made. **(This will be strictly enforced.)**
5. **Payments must be made by My Payments Plus.**  
<https://www.mypaymentsplus.com/welcome>
6. For students who are picked-up after 6 p.m., **parents will be charged a late fee at the rate of \$2.00 per minute.** If parents are late three times, their child(ren) may become ineligible to participate in the program. **(This will be strictly enforced.)**
7. A Drop-In service is available to all Britt David families. If a parent would like to use the drop-in service, all documents need to be filled out, signed and returned to Britt David either in person or fax (706) 748-2620. Also, a call must be made to the school no later than 1:45 p.m. to inform the Britt David staff and program director of the change. Payment for drop-in service is due on the day of service. Payments not received on the same day can cause eligibility for use of the drop-in service to be void.
8. ASEP does not accept responsibility or liability for personal injury while attending our program.
9. ASEP does not accept responsibility for lost, stolen, or traded personal items.
10. Parents are responsible for providing current and correct student information to include emergency numbers, medical information, and guardianship.
11. All changes in pick-up must be made in writing to the **AFTER-SCHOOL DIRECTOR.** This ensures the safety of the child(ren).
12. Parents are responsible for transportation.
13. Britt David Magnet Academy ASEP will NOT operate on school closings, holidays, or inclement weather days.
14. 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.
15. **There will be no refunds.**
16. Please see rates below.