

Fairview Middle School's

IB Preparatory After School Program (2022/2023)

Welcome to the IB Preparatory After School Program (ASP). The program provides a homework center run by IB Preparatory teachers, lab time for your child, and supervision for your IB Preparatory student Monday through Friday until 6pm.

Program Cost: *This is a flat rate each billing cycle.*

Days Attending	4pm-6pm
5	\$135
4	\$112
3	\$87
2	\$63
Drop In	\$12 per day
5pm pick-up (Monday – Friday)	\$68 per cycle; \$1 per minute Late fee enforced after 5pm.

Discounts:

Only one discount can apply per family

10% Sibling Discount for any siblings (not applied to the oldest child) of IB ASP students. "Siblings" are defined as current IB students living in the same household and share at least one parent. The accounts of "siblings" must be paid by the same parent. For questions regarding the definition of "sibling", please see the Director. The discount only applies to the second child.

20% LCSB Discount for any child of an LCSB employee attending IB ASP **full time**. A copy of the LCSB badge must be provided along with a letter on letter head from the Principal or Supervisor of the location where currently employed. This letter should verify employment for the 2020 – 2021 school year. This discount only applies to full time district employees.

Enrollment:

A non-refundable registration fee of \$25 must be attached to the completed enrollment form. Enrollment is first come, first serve. A time stamp will appear when you register on FOCUS.

Your child must have the registration form and fee on file with us if you wish to use the program as a drop-in. Drop-in fees are to be paid within 24 hours of the drop-in.

You must register for the same days before the start of the billing cycle each week if you will be attending less than 5 days. The attendance may change from billing cycle to billing cycle only.

Tuition:

Payments are collected before the billing cycle begins. Payments are late on the first day of the billing cycle. Late fees are \$10 each cycle and students may not return to ASP until all fees have been satisfied. All payments may be made on

FOCUS by credit card. Checks or Money Orders are accepted, but we encourage you to use FOCUS. Checks or Money orders need to be made payable to *Leon County Schools*). **NO CASH WILL BE ACCEPTED AND PLEASE SEE THE ATTACHEMENT ON HOW TO PAY ON FOCUS.**

Receipts are handwritten for checks and money orders and additional copies are NOT available. **Please make sure you file them for tax purposes.**

EDEP Hours:

The program runs from 4pm-6pm daily. Students may be checked out from the back of the cafeteria. You may pull your vehicle up to the back door and sign your child out there. There will be a late charge of \$1 every minute after 6pm (as shown on the FMS clocks). Students may not return to ASP until all late fees have been satisfied.

Attendance:

If your child is absent, please email Mr. Fletcher at fletcherc@leonschools.net. If your child will be picked up by someone other than yourself, or someone on your registration paperwork, please send an email before 4pm to Mr. Fletcher. Identification will be required in order to release a child to someone other than those listed on the registration form.

Pick Up:

Students will be picked up at the back of the cafeteria. You will need to sign your child out there. A teacher will have your child give a daily report before leaving each day. This "report" will include what homework they completed while in after school, and what homework still needs to be completed.

Snacks:

Students may bring a small snack to be consumed between 4 and 4:15pm. Snacks will NOT consist of candy or soda, and will NOT require heating or cooling – there is no place for students to heat or cool food.

Holiday/Teacher Planning/Early Release Days:

We are closed on all holidays, teacher planning & early release days.

Homework Center Rules:

The IB ASP is designed to strictly support the curriculum provided by the IB Preparatory Program at Fairview Middle School. Students are expected to work on their homework or ongoing projects each day. Students are expected to ask the teachers for help. Students who have completed their homework will be given time to organize their binders, read, or work on long-term projects.

Discipline Policy:

IB ASP will not tolerate discipline concerns. Students will be given a warning for the first offense, a parent will be contacted for the second offense, and students will be removed for the remainder of the billing cycle after a third offense. The fees will be forfeited if a student is removed for disciplinary reasons. Students will be allowed to return the following billing cycle.

Payment Cycle:

Payments are due before services rendered. Late fees will be added on the first day of the cycle.

*****Cycle Dates*****

Cycle	Cycle Start Date	Cycle End Date
1	08/10/2022	09/02/2022
2	09/06/2022	09/30/2022
3	10/03/2022	10/27/2022
4	10/28/2022	11/30/2022
5	12/01/2022	01/11/2023
6	01/12/2023	02/07/2023
7	02/08/2023	03/06/2023
8	03/07/2023	04/10/2023
9	04/11/2023	05/04/2023
10	05/05/2023	05/20/2023

Parent Contact: IB ASP will use the FMS Listserv for reminders, please make sure you have joined the listserv.