Harris County School District
Afterschool Enrichment Program
PARENT & STUDENT Handbook
2026-2027

Harris County Schools

Participating Schools

Mulberry Creek Elementary School
New Mountain Hill Elementary School
Park Elementary School
Pine Ridge Elementary School

Harris County Schools
Afterschool Enrichment Program Handbook

Philosophy

The Afterschool Enrichment program (A.S.E.P.) is a cooperative effort based on the premise that administration, staff, parents, and children work together to develop policies and programs designed to create an educationally sound and stimulating environment, meeting the needs of our children during after school hours.

We emphasize that:

- ✓ A.S.E.P. is not an extension of the school day; therefore, we must create an environment distinguished in nature and scope from that of a regular school day.
- ✓ A.S.E.P. functions within the limits of a school; therefore, we must work within those limits, respecting the property and rights of the school program while building an exciting, viable program of our own.
- ✓ A.S.E.P. emphasizes the need for children to make choices and decisions; therefore, we must give them opportunities for age-appropriate experiences that will nourish the development of these skills.
- ✓ A.S.E.P. recognizes children need a supportive environment, in which to grow socially, emotionally, physically and intellectually; therefore, we must greet children warmly when they arrive, listen to them if they want to talk, guide them if they have a problem, be a positive role model for them, and enjoy them!

Goals

- To provide a safe, caring environment for children after school
- To establish a secure, stable environment which includes adult support and peer interaction
- Provide a setting that promotes good nutrition and encourages physical activity
- To expose children to a variety of media to enhance cultural, physical, intellectual, and social development
- To help students develop coping mechanisms for dealing with emotional stress
- To plan for staff involvement and development
- To build a good rapport with parents and involve parents in the development of the A.S.E.P

General Information

The Afterschool Enrichment Program (A.S.E.P.) is a project of the Harris County School District. Its purpose is to provide a safe, relaxed, and enjoyable environment for elementary-aged children during the afternoon hours. A.S.E.P. is available in each of the elementary schools. Creekside Intermediate students with siblings enrolled at a HCSD elementary school have the option to enroll in an A.S.E.P. where there is sufficient demand and available personnel. All Harris County children in grades Pre-K through 6 may participate in this voluntary extended day program as long as they have been properly registered into the program held in their school, and all fees are current.

The **After-school Enrichment Program (A.S.E.P.)** will be offered to parents of students attending traditional in-person learning at school. Protective measures for A.S.E.P. staff and students will be enforced just as in the classrooms during the regular school day.

- If staff or students are sick, they must stay home. If students or staff come to A.S.E.P. sick, they will be immediately sent home. Sick students will be placed in a supervised but separated area until their parents arrive. Parents will not be allowed into the A.S.E.P. areas. Checkout procedures will be implemented at each school.

- Ample hand sanitizer, hand soap, and paper towels will be available throughout the schools for proper hand hygiene use.
- Frequent hand washing breaks will be provided for students.
- Outside, fresh-air breaks will be provided for students.
- Every A.S.E.P. area will be provided with disinfecting solutions, sanitizing wipes, hand sanitizer, and a digital thermometer, if needed.
- Staff and students will be discouraged from sharing equipment, property, objects, and other items (food, drinks, school/art supplies, etc.).
- Parents are free to provide any personal supplies students may need while attending the A.S.E.P.

Common Communication Regarding Sick Persons at School

- Persons with a fever of 100.4 or greater, or who are sick must stay home to avoid infecting others. Children diagnosed with COVID-19 should stay home until their symptoms improve, without the use of medication for 24 hours. Parents/guardians are asked to please take their children's temperatures each morning before school.
- Persons who are determined to be sick while at school must go home. Parents/guardians will be called and required to pick up students from school. Sick students will be placed in a supervised but separated area until their parents arrive.
- Students and employees must be symptom-free and fever-free without medication for ***24 hours before returning to school***.

***RECOMMENDATIONS* for Measures of Illness Prevention**

- Stay home when sick.
- Maintain at least three feet distance between each person when feasible.
- Wear appropriate face coverings that cover nose and mouth.
- Avoid close contact with people who are sick.
- Avoid touching eyes, nose, and mouth.
- Avoid sharing items (pencils, other school supplies, food, drinks, etc.)
- Cover cough or sneeze with a tissue, then throw the tissue in the trash. Cough or sneeze into elbow if tissue is not available.
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing nose, coughing, or sneezing.

Health professionals indicate that following these safety measures reduces, but does not eliminate, the health and safety risks from COVID-19 and other illnesses.

Precautions for Student Health Care

Take precautionary measures when someone notices or has complaints of students who are displaying any of the following symptoms:

Fever	Shortness of breath	Chest pain
Chills	Cough	Nausea/vomiting
Sore throat	Runny nose	Diarrhea
Sneezing	Muscle or body aches	Loss of taste or smell
Headache	Fatigue	Rash

****Seek immediate care if a person has trouble breathing, persistent chest pain or pressure, inability to stay awake, new confusion, or blue lips/face.***

Program Procedures

Registration for the A.S.E.P. is completed at the school your child is attending. Before a child can attend A.S.E.P., enrollment forms must be returned to the A.S.E.P. director. An enrollment form is included as the last page of this handbook. After detaching and returning the enrollment form, retain this handbook for future reference. Note that drop-ins also must be enrolled and have a registration form on file. If enrollment is less than 30 at any one school, continuation of that program will be left up to the discretion of the Harris County Board of Education.

Transportation is the sole responsibility of the parent. A.S.E.P. does not provide transportation for any reason.

Neither the Harris County Board of Education nor individual schools' A.S.E.P. accepts liability for personal injury. The A.S.E.P. will not accept responsibility for personal effects lost, stolen, or traded.

It is the responsibility of the parent to complete all forms accurately and maintain records as changes in phone numbers, address, medical history, guardianships, and other pertinent information occur. Please provide your child with notes addressed to the school's A.S.E.P. director and his/her classroom teacher expressing any changes in the daily/weekly routine procedure. Neither ***the A.S.E.P. director nor the classroom teacher will alter procedures based on a verbal message by a child. Any changes must be communicated in a written format from the parent/guardian.***

Participating Schools

School	Principal	Telephone Number
Mulberry Creek Elementary	Mrs. Amy Allen	706-320-9397
New Mountain Hill Elementary	Mrs. Jessica Burnett	706-323-1144
Park Elementary	Dr. Allyson Douthit	706-628-4997
Pine Ridge Elementary	Dr. Natalie Teasley	706-568-6578

Note: Students attending Creekside Intermediate School may participate in the A.S.E.P. program at Mulberry Creek. In addition, Creekside students who have siblings enrolled at one of the elementary schools may attend A.S.E.P. at their sibling's elementary school upon parent request.

Please contact your school to find out more information.

A.S.E.P. Operating Hours and Daily Schedule:

All A.S.E.P. sites will operate daily from 2:30 P.M. – 6:00 P.M.

- 2:40 P.M. – 3:15 P.M. Homework Time
- 3:15 P.M. – 3:30 P.M. Snack
- 3:30 P.M. – 5:45 P.M. Rotating Stations (*Arts and Crafts, Games, Computer Lab, Table Toys, Gym/Outside Time, etc.)*
- 5:45 P.M. – 6:00 P.M. Final Pickup

Note: Fines will be imposed for late pick-up. Fines for late pick-up are $10.00 per quarter hour ***per child*** and are detailed below.

- 6:01 – 6:15 $10.00
- 6:16 – 6:30 $20.00
- 6:31 – 6:45 $30.00 ***AND MUST*** **meet with *Principal before child returns to program***

1st pick-up time violation	Fines will be enacted AND verbal reminder of fee schedule
2nd pick-up time violation	Fines will be enacted AND temporary dismissal from A.S.E.P. at ***Principal's discretion***
3rd pick-up time violation	Fines will be enacted and *possible PERMANENT* dismissal from A.S.E.P. at ***Principal's discretion***

Registration and Weekly Fees

A non-refundable **registration fee of $20.00 per family** is required for all participants. HCSD employees must also pay this fee for their children who are enrolled in the program.

Weekly Fee

Number of Children	Rate
One Child in same A.S.E.P.	***$75.00 per week*** if child will stay in the program two or more days per week
Two Children in same A.S.E.P.	***$100.00 per week*** if children will stay in the program two or more days per week
Three or More Children in same A.S.E.P.	***$125.00 per week*** if children will stay in the program two or more days per week

DROP-IN FEE= $25.00 per day *per child* if child only attends ONE day in a week. If child attends TWO or more days in the same week, parent must pay weekly fee.

Tuition checks are to be made payable to the child's school. (Ex. *Pine Ridge A.S.E.P.*) A $25.00 fee will be charged for a returned check. Two returned checks may necessitate a **"cash only"** relationship.

Tuition is to be paid to the school on Monday no later than 6:00 p.m. This is a **pre-payment** for the week. ***A $20.00 late fee will be charged for late tuition payments***. Tuition may be paid several weeks or months in advance. No refunds will be issued for any reason. Send in payments in an envelope labeled with your child's name and school on Monday morning. (***Ex. Sally Schoolhouse, Mulberry Creek A.S.E.P.)*** Parents are welcomed and encouraged to make tuition payments through the online service: https://www.ezschoolpay.com/Login.aspx. Please be advised that https://www.ezschoolpay.com/Login.aspx charges a small convenience fee for processing payments. ***Note: The school has the authority to dismiss a student from the ASEP for failure to pay.*** It is the parent's/guardian's responsibility to keep up with receipts of A.S.E.P. payments for income tax purposes. Harris County Schools do not provide an end of year receipt report.

Dismissal Procedures

Children will only be released to a parent/guardian who has custodial rights or an authorized person listed on the registration form. The A.S.E.P. director must be notified in writing of any change in routine procedure. Children must be signed out daily at the A.S.E.P. desk in the child's school. Please wait at the A.S.E.P. desk until the A.S.E.P. staff member calls your child for dismissal.

Early dismissal due to declining weather conditions or unanticipated hazards will be handled by A.S.E.P. staff according to your instructions on the registration form. Children will either be placed on a bus or held for your immediate pick-up. The A.S.E.P. will not operate on days schools are closed for inclement weather.

Sickness/Illness

Harris County Schools promote healthy schools with healthy students. Please do not send your child to school or A.S.E.P. with a fever of 100.4 or higher, vomiting, diarrhea, or other contagious symptoms. Children must be free of fever, vomiting, or diarrhea without the use of fever reducing, antiemetic (vomit) or anti-diarrhea medications ***for at least 24 hours before returning*** to school and A.S.E.P. Should your child(ren) become sick while in A.S.E.P., a parent/guardian will be called to come pick up the sick child promptly. Children who are vomiting, have diarrhea, or are running a fever will be kept in a supervised area away from other students until they are picked up.

Discipline Ladder

Discipline problems will not be tolerated. If a child is disruptive, disrespectful to authority, abusive, or threatening to other students in anyway, the following guidelines will be observed:

Steps for Infractions	Consequences
1st Offense	Verbal Warning (Director talks to student)
2nd Offense	Parent Contact (Director talks to student and notifies parent)
3rd Offense	Referral to Principal (Principal talks to student, notifies parents in writing and/or temporarily dismisses student from the A.S.E.P.)
4th Offense	Principal dismisses student for two weeks. If more than four offenses, student may be dismissed for the remainder of the semester/ school year.

Important Note: The determination of the nature and severity of the offense is left up to the discretion of the building Principal who ultimately handles all discipline matters. Severe violations may necessitate immediate dismissal on a first offense.

Personnel

An A.S.E.P. Director, under the supervision of the building Principal, is designated at each school and is the one who coordinates and supervises the A.S.E.P. at the building level. Questions concerning your child's program should be addressed to the director. The director is available to answer questions during the A.S.E.P. operating hours for each school. He/she is not available for A.S.E.P. matters during the regular school day.

Thank you for allowing us to be a part of your child's education. We take pride in our program. Moreover, we encourage you to make suggestions for improvement of the Harris County School District's A.S.E.P. It is our mission to provide a program that appropriately suits the interests and needs of our students.

Please return the Registration Form, Student Health Record, and any correspondence regarding A.S.E.P. matters to the A.S.E.P. Director at your child's school.

Harris County School District
A.S.E.P. Registration Form
(Complete one form per child. Please write legibly.)

Printed Name of Child:_____ Parent is HCSD Employee: Yes___No___

Address: _____

City: _____ State: _____ Zip Code: _____

School:_____Homeroom Teacher:_____Grade:_____

Father's Name: _____

Work #:_____Home/Cell #: _____

Mother's Name: _____

Work #:_____Home/Cell #: _____

Does student have a sibling in another HCSD ASEP ____Yes ___No If YES, which school? _____

In Case of Emergency, Call:

Name:_____ Phone #: _____
Relationship: _____ Alt. Phone #: _____

Name:_____ Phone #: _____
Relationship: _____ Alt. Phone #: _____

Clinic/Physician:_____ Phone #: _____

Please list any allergies for all enrolled children: _____

The following people *(other than parents)* **are authorized to pick up my child from A.S.E.P.:**

Name:_____ Phone #: _____
Relationship: _____ Alt. Phone #: _____

Name:_____ Phone #: _____
Relationship: _____ Alt. Phone #: _____

Name:_____ Phone #: _____
Relationship: _____ Alt. Phone #: _____

My child will be enrolled in the A.S.E.P. for: *(Check one)*

_____ Full Week _____ Occasional Days

If school dismisses early because of weather or any other reason, my child has permission to do the following:

_____ Go home on School Bus (Bus number _____)

_____ Ride home with_____ Phone Number: _____

_____ I will arrange for immediate pick-up upon notification. I understand that if I am not available, A.S.E.P. will call my designated alternative.

Notice of Exemption: *My signature below acknowledges that I been informed that this program is not a licensed child care facility. I also understand this program is not required by the Georgia Department of Early Care and Learning, and this program is exempt from state licensure requirements. My signature also verifies that I have been provided a copy of the A.S.E.P. Handbook. I have read and understand the contents of the A.S.E.P. Handbook. My child and I agree to abide by all policies and procedures. I will assume liability for accidents and injuries incurred during the A.S.E.P. In the event of an emergency, I grant the A.S.E.P. staff at my child's school permission to seek immediate medical attention for my child.*

Parent's/Guardian's Signature:_____ **Date:** _____

Harris County School District
Afterschool Enrichment Program *2026-2027*
Student Health Record

Student's Name:_____ School:_____

Teacher:_____ Grade: _____

Physician's Name:_____ Telephone Number: _____

Please answer the questions below:

1. Does your child have asthma? YES NO

   If yes, will your child require an inhaler? YES NO

   If yes, what is the name of your child's medication? _____
   Please list what may trigger an asthma attack in your child.
   _____

   _____

2. Does your child have allergies? YES NO

Is your child allergic to insect stings?	YES	NO
Will your child require an Epi-pen at school? ***Note: If you answer YES to this question, you will be required to supply the epi-pen.***	YES	NO

3. Does your child have any of the following health issues?

Seizures	YES	NO
Fainting Spells	YES	NO
Diabetes	YES	NO
Heart Problems	YES	NO
Kidney Problems	YES	NO
Physical Impairments	YES	NO
Frequent Bloody Noses	YES	NO
Other (Be specific)		

_____

_____

In case of a serious illness/injury, the ASEP Director will render first aid as prescribed by Harris County School District's Board regulations while contacting the parent/guardian. If neither the parent nor designee can be reached or if the situation is very serious, the A.S.E.P. Director will call 911 for the emergency medical unit to transport the child to the nearest hospital emergency room. Fees for transportation and medical services will be the responsibility of the parent/guardian. We strongly encourage you to purchase school insurance.

_____ _____

Signature of Parent/Guardian **Date**