

Before and After School Program (BASP) Handbook & Guidelines

Program Overview

Before School Program (BSP)

The Before School Program operates from 6:30 a.m. to 7:10 a.m. Teachers and assistants on staff supervise the program. Parents are expected to escort their child to the main door for BSP. To enroll, complete the Before/After School Program form, available on the school website and in the school office.

After School Program (ASP)

Scholars who have prepaid for ASP in the myNHA app and are staying on campus after dismissal may participate in the After School Program. The program operates from 3:15 p.m. to 6:30 p.m. A healthy snack is provided each day. Parents must pick up their child no later than 6:30 p.m. To enroll, complete the Before/After School Program form, available on the school website and in the school office.

Registration and Fees

There are no drop-ins or daily fees. The weekly fee applies whether a scholar attends one day or up to five days in the same week, and there are no credits for unused days.

Fee	Amount
One-time registration fee	\$30 per child; \$45 per family
Before School Program (BSP)	\$30 per week
After School Program (ASP), Pre-K through fifth grade	\$70 per week
Each additional residential sibling in ASP	\$60 per week
Late pickup (starting at 6:35 p.m.)	\$1 per minute

Payment Procedures

- BASP is a prepaid service. Payment is due the Friday before the week of use. If payment is not received before the Friday cutoff, families will need to arrange other childcare for the week, and the scholar must be picked up through carpool before 3:15 p.m.
- Payments can be made online through the myNHA app (Scholar information system) or placed in the BSP/ASP payment box in the front lobby.

- The payment portal is open weekly from Tuesday through Friday before noon for the following week's attendance.
- Checks should be made payable to *Jonquil Prep Academy*.
- A scholar will not be allowed to return to ASP until any outstanding late fees are paid in full.

Pickup and Authorization

- Anyone picking up a child from the program must show identification each time, present the carpool tag, and be listed on the authorization for pickup form. Photo IDs are required.
- A scholar wishing to leave ASP with another scholar must have a signed note from a parent granting permission. Notes can be turned in to the ASP coordinators or the front office on the day of the change; the person must be listed on the scholar's authorized pickup list.
- Scholars must be picked up by 6:30 p.m. If an emergency affects a parent's ability to arrive on time, call the front office at 678-370-0980. See the Payment Procedures section above for the late pickup fee.

Program Expectations

Use of the program is a privilege and a convenience for parents. Inappropriate behavior from scholars or parents will not be tolerated. Parents are expected to be good role models by following the rules of the program. Scholars will receive three documented disciplinary infractions before losing the opportunity to continue in the program.

Daily Activities

- Snacks and activities (excluding enrichment classes) are provided with the cost of the program. Scholars may bring extra snacks if desired.
- Scholars are given time each day to complete homework. If your child has a weekly homework folder, make sure it is sent to ASP daily. All scholars must bring a book to ASP every day.
- Questions, concerns, or comments can be sent to the Director at 127.tlewis@nhaschools.com.

Program Oversight

The Before/After School Program is a separate entity from Jonquil Prep Academy and falls under the jurisdiction of Decal/Koala. The program is not bound by the certification requirements of the State Charter Schools Commission of Georgia (SCSC) or National Heritage Academies (NHA), but is instead an exempt program designed to support families with childcare during hours before and after required instructional times.