



GASP!

Georgia After School Program

ORIENTATION INFO

Questions? Concerns? Compliments?

Your first point of contact is your school's Site Director who will be happy to help you. See attached School Directory for contact information.

TUITION

Tuition is due in full each month regardless of attendance.

Tuition is not prorated for absences of any duration or cause. Payments are processed on the first and third Friday of each month according to your Parent Agreement.

PICK UP PROCEDURE

Follow the "Parent Pick Up" signs at the school (pictured below).

Until we get to know our families, we will check ID so make sure to bring it.

Late pick ups after 6:30 pm are \$2/minute/child.

In a hurry? Want your child to be waiting at the door with belongings all gathered and ready to go?

We can do that!

Text your child's full name to the director's phone when you're five minutes away.

You'll have your Kiddo-To-Go!

Sorry...no fries with that. :)



ITEMS FROM HOME

Please do not send your child to GASP! with anything from home that is important to you. We have lots of supplies and planned activities so children don't have to bring anything that parents don't want to be lost or shared with other children.

ALLERGIES

Please make sure we are aware of any allergies. We sometimes serve snacks with milk, peanuts, etc. and are happy to provide alternate snacks as needed.

If your child needs an inhaler, Epi-pen, or other emergency meds, we need one to keep on hand as we don't have access to the school nurse's office after hours.

GASP! STAFF

Brandi Sims - Brandi@GASP-ga.com - 770-318-7848 (Customer Care Manager)

Gianni Menendez - gianni@gasp-ga.com - 404-358-6772 (Company Care - Español)

Co-Founders:

Sharon Foster - Sharon@GASP-ga.com

Debbie Peters - Debbie@GASP-ga.com



GASP!

Georgia After School Program

SCHOOL DIRECTORY

School	Phone (call or text)	Email
Arcado	404-825-3539	arcado@gasp-ga.com
Beaver Ridge	770-990-7492	beaverridge@gasp-ga.com
Berkeley Lake	678-763-3852	berkeleylake@gasp-ga.com
Bethesda	470-471-2180	bethesda@gasp-ga.com
Brookwood	678-763-6812	brookwood@gasp-ga.com
Burnette	470-419-1108	burnette@gasp-ga.com
Chattahoochee	678-764-9665	chattahoochee@gasp-ga.com
Chesney	770-820-5380	chesney@gasp-ga.com
Corley	678-632-8370	corley@gasp-ga.com
Craig	470-428-1668	craig@gasp-ga.com
Dacula	470-428-1749	dacula@gasp-ga.com
Gwin Oaks	470-471-2779	gwinoaks@gasp-ga.com
Harbins	470-471-3472	harbins@gasp-ga.com
Harris	770-744-7318	harris@gasp-ga.com
Head	470-428-0279	head@gasp-ga.com
Hopkins	678-619-9326	hopkins@gasp-ga.com
Jackson	678-763-7097	jackson@gasp-ga.com
Kanoheda	470-449-0767	kanoheda@gasp-ga.com
Knight	678-782-0522	knight@gasp-ga.com
Mason	678-764-8483	mason@gasp-ga.com
Parsons	470-428-0548	parsons@gasp-ga.com
Simpson	770-990-4606	simpson@gasp-ga.com
Sugar Hill	678-545-9021	sugarhill@gasp-ga.com
Starling	404-398-8380	starling@gasp-ga.com
Winn Holt	470-471-0351	winnholt@gasp-ga.com

Expectations:

- GASP! staff members will treat children with courtesy, dignity and respect.
- Students will respect the rules of the program and behave respectfully.
- Parents will treat GASP! staff members with respect.

Rules are divided into Level 1, 2, or 3 based on severity.

Outcomes for breaking rules are matched according to the severity of the rule.

Level 1 Offenses

- Swearing or inappropriate behavior.
- Touching personal property of another person.
- Bringing toys from home.
- Using electronic devices or accessories.

Level 1 Outcomes

- Step 1: Redirection.
- Step 2: Teacher provides verbal warning to student.
- Step 3: Teacher provides final verbal warning, emphasize consequences.
- Step 4: Student conference with Site Director to plan for success.

Level 2 Offenses

- Leaving a room without adult supervision.
- Disrespectful behavior towards participants, staff, or volunteers.

Level 2 Outcomes

- Step 1: Redirection
- Step 2: Teacher provides one verbal warning, emphasize consequences.
- Step 3: Written warning from Site Director, signed by parents
- Step 4: Second written warning from Site Director, signed by parents
- Step 5: One-day suspension

If behavior continues after a one-day suspension, refer to steps 4 & 5 of Level 3.

Level 3 Offenses

- Fighting
- Stealing
- Bullying
- Threats of violence
- Misuse of or intentional damage to equipment or facilities.
- Possession of drugs, alcohol, tobacco, weapons or firearms.

Level 3 Outcomes

- Step 1: Site Director provides written warning, signed by parents
- Step 2: Second written warning, signed by parents
- Step 3: One-day suspension
- Step 4: Three-day suspension with warning that any future violations will result in dismissal from GASP! permanently.
- Step 5: Dismissal from program

PARENT HANDBOOK

WELCOME

We are glad you have chosen GASP! Georgia After School Program for your family's after school needs. We understand the importance of your decision to entrust us with the care of your child. In any group care setting, good policies are an important part of maintaining proper health and safety. Many of our policies are the result of our effort to ensure strict compliance with state licensing regulations. This Parent Handbook outlines some basic policies that help us to better care for your child. Please read and be familiar with these policies, and do not hesitate to ask us for clarification. It is understood that by enrolling your child in our center, you agree to abide by our policies and procedures.

POLICIES AND PROCEDURES

By enrolling your child in GASP!, you as a parent or guardian give permission for your child to be involved in the activities and events at GASP!. You further understand that GASP! is a private program that is not operated by the Gwinnett County School District. Although rare, a situation may arise in which it becomes evident that the needs of a child cannot be met effectively by our program. A decision to dismiss a child will only happen after we feel every option has been explored. The parent will be a central figure in the discussions regarding this issue but the decision to dismiss a child is at the discretion of our Director.

Photography & Video

By virtue of enrollment, you give permission for your child to be included in photography and/or videography in connection with activities at our center for the purposes of news releases, reporting, and assessing the progress the program. GASP! and its contractors are authorized to exhibit or distribute such photographs and/or video in whole or in part without restrictions or limitations, and without remuneration, for educational or promotional purposes, including through publication via social media.

Payment Policy

Tuition is due on the first Friday of the month for the upcoming month. Bi-monthly accounts will be charged on the first and third Friday of each month. Tuition and other fees are to be paid in full without deduction for absences of any duration or for any cause, and without substitution of other days of attendance as "make up" days. Please understand that this is because staffing and other operational costs are incurred on the basis of fixed levels of enrollment, and because few of these costs are eliminated when the child is temporarily absent. Cash, checks, and money orders are not accepted by the program and all payments will be made via ACH, debit, or credit.

Returned Payments

If your tuition charges are reversed for any reason, \$35 will be charged to your account. Your child(ren) will not be allowed to attend GASP! until payment has been received. Automated payments allow us to keep our tuition affordable. After three returned payments, your student will be permanently withdrawn from GASP!

Registration & Supply Fees

Registration fees are charged as stated on our current rate sheet and are due upon enrollment in our program. Supply Fees are charged at the beginning of the second semester to replenish depleted supplies. Should your

family temporarily withdraw and choose to return within the same school year, a new enrollment fee will be assessed, provided there is space available in the program.

Program Hours

We are open Monday through Friday from school dismissal until 6:30 pm. **We do close at 6:30 pm sharp.** Your child has had a long day by this point, and so have our teachers and staff. After 6:30 pm, there is a late pick-up fee of \$2 per child per minute. If you have not picked up your child by 7:00 pm and all attempts to contact you and your emergency contacts have failed, GASP! will call the local authorities and the Dept. of Family and Children Services. After repeated late pick-ups, you will be asked to find a program that better fits your needs.

Holidays & Inclement Weather

GASP! operates every day that the school system is in session. No discount from tuition will be made for holidays or other days on which the facility does not operate. In the event of unusual weather conditions such as snow or ice, we will follow the decisions of the school district. In the event that schools are closed, we will not operate. If the schools open late, we will operate. If the schools close early and/or cancel after school activities, we will cancel our program.

Extended School Closure

Should GCPS experience an extended closure for any reason that causes GASP! to also cease operations, the following tuition scale will apply:

Up to two weeks: 100% tuition due

Third week: 75% tuition due

Fourth week: 50% tuition due

Fifth week & beyond: 0% tuition due

This sliding scale allows us to continue to pay our dedicated teachers and staff during a temporary closure. For tuition that was prepaid, refunds will be in the form of a credit on your account to be applied when school & GASP! resumes. No cash refunds will be provided under any circumstances.

Child Pick Up, Enrollment, and Admission Requirements

Children can only be released to parents or legal guardians, or someone authorized in writing by these persons, and must be escorted to and from the program. Please provide written notice to our Director if someone other than parents or authorized persons will be picking up your child. Anyone picking up your child will be asked for a picture ID, so please make sure that individual has such an ID available when picking up. It is the parent/guardian's responsibility to provide written notice of changes to contact information on the enrollment application (i.e. change of address, phone number, authorized pick up person, etc.)

Parental Access

Although we request cooperation in not disrupting our program, parents are permitted access at any time their children are present.

Clothing and Personal Belongings

We are not responsible for any personal belongings children bring into our program.

Food / Birthdays

While we provide a daily healthy snack, we do not prohibit children from bringing their own snacks. We love birthdays and would be happy to help your child celebrate his/her special day with GASP! friends. If you would like to send in a special treat for the whole group, please keep in mind that some children have allergies to certain foods. If your item contains wheat, peanuts, eggs, or is manufactured in a facility that uses those products, please alert our staff so that we may avoid contact with children with allergies.

Babysitting

As a condition of our insurance carrier, we will not authorize or allow any private babysitting arrangements between enrolled families and staff members at our program. Staff members may not be listed as an authorized pick up or emergency contact person for children enrolled at our program.

Admission / Inclusion Policy

We have an open enrollment policy. Our services are offered to everyone, regardless of race, creed, sex, religion, ability, or national origin.

HEALTH AND SAFETY POLICIES

Topical Medications

By virtue of enrollment, you authorize GASP! to apply one or more of the following topical ointments/preparations to your child in accordance with the directions on the label of the container: Baby wipes; Band-Aids; Neosporin or similar ointment; Bactine or similar first aid spray; sunscreen; insect repellent..

Immunizations and Screenings

State licensing requirements dictate that your child's immunization record (Form 3231 which can be obtained from your pediatrician) be presented with enrollment forms. If your child is current on immunizations, we are able to obtain the form through the state GRITS database. At the latest, it is due within 30 days of enrollment. After 30 days, we cannot continue service.

Discipline Policy

GASP! strictly follows procedures for discipline set forth by DECAL, as follows:

Disciplinary actions used to correct a child's behavior, guidance techniques and any activities in which the children participate or observe shall not be detrimental to the physical or mental health of any child in our program. Personnel shall not: physically or sexually abuse a child or engage or permit others to engage in sexually overt conduct in the presence of any child enrolled in their program; inflict corporal/physical punishment upon a child; shake, jerk, pinch or handle a child roughly; verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity or belittling remarks about a child or his family; isolate a child in a dark room, closet or unsupervised area; use mechanical or physical restraints or devices to discipline children; use medication to discipline or control children's behavior without written medical authorization issued by a licensed professional and given with the parent's consent; restrict unreasonably a child from going to the bathroom; punish toileting accidents; force feed a child or withhold feeding a child regularly scheduled meals and/or snacks; force or withhold naps; allow children to discipline or humiliate other children; confine a child for disciplinary purposes;

commit any criminal act, as defined under Georgia law which is set forth in O.C.G.A. Sec 16-1-1 et seq., in the presence of any child enrolled in the program.

Accident Reports

Although many precautions are taken to ensure a safe environment, occasional incidents do and will occur as children explore the world around them. If an incident or injury occurs, first aid is administered and an Accident Report is filled out and a copy is given to you. This report will describe the nature of the incident and the follow-up care that was provided. Please understand that in a group care setting, we do witness most incidents, but occasionally there may be an incident that we do not see.

Emergency Information

Because we strive to maintain a safe environment for your child, we make every attempt to be prepared to handle emergency situations. Our staff is trained in first aid and CPR. An emergency plan is posted at our checkout station. We conduct regular fire, tornado, and other crisis drills.

Emergency Medical Care

Should your child become ill during the time that he/she is in the care of GASP! or suffer an accident of any nature, the program shall undertake to contact a parent or guardian immediately and shall be authorized to secure such medical attention, transportation, and care for the child as may be necessary. (The parent shall assume responsibility for the cost of any such care). GASP! uses Gwinnett Medical Center as its designated emergency care center. You agree to keep the center informed in writing as to changes in your telephone numbers (cell, pagers, work, home), as well as those of emergency contacts.

Mandated Reporting Information

Teachers and Directors are required by law to report evidence of suspected child neglect or abuse. Those who fail to report according to state regulations can be held accountable under the law. No one, including school management and/or a child's parents can interfere with this reporting requirement. In the extremely unlikely event that a parent suspects that a member of our staff is guilty of abuse or neglect, it should be brought to the attention of management immediately. GASP! management will file a report of the incident with Georgia's Department of Early Care and Learning (DECAL) and DFCS. The staff member will be placed on immediate suspension without pay until the situation can be investigated thoroughly by DECAL and/or DFCS.

ENRICHMENT PROGRAMS

Enrichment Programs

We offer several enrichment classes for children that are very popular with many of our parents. These classes are over and above our regular curriculum and are generally taught by professionals from outside our program. Parents pay these professionals a nominal monthly fee for their services. Our enrichment programs may vary from one school year to the next based on parent requests and level of participation. Sample enrichment programs may include: Tap/Ballet, Martial Arts, Gymnastics, Spanish, Music, and more.



GASP! 2023-2024 Bi-Monthly Payment Schedule

1st payment (Billed the Friday before first day of school)	Friday, July 28 th 2023
August	Friday, August 18 th 2023
September	Friday, September 1 st , 2023 Friday, September 15 th , 2023
October	Friday, October 6 th , 2023 Friday, October 20 th 2023
November	Friday, November 3 rd , 2023 Friday, November 17 th , 2023
December	Friday, December 1 st , 2023 Friday, December 15 th , 2023
January (\$55 Supply Fee billed 1 st Friday of January)	Friday, January 5 th , 2024 Friday, January 19 th , 2024
February	Friday, February 2 nd , 2024 Friday, February 16 th , 2024
March	Friday, March 1 st , 2024 Friday, March 15 th , 2024
April	Friday, April 5 th , 2024 Friday, April 19 th , 2024
May	Friday, May 3 rd , 2024 Friday, May 17 th , 2024

Please note that all bi-monthly payments are billed automatically every 1st & 3rd Friday of each month.

GASP! 2023-2024 Monthly Payment Schedule	
1st payment (Billed the Friday before first day of school)	Friday, July 28 th , 2023
September	Friday, September 1 st , 2023
October	Friday, October 6 th , 2023
November	Friday, November 3 rd , 2023
December	Friday, December 1 st , 2023
January (\$55 Supply Fee billed 1 st Friday of January)	Friday, January 5 th , 2024
February	Friday, February 2 nd , 2024
March	Friday, March 1 st , 2024
April	Friday, April 5 th , 2024
May	Friday, May 3 rd , 2024

Please note that all monthly payments are billed automatically every 1st Friday of each month.