

After School Registration Plan 2010

First Come Registration May 1, 2010 for City of Decatur Fall 2010-2011 After School Programs

WHEN: May 1, 2010

ELIGIBILITY: Any family with children enrolled in City Schools of Decatur's K-8th schools for the 2010-2011 school year may enroll in after school programs.

WHAT TO DO:

COMPLETE NEW HOUSEHOLD FORMS BY APRIL 28

Forms are available on the web at www.cys.decaturga.com via the After School Programs link. Forms are also available at Decatur Recreation Center located at 231 Sycamore Street in downtown Decatur.

If you have registered your child/ren for other activities through the City of Decatur you should already have a household set up in our registration system.

If you have never registered children with the City of Decatur you will need to complete the following:

- Household Information Form (1 per household)
- Health History Form (1 per child)
- Fall 2010 Youth Registration Form

(optional) • Financial Assistance Application

Bring the above completed forms to Decatur Recreation Center with proof of residency (tax bill, utility bill or rent receipt) and give to the front desk.

MAY 1 -- SPEND YOUR MORNING AT 231 SYCAMORE STREET

While the City of Decatur will make every effort to expedite the registration process on Saturday May 1, the process is slow because the programs are in high demand and the volume of people present to register is large. Please keep your morning free for registration between 8:00am and 12:00pm.

NOTE: Web registration is not available for after school programs since new families do not have equal access to the internet and a household ID is a prerequisite.

HOW WILL THE PROCESS WORK?

1. Parents will line up outside the building in a single file line. No registration activities will take place prior to 8:00am. The building will not open until 8:00am.
2. Beginning at 8 am parents will enter the building in single file to have forms checked.
3. If applying for Financial Assistance you will visit the Director's Station after your forms are checked.
4. If not applying for Financial Assistance you will wait in the registration line to visit a registration station.
5. At the Registration Station you will hand in your forms and pay your \$35 registration fee via cash, check or Visa/MasterCard.
6. If you do not get a space in an after school program because all programs are full (Based on previous years, we do expect programs to fill on May 1) you may sign up for the waitlist. Parents of rising K-3rd graders may sign up for the DRC Animal Crackers waitlist as well as the waitlist for your school based program Animal Crackers site (Oakhurst, Clairemont, or Winnona Park). See the WAITLIST Section for more details.

PLEASE STAY CALM

Panic is strongly discouraged on the part of those who don't get into their school program at this stage. Many things can happen between now and the start of school.

WAITLISTS:

Waitlists will be opened for each program as needed. Waitlisted families at K-3rd programs are encouraged to consider enrolling at Decatur Rec Animal Crackers in the event that space is available at that program. Waitlists for school-based programs are still kept for children enrolled at DRC Animal Crackers.

- **No** information relating to waitlist status for individual programs will be available until **after June 15**.

- **WHEN A SPACE BECOMES AVAILABLE THE CYS OFFICE WILL CONTACT YOU BY PHONE.**

- It is your responsibility to **keep your contact information up to date** – especially if going out of town. Be sure to update your contact phone numbers with the CYS Office throughout the summer season.

- You will have **three business days** to contact Decatur Rec Center to claim the space and pay for it after CYS contacts you on ANY of the provided phone numbers.

- You can pay via phone at 404-377-0494 using a Visa or Mastercard, in person at Decatur Rec Center or on the web. Fees will be applied within 24 hours of enrollment.

- Neither Decatur Rec Center Staff nor Site Directors can supply any information about the waitlist. Waitlist information will be available only from the CYS Office.

PLEASE READ ALL – IMPORTANT!

- **PART-TIME REGISTRATIONS** must be declared by **May 15, 2010** in order to make space available for waitlisted families. Part-time requests must be for **SPECIFIC DAYS OF THE WEEK** (e.g. MTuTh) Any part-time registration declared **after May 15 but before July 15** will be subject to a **\$25 change fee** per child's schedule changed. **After July 15**, changes may only be made beginning with Session 2 (starts Aug.30).
- **ENROLLMENT** in each session will be rolled over automatically unless and until a withdrawal form is completed. Withdrawals will apply to the next session as changes may occur on or before the 15th of the month prior to the start of the new session. Session fees will be applied to each household on the first of each month in which fees are due.
- **FEES** are due on the 15th of the month prior to the start of the new session. Session 1 fees are due July 15 for the August 2-27 session. **Afterschool fees are always billed in advance.**

SESSION DATES 2010-2011

	<u>FEES DUE</u>	<u>Session Dates</u>
Session 1	July 15	August 2-August 27
Session 2	August 15	August 30-October 4
Session 3	September 15	October 5-November 2
Session 4	October 15	November 3-December 7
Session 5	November 15	December 8-January 20
	NO FEES	Winter Break
Session 6	January 15	January 21-February 24
Session 7	February 15	February 25-March 25
Session 8	March 15	March 28-April 29
Session 9	April 15	May 2-May 27

LATE FEES of \$15 per child will be applied automatically each month to accounts with fee balances not paid by the close of Decatur Rec Center on the last business day on or before the 15th of the month.

FINANCIAL ASSISTANCE

• For families *wishing to apply* for Financial Assistance for the first time this year: The Application form will be available at www.cys.decaturga.com and at Decatur Rec Center. Note that specific documentation is required for submission. Only complete applications will be accepted

• For families *currently receiving* Financial Assistance: Letters will go out from the CYS Director to all families currently receiving FA indicating what steps will be needed prior to the close of the school year in order to re-apply for FA for the 2010-11 school year.