



June 20, 2023

Dear Parent or Guardian,

Thank you for registering your child for City of Decatur's Afterschool Programs for the 2023-24 school year. There are a few updates that you need to know. The Children and Youth Services Division and the Active Living Department have merged into the new Decatur Parks and Recreation Department. The division that now serves both our afterschool, all day camp and summer camp programs is now called Out-of-School Time. The team members haven't changed and will be ready to welcome you and your child at the beginning of the school year.

Please review this letter for important information relating to: Part-Time Registration, Fees, Payments, Billing, Parent Orientation, Financial Assistance and Forms.



#### **HIGHLIGHTS**

- Session fees have increased to \$395\* per session (20 school days) for 2023-24
- Wednesdays cost \$100/session\* vs. \$90/session\* for other days of the week due to early release days
- Fees are due the 15<sup>th</sup> of each month starting July 15, late fee \$15 after the 15<sup>th</sup>
- Mid-session changes - \$25 per change per child after the fee due date
- Parent Afterschool Orientations coincide with school orientations – expect a July email reminder.

\*Denotes Resident rate; non-resident rate information on Fee Schedule at end of document

#### **Fee Increase - \$395 per session**

In order to account for increased costs for employee payroll generated by the increase in hourly wages for afterschool staff members, a 45% increase in snack costs, and the addition of nine early release days throughout the school year, full session (5 days/wk for 20 school days) fees will be \$395 per session for residents and \$420 per session for non-residents. This is a \$40 per session increase over the 2022-23 school year session fee.

**Part-Time Registration -- Please Declare by JULY 15**

Request all Part-time registration in writing (email [OST@decaturga.com](mailto:OST@decaturga.com)) by **Friday July 15, 2023** in order to avoid a change fee of \$25 per child. You do not need to email us if you indicated your desired days on your Information and Release form. If no days were marked on your 2023-24 Afterschool and All Day Camp Information and Release form, your child will be enrolled five days per week. **Last school year's (2022-23) days do not carry over** unless you communicate in writing that you want to continue the same days in the coming school year. In order to enroll specific days of the week, please email [OST](mailto:OST@decaturga.com) and specify your child's name, name of the program and which days of the week your child will attend. Days of attendance remain the same throughout the session. Changes to part-time days are subject to availability and should be requested by the 15<sup>th</sup> of the month prior to the next session. Changes to part-time registration for a *current* session will cost \$25 per child, per change and are subject to availability and administrative approval. After July 15, changes may be made for Session 2 by August 15. Part-time fees are as follows: \$90/1 day; \$180/2 days; \$270/3 days; \$360/4 days. Non-resident part-time fees are \$10 more per day of enrollment (100/200/300/400). Due to the early release schedule for 2023-24 falling on Wednesdays, the Wednesday part-time rate will be an additional \$10 per day or \$100 residents and \$110 non-residents.

**FEE DUE DATES and SESSION CHANGES DEADLINES**  
**A session is 20 school days. 9 sessions x 20 days = 180 days of school**

Session	Dates	Fees & Change Requests Due for next session
1	August 1-28	July 15
2	August 29-October 3	August 15
3	October 4-31	September 15
4	November 1-December 6	October 15
5	December 7-January 18	November 15
<i>No December payment</i>		
6	January 19-February 22	January 15
7	February 23-March 21	February 15
8	March 22-April 25	March 15
9	April 26-May 22	April 15

**Session Fees**

Sessions are 20 school days each with nine total sessions in the school year covering the 180 days of school. Payment for Session 1 is due by **July 15**. For your convenience, Session 1 (August 1-28) fees will be applied to your family's account as of **July 3**. This will allow you to make your payment on the web using Visa or MasterCard. (See *Making Payments* for more details.) The OST team will apply session fees by the **first business day of each month** from July 1 through April 1 with the exception of December 1. Once fees are applied to your account, web payments can be made. Children are considered enrolled for the entire school year unless a withdrawal is requested in writing. Withdrawals must be submitted by **the 15<sup>th</sup> of the prior month** in order to apply to the upcoming session. Please find the full fee schedule for 2023-24 following this letter.

**Late Fees**

Session fees are due **IN ADVANCE**. Thus, fees for Session 1 (August 1-28) are due JULY 15. After July 15, a late

fee of \$15 per child will be applied to your account for unpaid fees. This fee will be assessed each time session fees are not paid by the 15<sup>th</sup> of the month.

### **Making Payments**

In order to make a payment you may choose any of the following methods:

▶ **ONLINE:** Log in to [CommunityPass](#) to make a payment using Visa or MC

In order to locate [CommunityPass](#) online please click the embedded link or visit [www.decaturga.com/registration](http://www.decaturga.com/registration). Click the link for [CommunityPass](#) on the webpage. Enter your family account login and password (if you forget your password you can request it from the CommunityPass login screen; also available from 404-378-1082 or 404-377-0494 or email [registration@decaturga.com](mailto:registration@decaturga.com)).

▶ **BY PHONE:** Call Decatur Parks and Recreation at 404-377-0494 to pay by phone using Visa/MC

▶ **IN PERSON:** Visit Decatur Recreation Center at 231 Sycamore Street to pay by cash, check or Visa/MC  
Building hours: M-Th 8 am-8 pm; F 8 am-6 pm; Sat 9 am-4 pm

▶ **BY MAIL:** Mail a check made out to Decatur Parks and Recreation Department to P.O. Box 220 Decatur, GA 30031

### **Billing Policy**

City of Decatur rolls tuition each month for afterschool services. We will send a reminder email each month to the primary guardian's email address on the family account. Please log in to [CommunityPass](#) to confirm that we have an accurate email address associated with your family account. To make adjustments please make changes in CommunityPass under My Account > Update Account Information. Please make a note in your calendar to remind you fees are due on the 15<sup>th</sup> of each month. A late fee will be assessed to any account with unpaid fees after the 15<sup>th</sup>. Non-payment will result in dismissal from the program.

### **Parent Orientation**

Parent Orientation will be held in conjunction with school parent orientations and open houses. Please look for an email this summer with specifics for your child's afterschool program parent orientation. Orientation includes an opportunity to meet your child's afterschool Site Coordinator and an overview of policies, procedures, and program information. If you cannot attend, please download the Afterschool Parent Handbook for 2023-24 (available July 2023) from [www.decaturga.com/OST](http://www.decaturga.com/OST) > Forms & Documents.

### **Financial Assistance**

Financial Assistance (FA) is available on a sliding scale for Decatur residents demonstrating a need. To apply for assistance, you need to complete a [2023 Financial Assistance Application](#). Documentation of residency and proof of income needs to be submitted once annually. If you submitted a 2022-23 Financial Assistance Application for summer camp 2023 and received approval for financial assistance, you do not need to submit documentation again. If you last submitted in 2022, you will need to complete a new FA application for the 2023-24 school year. The application includes a list of documents we can accept to identify your rate on a sliding scale and is available at [www.decaturga.com/OST](http://www.decaturga.com/OST).

### Forms

Decatur Parks and Recreation Department must have a completed 2023-24 Afterschool Information and Release Form and 2023 Afterschool Health History Form for each child in order for children to attend the program the first day of school. Forms are located in CommunityPass in the 2023-24 Afterschool Programs season.

Additional forms are available regarding [Asthma](#) and [Food Allergies](#). Please be sure to complete all forms **by July 15**. A kiosk for completing online forms is available at the Decatur Recreation Center front desk if you do not have access to the internet at home.

### Contact Us

To reach your program's Site Coordinator please call **404-377-0494** between the hours of 9:30 am and 1:00 pm starting July 17, 2023. To reach program administrators or ask program related questions please call the **Out-of-School Time Office at 404-377-0494** anytime Monday-Friday 9:30 am-6:30 pm during the school year.

We are looking forward to a safe, fun 2023-24 afterschool year! Please do not hesitate to contact the OST team with any questions.

General Parks and Recreation Email: [registration@decaturga.com](mailto:registration@decaturga.com)

Phone: 404-377-0494 Office hours: 9:30 am-6:30 pm M-F

### Out-of-School Time Division Staff Members

OST Staff Member	Title/Program	Email
Dajānē Martin	Program Supervisor, OST Division, Whiz Kids	<a href="mailto:dajane.martin@decaturga.com">dajane.martin@decaturga.com</a>
Rashad Crowell	Program Supervisor, OST Division, Animal Crackers	<a href="mailto:rashad.crowell@decaturga.com">rashad.crowell@decaturga.com</a>
Lillie Johnson	Administrative Assistant, OST Division	<a href="mailto:lillie.johnson@decaturga.com">lillie.johnson@decaturga.com</a>
Jazmine Milton-Dates	Site Director, Clairemont Animal Crackers	<a href="mailto:jazmine.milton-dates@decaturga.com">jazmine.milton-dates@decaturga.com</a>
Deyanna Mills	Site Director, Glennwood Animal Crackers	<a href="mailto:deyanna.mills@decaturga.com">deyanna.mills@decaturga.com</a>
Jamera Jones	Site Director, Oakhurst Animal Crackers	<a href="mailto:jamera.jones@decaturga.com">jamera.jones@decaturga.com</a>
Xaviea Conover	Site Director, Westchester Animal Crackers	<a href="mailto:xaviea.conover@decaturga.com">xaviea.conover@decaturga.com</a>
Joslyn Cox	Site Director, Winnona Park Animal Crackers	<a href="mailto:joslyn.cox@decaturga.com">joslyn.cox@decaturga.com</a>
Stephen Chapital	Site Director, Fifth Avenue Whiz Kids	<a href="mailto:stephen.chapital@decaturga.com">stephen.chapital@decaturga.com</a>
Kiara Weems	Site Director, Talley Street Whiz Kids	<a href="mailto:kiara.weems@decaturga.com">kiara.weems@decaturga.com</a>



## ANIMAL CRACKERS & WHIZ KIDS FEE SCHEDULE



**ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE**

### SCHOOL YEAR CALENDAR 2023-2024

**SESSION PAYMENTS ARE DUE ON THE 15<sup>TH</sup> OF EACH MONTH (except December).** Participants will be re-enrolled on the first of the month unless family submits a written withdrawal request in advance. Each Session = 20 School Days (9 sessions x 20 school days = 180 days of school).

**A \$15 LATE FEE PER CHILD WILL BE ADDED TO YOUR ACCOUNT AFTER THE 15<sup>TH</sup> OF EACH MONTH.**

Payments for financial assistance are based on a sliding scale. Payments are due on the same dates.

#### Amount Due

Due Date	Animal Crackers	Whiz Kids	Session/All Day Camp
At Registration	\$35/\$15 FA	\$35/\$15 FA	One-time annual fee for t-shirt and admin costs
July 15	\$395 <sup>1</sup>	\$395 <sup>1</sup>	Session 1 (August 1–28)
August 15	\$395 <sup>1</sup>	\$395 <sup>1</sup>	Session 2 (August 29–October 3)
September 5	\$50 day/\$15 FA <sup>2</sup>	\$50 day/\$15 FA <sup>2</sup>	All Day Camps – September 18,19,20,21,22
September 15	\$395 <sup>1</sup>	\$395 <sup>1</sup>	Session 3 (October 4–31)
October 15	\$395 <sup>1</sup>	\$395 <sup>1</sup>	Session 4 (November 1–December 6)
October 15	\$50 day/\$15 FA <sup>2</sup>	\$50 day/\$15 FA <sup>2</sup>	All Day Camp – November 7
November 7	\$50 day/\$15 FA <sup>2</sup> day	\$50 day/\$15 FA <sup>2</sup>	All Day Camps – November 20,21
November 15	\$395 <sup>1</sup>	\$395 <sup>1</sup>	Session 5 (December 7–January 18)
December 15	\$50 day/\$15 FA <sup>2</sup> day	\$50 day/\$15 FA <sup>2</sup>	All Day Camp (January 2-3)
<b>December 15</b>	<b>NO SESSION FEE DUE</b>	<b>IN DECEMBER</b>	
January 15	\$395 <sup>1</sup>	\$395 <sup>1</sup>	Session 6 (January 19–February 22)
January 27	\$50 day/\$15 FA <sup>2</sup>	\$50 day/\$15 FA <sup>2</sup>	All Day Camps – February 12,13,14,15,16
February 15	\$395 <sup>1</sup>	\$395 <sup>1</sup>	Session 7 (February 23–March 21)
March 15	\$395 <sup>1</sup>	\$395 <sup>1</sup>	Session 8 (March 22–April 25)
March 15	\$50 day/\$15 FA <sup>2</sup> day	\$50 day/\$15 FA <sup>2</sup>	All Day Camps – April 1,2,3,4,5
April 15	\$395 <sup>1</sup>	\$395 <sup>1</sup>	Session 9 (April 26-May 22)

Non-residents \$25 additional per session, \$10 per day partial enrollment

#### Enrollment Fees (Resident):

Program	Full Session	Part-Time 1-day*	2-day*	3-day*	4-day*
Animal Crackers (AC)	\$395	\$90	\$180	\$270	\$360
Whiz Kids (WK)	\$395	\$90	\$180	\$270	\$360

FA Financial Assistance is based on a sliding scale for Decatur residents who demonstrate a need.

\* Part-time schedules that include Wednesdays will cost \$10 more per session due to early release Wednesdays

<sup>1</sup> Non-resident fees are \$420/session AC/WK and \$100/\$200/\$300/\$400 part-time; All Day Camps are \$50/day (K-5).

<sup>2</sup> Spaces for All Day Camp are limited and accepted on a first come basis. No new registrations accepted on the day of camp.

**We will adhere to All Day Camp Registration Deadlines to determine if we have adequate enrollment to operate camp and for staffing numbers.**

#### HOLIDAYS (No Afterschool or All Day Camp Programs)

Labor Day	September 4	Thanksgiving Holidays	November 22-24
Winter Holidays	December 21-31, Jan 1	Martin Luther King, Jr. Day	January 15