

Britt David Magnet Academy
5801 Armour Rd
Columbus, GA 31904
706-748-2617

Mrs. Lisa C. Whitaker
Principal

Mrs. Melissa Thomas
Assistant Principal



**Britt David Magnet Academy After-School
Enrichment Program Handbook
2025-2026**

Co-Directors
Mrs. Nancy Brannon
Ms. Alice Gibson

Non-discrimination Statement: Britt David Magnet Academy does not discriminate on the basis of sex, race, creed, religion, national origin, age, or handicap in our programs, activities, or employment practices and policies.

Hours of Operation

Britt David Magnet Academy After School Enrichment Program (ASEP) is in operation from 2:15 p.m. – 6:00 p.m.

Updated 06/10/2025

Britt David Magnet Academy
After-School Enrichment Program (ASEP) Policies

1. Enrichment Program fees are due on the first business day of each month. Please note that **fees are the same each month to reflect 36 weeks in a year of full time After School care.**
2. All students participating in the ASEP must have a completed registration form on file and the registration fee paid prior to attending the program.
3. **If tuition is not received by the 5th business day of the month, a \$25 late fee will be charged.**
4. If tuition is not received by the 5th business day of the month, the student(s) can be removed from the program until payment is made. **(This will be strictly enforced.)**
5. **Payments must be made by My Payments Plus.**
<https://www.mypaymentsplus.com/welcome>
6. For students who are picked-up after 6 p.m., **parents will be charged a late fee at the rate of \$2.00 per minute.** If parents are late three times, their child(ren) may become ineligible to participate in the program. **(This will be strictly enforced.)**
7. A Drop-In service is available to all Britt David families. If a parent would like to use the drop-in service, all documents need to be filled out, signed and returned to Britt David either in person or fax (706) 748-2620. Also, a call must be made to the school no later than 1:45 p.m. to inform the Britt David staff and program director of the change. Payment for drop-in service is due on the day of service. Payments not received on the same day can cause eligibility for use of the drop-in service to be void.
8. ASEP does not accept responsibility or liability for personal injury while attending our program.
9. ASEP does not accept responsibility for lost, stolen, or traded personal items.
10. Parents are responsible for providing current and correct student information to include emergency numbers, medical information, and guardianship.
11. All changes in pick-up must be made in writing to the **AFTER-SCHOOL DIRECTOR.** This ensures the safety of the child(ren).
12. Parents are responsible for transportation.
13. Britt David Magnet Academy ASEP will NOT operate on school closings, holidays, or inclement weather days.
14. All students must be signed out daily by a custodial parent, or someone on the registration form ONLY. Showing a form of picture identification will be MANDATORY until the director is familiar with all parents. Therefore, be prepared to have your ID available daily.
15. **There will be no refunds.**
16. Please see rates below.

Registration Fee	Drop-In Fee	Monthly Fee	Sibling Discounts	
			Mondays-Fridays Drop-In	Monthly
1 st child - \$20 2 nd child - \$15 Each additional child - \$10	A drop-in rate of \$25.00 a day per child.	The monthly fee is as follows \$252.00. This fee is the same each month. Please see below on how fee is calculated Each week is \$70x36 weeks of the school year/divided by 10 months.	\$25.00 per day/per child No discount for drop-in rate	The monthly fee for the 2nd child and any additional siblings: \$216.00. This fee is the same each month per sibling. Please see below on how fee is calculated Each week is \$60x36 weeks of the school year/divided by 10 months.

Discipline:

Britt David Magnet Academy's ASEP is an extension of the regular school day. All school system rules are in full force for this program and must be followed as stated in the Muscogee County School District Code of Conduct. ANY violation of the rules will result in specific and systematic consequences.

Rules:

1. Students should follow all instructions given by the teacher and/or directors.
2. Students are not allowed to have electronic devices of any sort, unless a day has been designated in writing by the director.
3. Students should show respect to all adults on duty and other students in the program.
4. Students should ask permission prior to leaving designated area(s).

Violation 1	Directors talk to student and notify parent.
Violation 2	Directors will talk to student, notify parents, and have the student write a Behavior Action Plan.
Violation 3	Directors write a behavioral referral to be kept on file with Britt David Magnet Academy's ASEP.
Violation 4	Directors have the right to remove the student from the program for a week. Further violations may result in suspension greater than a week, to possibly include suspension for the remainder of the school term.

***The determination of the severity of the offense is left up to the discretion of the Directors who have the right to consult the advice of the building Principal and/or Assistant Principal. Severe violations may necessitate immediate dismissal on the first offense.

SAFETY OF ALL STUDENTS IS OUR NUMBER ONE PRIORITY



Britt David Magnet Academy After School Enrichment Program Registration Form
 **Please complete the form in its entirety with a blue or black pen. ** **A registration
 form must be completed for each child enrolled. **

Child's Name	Teacher	Grade	Gender

Home Address: _____

Mother's Name _____
 Work Number _____ Employer: _____
 Cell Number _____ Home Number: _____
 Email: _____

Father's Name _____
 Work Number _____ Employer: _____
 Cell Number _____ Home Number: _____
 Email: _____

EMERGENCY CONTACT INFORMATION

1st Contact Person _____ Phone _____
 2nd Contact Person _____ Phone _____
 3rd Contact Person _____ Phone _____

Child's Physician _____ Phone _____ Other Authorized Persons _____

Allowed to Pick-Up My Child with ID:

Name	Relationship	Phone Number

My child will be enrolled in the Britt David Magnet Academy ASEP for (check one of the following) ____ Full Week/Monthly
____ Individual Days/Drop-in: ____ Mon ____ Tues ____ Wed ____ Thurs ____ Fri ____

If school dismisses for inclement weather on any unforeseen reason, my child will be sent home by:

____ Bus # ____

____ Car Rider

____ I will arrange for immediate pick up.

Special Instructions: (Allergies, Medications, Dietary Needs, etc.)

Please review and sign below:

- I have been provided a copy of the handbook, and I have read and understand the policies and procedures provided therein and will abide by all. I assume all responsibility by enrolling my child in the after-school program and in the event of an accident, or if injury is incurred while said child is attending BDMA After- School Enrichment Program. In the event of an emergency, I authorize permission for the staff to seek immediate medical attention.
- I understand that all school system rules are in full force for this program, and must be followed as stated in the MCSD Code of Conduct. Any violation of the rules will result in the specific and systematic consequences in accordance with school policy.
- I understand that BDMA is not responsible for lost, stolen, or traded personal property.
- I understand that the monthly fees are not prorated, and no refunds are given. I agree to pay the registration fee and enrichment tuition in full and on time to Britt David Magnet Academy through My Payments Plus according to payment policy. I understand late fees may be assessed if payment policies are not met.

Name of Parent/Guardian: _____ Date: _____

Parent Signature: _____