



# SAINT MARY-SACRED HEART SCHOOL

## After School for Kids

### Before and After School Care Programs 2019-2020

Dear Parents,

Welcome to the ASK Program! Our extended care program includes both before and after school care for our students. You will find the following information and forms attached:

Information & Guidelines	Pages 2, 3
Important Reminders	Page 4
Application Form	Pages 5, 6
Policies and Rules Agreement	Page 7
First Aid and Emergency Medical Care Authorization & Consent Form	Page 8
Transportation/Alternative Transportation & Misc. Information Form	Page 9

If your family will be using either the before and/or after school care programs this year, please review this information, complete the application forms, and return all forms with the registration fee to the main office to the attention of our ASK Coordinator, Mrs. Shawn Sweet, by **Monday, August 12, 2019.**

Please note that space will be limited and registrations will be taken on a first come, first serve basis. Your timeliness in returning the completed application forms by **Monday, August 19th** is greatly appreciated!

Sincerely,

Charlotte Lourenco  
Principal

**Before School Care will start on Tuesday, August 27th.**

**After School Care will start on Tuesday, September 3<sup>th</sup>.**



# After School for Kids

## (Before and After School Care Programs)

### **Philosophy**

The **ASK For Fun Program** is an extension of our school day program and incorporates the same mission of providing a quality Catholic education for our students. The program will strive to create opportunities that will challenge each child to develop his/her personal potential in a Christian community.

### **Goals**

The program will:

- Provide a safe, encouraging environment for children needing before and/or after school care in a familiar setting.
- Schedule appropriate physical activities, quiet study time, and enrichment activities for all participants to enhance the regular school day experience.
- Allow for interaction with other children and adult caregivers to help foster a sense of community.

### **Admission Policies**

- The **ASK For Fun Program** is available to St. Mary-Sacred Heart School students. Students in any grade level may be enrolled in either or both the before school and after school portions of the program. An application and all necessary paperwork must be submitted for any of these enrollment options for each participant.
- The **ASK For Fun Program** is a voluntary program available to families who need extended care for their children either before or after the normal school hours. In order to ensure the safety of all participants, parents and students must follow the program's established rules and regulations in order to continue in the program.
- There will be a \$30 registration fee per child (\$20 for second child in a family with a \$50 maximum per family). This fee will be used to help fund the program's materials and equipment costs. This fee must be submitted with the application and necessary paperwork before any child may participate in the program.
- Participants may use the before school portion of the program (8:00 AM to 8:40 AM) on an "as needed" basis. Any student who arrives at school prior to 8:40 AM will be placed in the program for that day for proper supervision and to ensure the student's safety (unless the student has a pre-arranged activity like academic assistance from a classroom teacher). Parents will be billed accordingly.
- Participants in the after school portion of the program **must be signed up for a specific day or days per week**. The program coordinator must be given at least one week notice of any changes to a participant's schedule so that appropriate staffing changes can be made if needed. **Parents will be billed for original schedule for the one week following notification of change, whether the student attends the program or not.**
- Fees may be paid weekly to the program director by check (payable to St. Mary-Sacred Heart School) on a regular basis. Delinquent accounts can result in dismissal of a child from either before or after school program. Regular, prompt payments will assure the continued employment of personnel and provision of supplies as well as the success of the program. ***Due to the staffing requirements for the after school care program, deductions or credits to an invoice or substitutions in days may not be taken if a child cannot attend his/her regularly scheduled afternoon due to illness or other activity.***

See next page for fees schedule→

Page 2 of 10



# After School for Kids

## (Before and After School Care Programs)

- Fees are as follows:

Service Provided	Per Day	Per Week
Before school care (any arrival between 8:00 AM and 8:40 AM)	\$7.00	\$35.00
After school care (any portion of time between 3:15 PM and 4:44 PM)	\$12.00	\$60.00
Extended After school care (any pickup between 4:45 PM and 6:00 PM)	\$22.00	\$110.00
After school care on a half-day of school (any portion of time between 12:00 and 6:00 PM) <b>** If you commit to using our after school care on a half day you will be financially responsible for this \$35 fee regardless of the amount of time the child attends.</b>	\$35.00	n/a
Late fee for pickups after 6:00 PM (Note: Fee is for every 15 minutes or portion thereof.)	\$15.00	n/a

### **Program & Schedule**

The **ASK For Fun Program** is available on full school days and local professional release half days. Before school care will be provided from 7:30 AM to 8:40 AM each day. After school care will be provided from 3:15 PM to 6:00 PM each day.

The before school care session will be held in the school lunchroom. Students will have the opportunity to work on assignments if needed. Table games will also be available to the students until 8:30 AM. Weather permitting, students will go outside for outdoor play on the playground from 8:30 AM to 8:55 AM. All students will be lined up for entry into the school at 8:55 AM.

The after school care session will follow this schedule:

3:15 – 3:30 PM	Snack, changing of clothes if necessary, and clean up.
3:30 – 4:15 PM	Quiet time for homework assignments, reading, etc.
4:15 – 5:15 PM	Physical activities on the playground or in the church hall (depending on weather).
5:15 – 6:00 PM	Miscellaneous activities (will vary according to students' interests and availability of resources)

The after school care session will be held in various areas of the school and church hall depending on the activity. Quiet study time will be required of all participants according to the above schedule and *Page assisted 3 of 10*



## After School for Kids (Before and After School Care Programs)

(not tutored) by teachers and/or aides if needed. Additional quiet academic activities will be provided to those students who do not have any homework assignments to complete. Miscellaneous activities may include computer time, arts-related projects, and various special offerings.

### Important Reminders

- ★ **An authorized adult must sign out each student when he/she is picked up.** There will be a new check out process this year utilizing a computer sign out and each adult authorized to pick up a student will have a Personal Identification Number (PIN) assigned to him/her. Please be sure to provide us with a complete list of authorized adults so that a PIN can be generated and assigned to each one. Do not share your PIN with any other person. The PIN used to check out a student will record the name of the adult who is picking up the child. We need to be notified in writing of any changes in the people who have your permission to pick up your child. We will not release any child to a person who is not authorized and please advise anyone who is picking up your child that he/she may have to show us a picture ID if we do not recognize the adult.
- ★ **All students must be picked up by 6:00 PM.** Families will be charged an additional \$15 for every fifteen minutes (or portion thereof) that a child remains with us after that time.
- ★ **Requests for changes to a child's after-school care schedule must be submitted in writing at least one week in advance.** This allows us to ensure that proper staffing can be arranged. Days may not be substituted if missed due to absence, etc.
- ★ Weekly bills for services provided will be sent home in the following week's Wednesday folder for payment and are due upon receipt. Please feel free to send in a note to the attention of Shawn Sweet, our Extended Care Coordinator, regarding any questions regarding the billing. In order to meet the payroll for this program's staffing, your prompt payment is greatly appreciated.
- ★ Students should not bring any toys, games, personal belongings, etc. to school. Both extended care programs will provide activities and games for the students. Students may bring their own snack or drink if they wish, but the program will always provide a nutritious snack and drink during the after-school program. There is an occasional exception to this rule on half days, and written notification regarding the approval of these items will be sent home. School policy regarding the fact that these items need to be held in the office during school hours still applies (see Handbook).

***Application and required forms start on next page →***



# After School for Kids

(Before and After School Care Programs)

## Application Form 2019-2020

### Participant Information:

Child(ren)'s Name(s)

Grade in Sept.

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### Parental/Guardian Information:

Father's Name

Home Street Address

City, State, Zip

Home Phone

Mother's Name

Home Street Address (if different from above)

City, State, Zip

Home Phone (if different from above)

Does child(ren) live with both parents:

Yes  No

If no, is there a restriction on which parent can pick up child(ren)?

Yes  No

If yes, please explain and also be sure that the administration of the school has a copy of any restraining orders, custody agreements, etc. on file:

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## After School for Kids (Before and After School Care Programs)

Application continues on next page →

### **Enrollment Information:**

**Before School Care:** Please register my child(ren) for before school care allowing me to \_\_\_ drop\_my child(ren) off at or after 8:00 AM. I understand that this program is considered an “as needed” (drop in) program. My child(ren) will be considered in attendance and billed for this program only if their arrival time is prior to 8:40 AM. Days of anticipated participation:

Monday     Tuesday     Wednesday     Thursday     Friday  
 As Needed

**After School Care:** Please register my child(ren) for after school care on the day(s) indicated \_\_\_ below. I understand that this is a commitment to reserve this slot and that we will be billed whether or not the child is in attendance (this is not an “as needed” program). ***I also understand that a two-week notice of any changes to this schedule must be given in writing to the office (Attn: Shawn Sweet, ASK Coordinator).*** Days of the week to reserve for my child(ren) are:

Monday     Tuesday     Wednesday     Thursday     Friday

Please return this form along with the \$30 per child (\$50 maximum per family) registration fee by Monday, August 12, 2019. Space is limited and applications will be accepted on a first come, first serve basis.



# After School for Kids

## (Before and After School Care Programs)

### Policies and Rules Agreement

**Please review the following policies and rules and sign and return this agreement with your registration form.** The ASK Program staff members will review this information with all students in the program during the first week of school as well.

- Homework must be done during the assigned time (3:30 to 4:15 PM). If a child has no homework then the ASK Program staff will provide the student with an assignment left by his or her classroom teacher or the student may read a book silently. If homework needs to be completed earlier due to other activities (dance, swimming, etc.), parents are responsible for notifying the staff of that request.
- All students will stay with the group during the physical activity time. Students may not stay behind in the office to complete homework. If a student needs additional time after 4:15 PM to complete homework, then the child can be given a clipboard to work on while the group is on the playground or in the church hall.
- Computer access will be limited to educationally related activities and the ASK Program staff reserve the right to tell a student to leave inappropriate sites. If a student consistently accesses inappropriate sites (as determined by the ASK staff) then the student will be denied future computer access.
- If a parent arrives later than 6:00 PM for pick up, there will be a \$15 late fee charged for every 15 minutes that a parent is late on the weekly bill. Please have the courtesy to contact the ASK staff if you know you will be late due to traffic, etc. in order to alleviate your child's fears.
- Behavior is expected to be appropriate as outlined in the school's Student Handbook during both the before and after school care sessions. The ASK Program staff reserves the right to dismiss a student from the program if inappropriate behavior becomes a regular concern.

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Parent Signature

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Date



## After School for Kids (Before and After School Care Programs)

<b>Information Requested</b>	<b>ASK Participant #1</b>	<b>ASK Participant #2</b>
<b>Child's Name</b>		
<b>Date of Birth</b>		
<b>Physician's Name</b>		
<b>Physician's Address</b>		
<b>Physician's Phone No.</b>		





**First Aid and Emergency Medical Care Authorization and Consent Form**  
**After School for Kids**  
(Before and After School Care Programs)

<b>Health Insurance Coverage</b>		
<b>Policy Number</b>		
<b>Name of Policyholder</b>		
<b>Allergies</b> (Please feel free to attach additional information as necessary.)		
<b>Chronic Health Conditions</b> (Please feel free to attach additional information as necessary.)		
<b>Special Dietary Restrictions</b> (Please feel free to attach additional information as necessary.)		

The Data Verification Forms submitted by parents which are on file in the school office will be used for emergency contact information for parents and trusted others.

I understand at least one or more of the staff members in the ASK Program is trained in the basics of first aid and I authorize them to give my child first aid when appropriate. I also understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and/or to \_\_\_\_\_.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Date



## After School for Kids (Before and After School Care Programs)

student's application will be issued their own PIN in addition to adults listed below. (If no one is authorized, please indicate below by writing "NO ONE.")

Name & Address	Relationship	Phone Number(s)

Any changes to the above list of authorized adults must be stated in writing and will be maintained in the child's file. The permission is valid for one program year from the date of signature.

\_\_\_\_\_  
 Parent Signature                                      Parent Name (Printed)                                      Date

### Miscellaneous Information

Information Requested	ASK Participant #1	ASK Participant #2
Child's Name		
Special Interests		
Highest Authorized Movie	<input type="checkbox"/> G <input type="checkbox"/> PG <input type="checkbox"/> PG-13	<input type="checkbox"/> G <input type="checkbox"/> PG <input type="checkbox"/> PG-13
Other information you would like us to know about your child(ren)		