



SAINT MARY-SACRED HEART SCHOOL

After School for Kids

Before and After School Care Programs 2023-2024

Dear Parents,

Welcome to the ASK Program! Our extended care program includes both before and after school care for our students. Please carefully review the following information and forms.

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 to the main office by **Monday, August 21, 2023**.

Please note that the running of this program is subject to enrollment. We require a minimum number of students per day in order to operate the ASK program daily.

Your timeliness in returning the completed application forms is greatly appreciated!

Sincerely,

Allison Bennett
Program Coordinator

Before School Care will start on Tuesday, August 29, 2023.
After School Care will start on Tuesday, September 5, 2023.

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 strives 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 and will be added to your first billing statement.

Program & Schedule

Before school care will be provided from 7:45 AM to 8:40 AM each day. Participants may use the before school portion of the program 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.

After school care will be provided from 3:15 PM to 6:00 PM each day. The after care program is available on full school days **ONLY**. Participants in the after school care program **must be signed up for a specific day(s) of week**. The program coordinator must be given at least one week's notice of any changes to a participant's schedule so that appropriate staffing changes can be made if needed. **Parents will be billed for the original schedule for the one week following notification of change, whether the student attends the program or not.**

Fees must be paid weekly to the program director via the FACT Management system on a regular basis. Delinquent accounts can result in dismissal of a child from the ASK 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 without one week notice to the program coordinator.***

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Fees are as follows:

<u>Service Provided</u>	<u>Per Day</u>	<u>Per Week</u>
Extended before school care (any arrival between 7:45 and 8:00 AM)	\$12.00	\$60.00
Before school care (any arrival between 8:00 and 8:40 AM)	\$7.00	\$35.00
After school care (any portion of time between 3:15 and 4:44 PM)	\$15.00	\$75.00
Extended after school care (any pickup between 4:45 and 6:00 PM)	\$30.00	\$150.00
Late fee for pickups after 6:00 PM (Note: Fee is for every 15 minutes or portion thereof)	\$15.00/ 15 min	

The before school care session will be held in the cafeteria. Students will have the opportunity to work on assignments if needed. Weather permitting, students will go outside for outdoor play on the playground from 8:30 AM to 8:40 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 inside

3:30 – 4:00 PM Outside for movement time, weather permitting

4:00–4:45 PM Indoor homework and quiet independent play time

4:45-6:00 PM Games, arts and crafts, play time

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Important Reminders

An authorized adult must sign out each student when he/she is picked up.

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. If you find that you are running late, please contact the ASK team via the program cell phone.

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 emailed on Wednesday. Payment is due within ten days of receipt. In order to meet the payroll for this program's staffing, your prompt payment is greatly appreciated. Please feel free to send in a note to the attention of Allison Bennett, our ASK Program Coordinator, regarding any questions regarding the billing.

Billing is done via the FACTS Management system. Auto payment can be set up through the FACTS Management system.

Students should not bring any toys, games, personal belongings, etc. to school; this includes the ASK Program. 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 snack during the after school program.

The after care program utilizes a cell phone to communicate with staff for pick up or emergency contact. Please call or text 774-340-0959 when you arrive to pick up your child(ren) and they will be brought to you. Please call the main office during the day to make any changes to your child(ren)'s schedule as this phone is not manned during the school day.

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Application Form 2023-2024

Participant Information:

Child(ren)'s Name(s) and grades as of August:

Parental/Guardian Information:

Mother's Name

Home Street Address

City, State, Zip

Home Phone

Cell Phone Number

Email Address

Father's Name

Home Street Address

City, State, Zip

Home Phone

Cell Phone Number

Email Address

Does child(ren) live with both parents: ☐ Yes ☐ No

If no, is there a restriction on which parent can pick up your 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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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 7:45 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 one week notice of any changes to this schedule must be given in writing to the office (Attn: ASK Coordinator) or by email to the Director of the Program.***

Days of the week to reserve for my child(ren) are:

____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday

Please return by August 21, 2023. Space is limited and applications will be accepted on a first come, first serve basis.

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	ASK Participant #1	ASK Participant #2
Child's Name		
Date of Birth		
Physician's Name		
Physician's Address		
Physician's Phone Number		
Health Insurance Coverage		
Policy Number		
Name of Policyholder		
Allergies *		
Chronic Health Conditions *		
Special Dietary Restrictions *		
Special Interests		
Highest Authorized Movie (please circle)	G PG PG-13	G PG PG-13
Other information you would like us to know about your child(ren)		

* Please feel free to attach additional information as necessary

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Please list any adults beyond the participant(s)' parents who are authorized to pick up your child(ren) from the ASK Program. (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

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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 is encouraged to be completed during the assigned time (4:15-6:00 PM). If a child has no homework then the student may read a book or participate in a quiet activity.

All students will stay with the group during the physical activity time. If a student needs additional time to complete homework, then the child can be given a clipboard to work on while the group is on the playground.

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. If pick up occurs later than 6:00 pm there will be a \$15 late fee charged for every 15 minutes on the weekly bill.

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.

Parent Signature

Date

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First Aid and Emergency Medical Care Authorization and Consent Form

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