



After School Guidelines

Introduction

Our ASP is a homework based program with extracurricular activities for enrichment.

ECP3, UPK, K and Gr. 1 will meet in the classroom for snack, homework, and classroom activities.

Grades 2 – 8 will meet in the cafeteria for snack and Study Hall until 4:15pm where they will be supervised and assisted by our ASP Teachers. At 4:15pm they will break into smaller groups and proceed to one of the following activities: homework completion, scheduled activity, or supervised game period. Our library, computer lab, and gym are available for use by teachers and all students who complete homework.

After School Hours of Operation

Regular School days: Dismissal to 6:00pm

Noon Dismissal Days: 12:00pm to 3:00pm (unless otherwise noted on monthly calendars)

After School Policies

- The program is open to students in UPK through Gr. 8. ECP-3 children are permitted if requested by the parent and approved by their teacher.
- An After School Information Sheet must be completed and returned to school in order for your child to participate in our after school program. If necessary, please download or request one from the office. Very important contact and pick-up information is included on this form which is kept on file in the After School office. If any information changes, please complete a new form and send it to the school office.
- The cost of the program is \$10.00 per day (\$50.00 per week). If you have more than one child who attends for the full week, 5 days, there will be a flat rate of \$10.00 for each additional sibling. For example, the weekly fee for two children is \$60.00 (\$50.00 + \$10.00), three children is \$70.00 (\$50.00 + \$20.00). If two children attend for 3 days each during the week, the fee would be \$60.00 (days @\$10.00 each - \$30.00 X 2). ASP billing is done bi-weekly.
- Any child who is not picked up on or before 3:10pm (full school days) or 12:10pm (half days) will be sent to the ASP and will be charged for participation in the program that day.
- We are pleased to offer a wide variety of activities; some of them carry an additional fee, i.e. band, Krav Maga, etc. The after school fee of \$10.00 is also applicable if your child participates in these programs.
- Under no circumstances are children allowed to leave the building at dismissal and then return for the after school program.
- Please send your child to school with a snack to be enjoyed during the allotted after school snack time.
- Please notify us of any allergies or health risks.
- Students who participate in ASP sports must change into appropriate clothing. Children may not participate if they are wearing skirts, jumpers, or regular shoes. When joining Dance, Ms. Rachel will provide information regarding dance attire.
- When picking up, you must sign your child out before leaving the building. Parents should not engage the ASP teacher in conversation or any other activities that may distract the teacher from the students in his/her charge. If a meeting is needed please email or leave a message to arrange an appropriate time.
- Late Fee: Students must be picked up on time. A late fee of \$5.00 per 5 minutes will be charged after 3:00pm on early dismissal days and 6:00pm on regular program days. Please speak with the ASP teacher on duty to arrange payment of late fees.
- If you arrive late on a day that the ASP teacher cannot wait, your child will be brought to the Rectory.
- All children are expected to behave appropriately and follow the principles of Christian values as documented in our Parent/Student Handbook. Poor behavior may result in your child's enrollment being re-evaluated and possibly dismissed from the After School Program.
- In the event of an emergency which requires a building evacuation children will be relocated to the Rectory. If necessary, all students and staff will relocate to either St. Brigid School, 185 East 7th Street, the 14th Street Y, 344 East 14th Street, or The Epiphany School, 234 East 22nd Street.