

2018-2019 After School Program (PLEASE REVIEW, SIGN AND RETURN... TO VERIFY KNOWLEDGE)

The After School Program is starting its 29th year of operation this fall. All profits from the program benefit St. Peter/St. Francis School. The After School Program is located in room #8; the phone number is 489-4177 extension 208.

The After School is open to St. Peter/St. Francis School students, in pre-kindergarten through grade 8. With the diverse age group involved, activities are varied to try to meet most needs. After their structured day in the classroom, After School offers children the opportunity to do homework, play, interact with their peers, and have fun.

Hours: The After School Program runs each school day from **2:00 to 5:30 p.m.** On scheduled early dismissal days, the hours are from **12:00 to 5:30 p.m.** There will be no program on snow days. **When school is closed early due to bad weather, After School will be open only until 3:00 p.m.** It is the parents' responsibility to make arrangements to have their child picked up by closing time.

Cost: The rate for the first child is **\$6.00 per hour**. Families with two or more children in the program pay **\$5.00 per hour** for each additional child. **Payment should be included with the two-week sign-up sheet (*note: If your work schedule varies and you are not able to utilize the two-week sign up sheet and prepay, payment must be made when child is picked up from program.)** Credit is given for any time not used (early pick-ups, sick days, etc.). Statements will be issued at the end of each month verifying hours, payments, debits & credits. **Please keep in mind for the safety of your children; we cannot be distracted from watching the children to answer questions about statements. (*note: Any questions regarding statement hours, payments, or amount owed may be directed to the director of the program via a written note.)** Please keep statements for tax purposes. Balances due must be paid upon receipt of statement. **Your child will not be able to attend the After School Program until your account is current.** This rule will be strictly enforced. Parents will be responsible for any bank charges incurred on returned checks.

Tax Information: The tax number is 06-0647036. Please request copies of your After School year-end statement for tax purposes, if needed. Statements should be kept so that additional copies will not have to be requested.

Sign Up: Every student attending the After School Program must have a current registration/emergency contact form on file with After School. Sign-up sheets are for two weeks and payment must be included. **(*note: If your work schedule varies and you are not able to utilize the two-week sign up sheet and prepay, payment must be made when child is picked up from program.)** The sign-up sheets will be sent home via email every two weeks. Please return sign-up and payment on Friday as this helps us plan the snack and activities for the following week. If there is a change in your child's schedule, you must notify the school office. If you find that you need to send your child to the After School Program and did not send in the sign-up sheet, you must notify the school office in writing with payment, or if necessary, by phone (payment must then be made at pick up time). We cannot take verbal messages from the children regarding schedule changes.

Schedule: Children will come to the After School room at dismissal. Homework time is until 3:00 p.m. and then the students have a snack. During homework time, we try to utilize the gym and cafeteria when they are available. During this hour children with homework go to the cafeteria and children without homework are able to play in the gym. Any homework left will be finished at home. Help is given, if needed, and work is checked for completion, but **it is the parent's responsibility to verify that all homework is done and to sign off on the homework sheet/notebook, if required.** If the gym/cafeteria is not available, quiet activities will be offered to children with no homework. Additional activities will also be offered. Activities could include arts, crafts, games, contests, movie, gym time, outside play. All students are expected to pick up after themselves. This includes hanging their coats and backpacks in the closet, throwing out their trash after snack, putting away toys, games and books when they are done with them, and helping with activity clean up.

Pick Up: Park in the lot behind the school and walk around the left side of the school to the second door. If After School is in the gym/cafeteria, a note will be posted on the back door of the school...please go to the front door and ring the after hours buzzer. **If we are playing outside, barriers will be up in the parking lot; for the safety of your children, please do not try to drive up to the school; park in the driveway or on the road instead.** If due to an emergency, you cannot pick up your child by 5:30 p.m., you must call the After School room (860-489-4177 ext. 208 and leave a message). **There is a late fee of \$5.00 per every 5 minutes or part thereof after 5:30 p.m. in addition to the regular rate.**

Clothing: Children in grades 1-8 are encouraged to bring play clothes. Please label your child's uniform (they are responsible for their own clothes). *****Please note Pre-K and Kindergarten parents: students must be able to change clothes without assistance and be responsible for their own clothing. In addition, due to unexpected bathroom accidents, we ask that you supply a labeled extra pair of clothing, including underwear, to be kept in the after school room.***

Misc: Behavior and discipline problems will be handled according to the school's policy in the handbook. On-going problems could result in loss of privilege to use the After School Program.

Parent/Guardian Signature: _____

Date: _____

ST. PETER/ST. FRANCIS AFTERSCHOOL
2018-2019 Afterschool Registration Form

CHILD'S NAME _____ Grade _____ Date _____

STREET _____ CITY _____ ST _____ ZIP _____

HOME TELEPHONE # _____ DATE OF BIRTH _____

FATHER _____ E-Mail Address _____

Family Name First Middle Initial

HOME ADDRESS & PHONE (if different from student) _____ Cell _____

EMPLOYER _____ OCCUPATION _____ WORK PHONE _____

MOTHER _____ E-Mail Address _____

Family Name First Middle Initial

HOME ADDRESS & PHONE (if different from student) _____ Cell _____

EMPLOYER _____ OCCUPATION _____ WORK PHONE _____

EMERGENCY NAME & NUMBER IF PARENT CAN'T BE REACHED _____

EMERGENCY NAME & NUMBER IF PARENT CAN'T BE REACHED _____

*ALTERNATE PERSON PICKING UP: (Name/address) _____

*ALTERNATE PERSON PICKING UP: (Name/address) _____

*IN CASE OF EARLY DISMISSAL (bad weather, etc.) IF DIFFERENT THAN ABOVE, WHO WILL PICK UP _____

KNOWN ALLERGIES OR MEDICAL PROBLEMS (Attach *Action Plan* if applicable):

***Anyone picking up your child should be prepared to show a valid picture ID.**