

After School Extended Care Guidelines 2010 – 2011

Welcome to all new and returning members of ASEC.

***Please read the following guidelines CAREFULLY and discuss with your child(ren) any rules that apply.**

*****If you need to call ASEC after 2:45 P.M. you will need to call 536-2236 ext. #14 or the Rectory # 532-0713.**

***Hourly Fees**

At the end of each month you will be billed for the service your child(ren) received for the previous month of child care. Your bill is calculated by the **amount of time** your child(ren) spends in the program. The hourly payment rate is \$4.50 (1 child), \$6.50 (2 children), and \$8.50 (3 children). Your bill is calculated from 1:45 p.m. until you pick-up your child(ren). If your child is attending an afterschool activity (Zumba, Mad Science, etc) you will not be charged until they arrive at ASEC.

***Billing System**

Bills are sent home in a separate “After School Extended Care” envelope in our school’s “Monthly” Family Envelopes. Bills are sent as close to the first of the month as possible. Please watch for the bills and let the school secretaries know **immediately** if you have not received your bill.

(We will be using an Excel program to process all bills as well as your end-of-the year tax statements)

***Payment Procedure**

Please be **prompt** with your payments. Please utilize the special “ASEC” envelope to ensure payments are received and processed accurately.

*ASEC teachers cannot accept ASEC payments. Payments must be given to your child’s classroom teacher, who will forward the payment to the school office for processing.

****Payments are always due by the second Thursday of the month*** (billing dates are written each month on the school calendar and also on your child’s ASEC bill)

****ALL PAYMENTS MUST BE MADE BY CHECK OR MONEY ORDER. NO CASH PAYMENTS WILL BE ACCEPTED.***

****Payment deadlines must be adhered to every month.***

****** If you are late with your payment-you will get a reminder notice.***

Families that are behind in ASEC payments may lose the privilege of using After School Extended Care. If you are having difficulty paying your bill please call the Principal at 536-2236.

Please see reverse

***Pick-up Schedule**

The ASEC operates Monday - Friday until 5:30pm. To ensure proper coverage for all students, please make sure you adhere to the **scheduled departure times written on your application** for After School Extended Care. All parents must pick up their child(ren) **immediately after he/she departs from work/school**.

Any changes in your scheduled days, departure times, or withdrawal from the program must be done in writing and pre-approved by Ms. Hebert to ensure proper coverage and space is available.

It is extremely important that you pick up your child(ren) each day by 5:30 at the latest. Service will be terminated for any parent that is later than 5:30 on three separate occasions.

***Behavior Policies**

Your child(ren) will be expected to behave in a respectful way during her/his stay in the program. If your child(ren) is unable to cooperate with all staff members; you will be notified in writing. Please make sure to discuss any incident that has been brought to your attention regarding her/his behavior. If the problem persists, your child(ren) will have to speak to the Principal and may not be able to attend ASEC for a period of time.

Everyone is responsible to help maintain toys, games, materials, and outdoor equipment; which are used in ASEC. If your child(ren) is found responsible for losing or destroying materials, you will be asked to reimburse the Program for replacement.

Please make sure your child(ren) understands that she/he needs to pick up any game, toy, art project, etc. that they are playing with upon their departure. Everyone is responsible for the maintenance of each classroom.

Your child will have a scheduled quiet time to begin his/her homework assignments during ASEC. Students must bring a book to school in case his/her homework is finished early. Any unfinished homework must be finished at home. Students are only allowed to work on homework during the scheduled time each day. Parents are responsible for "checking" nightly homework and making sure it is complete. Students who arrive at ASEC after other after-school activities, will not have homework time.

***Important Policy**

In order to ensure the safety of all our students, all doors in both ASEC buildings will be locked. This includes the Pre-School/Kindergarten front door **during our extended hours from 1:45 – 5:30**.

Parents must walk behind the Pre-School/Kindergarten Building to door #8 and a teacher will let you into the building to arrange your child's pick-up.

Please do not park your car in the alley between the two school buildings because our students walk and play on the pavement in this alleyway. Please share this important safety message with all of your child's pick-up people.

I have read the 2010- 2011 guidelines for After School Extended Care and I agree to abide by all the regulations.

Parent signature _____ Date _____

Student Signature _____

Emergency Information Form: Please return this form by August 24th (deadline) in order to be able to utilize ASEC on the first day. ONE PER CHILD

Child's Name _____

Parent's First and Last name _____, _____
Parent #1 Parent #2

Home Address _____

*Please mark **yes** on this line if both parents can pick up child from ASEC Program _____

***Please **prioritize** which # you want us to call first by placing #'s 1 – 5 before each #.

____ Home Phone # _____

____ Work Phone # _____ Parent #1 ____ Work Phone# _____ Parent #2

____ Cell # _____ Parent #1 ____ Cell # _____ Parent #2

Emergency Contact #1: _____ Relation _____ tel. # _____

Emergency Contact #2: _____ Relation _____ tel. # _____

Please list **below** the names of any person that you entrust to pick up your child from ASEC Program.

There is no need to list the name of parents on the list below. Unless stated otherwise, it is understood that both parents will be allowed to pick up his/her child(ren)

No child(ren) will be dismissed to any person who is not listed on this form.

Pick-up people, who are on this list, that are unfamiliar to the ASEC staff will be asked to show their ID in order to make sure each child remains safe. Please inform your pick-up people of this procedure.

1. _____ Relation _____

2. _____ Relation _____

3. _____ Relation _____

4. _____ Relation _____

5. _____ Relation _____

6. _____ Relation _____

7. _____ Relation _____

