

## **2021-2022 AFTER SCHOOL PROGRAM INFORMATION**

### **PRESCHOOL AFTER SCHOOL HOURS - 1:45-4:00 P.M.**

Preschool children who have siblings in kindergarten – grade 8 may join them in the club room at 4:00 and be picked up at 5:00.

### **KINDERGARTEN – GRADE EIGHT AFTER SCHOOL HOURS - 1:45-5:00 P.M.**

**The After School Program will not be open on any early dismissal days.**

### **After School Program Cell Phone Number – (413) 233-6518**

During regular school hours, please call the school office at (413) 739-4131. The cell phone for the After School Program is available after 2:00.

### **FEES AND COSTS:**

Registration/Materials Fee-\$90.00 per child

### **Registration fee must accompany registration form in order to secure placement.**

\*\$6.00 per hour for the first child

\*\$5.00 per hour for the second child

\*\$4.00 per hour for the third child

You will be billed monthly for the hours that your family uses the program.

Billing starts at 1:45. You will be billed on a 2 hour minimum basis for the days that your child uses the program. Example; if you pick your child up before 3:45, you will be billed for two full hours. After the 2 hour minimum; billing is done in 15 minute increments.

After school bills will be sent home with your child at the beginning of each month, for the previous month.

Full payment is due within 7 to 10 days of the dated bill. You may send your payment into school with your child.

### **GUIDELINES FOR PICK-UP**

**Parents or authorized persons will not be allowed in the building when picking up children.**

**All parents and authorized persons who will be picking up children MUST show a license or other valid picture ID.** In the event that yourself or authorized person is not picking up your child, a parent must call the school office during the school day to let us know who the person picking up your child will be.

If you have had a last minute change of plans and you cannot reach the school office, you must call the After School cell phone to let the staff know who will be picking up your child. If the staff did not receive a message from a parent, they will not release your child. Your child and the person picking up will be detained until verbal permission is received from a parent.

### **Preschool**

Preschool children will be in the 3 year old preschool room for the After School Program. Persons picking up a preschool child from After School will enter at the driveway on Kings Highway and pull up to the 3 year old preschool door. Knock on the window to let the teachers know you are there to pick up your child. A staff member will sign your child out and bring them to the door to be dismissed to authorized person.

### **Kindergarten – Grade 8**

Students will be in the club room this year. If the children are not in the club room, person picking up will have to call the After School Program cell phone – 233-6518 letting us know that you are here to pick up your child. Please wait at the club room doors and we will bring your child to you. If the children are in the club room, a staff member will bring them to the door to be dismissed to authorized person.

**Continued on Reverse Side**

### **Communication Is Key For The Safety Of Your Child!**

Anytime your child's schedule changes or authorized person for pick up changes, **you MUST submit in writing two notes, one for the homeroom teacher and one for the After School Program.**

If a situation arises during the day and there will be a change in your child's schedule, or there is a change in the authorized person who picks up your child on a regular basis, you must call the school office preferably before 1:30.

Unless otherwise stated, parents are always considered as authorized persons for pick up. On the registration form please list the person(s) other than a parent, authorized to pick up your child on a regular basis from the After School Program. All authorized persons, including parents, must show a valid picture ID.

\*If it is after 2:00 and there is a last minute change of plans, you must call the After School cell phone to let the staff know who will be picking up your child. If the staff did not receive a message from a parent, they will not release your child. Your child and the person picking up will be detained until verbal permission is received from a parent.

### **ADDITIONAL IMPORTANT PROGRAM INFORMATION-**

1. Snacks **will not** be provided at the After School Program. Every child must bring a snack and water bottle from home. Please be sure to pack the After School snack in a container or zip-lock bag marked-After School Program. **All snacks must be peanut and nut free.**

2. Every child, preschool – grade 8 will have to pack plastic container of things that they can use while attending the After School Program. The containers will stay at the After School Program. They will not be able to share or use another student's items. Items to send can include coloring books, crayons, colored pencils, a deck of playing cards, books, Rubik's Cubes, small hand-held toys, etc.

3. Students in grades kindergarten-grade 8 will remain in their school uniforms at the After School Program.

4. Preschool children must have a complete change of clothing for the After School Program. Please send the extra set of clothing in a zip-lock bag with their name on it.

5. All students that have homework will be instructed to work on their homework at the program. Any homework that has been done at the program must be checked by the parent. If your child does not finish their homework at the program, your child must complete their assignments at home.

6. Cell phones may not be used during school hours including the After School Program. All electronic devices such as but not limited to - cell phones, iPads, iPods, Apple Watches (or any other Smart Watch), MP3 players or any device with head phones are not permitted at the After School Program.