

All Saints Academy

2024-2025 Before & After School Program Registration Form

Before and After School Program Director:

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2024-2025 Program Hours, Fees, & Information

The ASA Before and After School Program will start on the first FULL day of school and will end on the last FULL day of school. The program is offered on some early dismissal days. The program will not be available on August 16, 2024, October 24, 2024, December 20, 2024, March 6, 2025 and May 22, 2025.

Before School Program

6:30 a.m. to 7:45 a.m.

\$4.00/day per child

The Before School Program is located in the cafeteria of the main campus.

- No snack or drink is served, but students may bring a simple breakfast to eat.
- Activities such as board games, coloring, books, and sometimes the gym are available to the Before School students.
- A staff member will release the elementary students to their homerooms at 7:30 a.m. Primary students will be walked to the bus line to wait for the bus that will transfer them to the primary building at 7:40 a.m.

After School Program

2:50 to 5:30 p.m.

\$10.00/day per child

- Students who are picked up after 5:30 will be charged a Late Pick-Up Fee of \$1.00/minute per child.
- Chronic late pick-up may result in your student being suspended from the program without a refund.
- Students in preschool through 1st grade will participate in the After School Program at the primary campus. Students in grades 2 through 8, will participate in the After School Program at the main campus.
- A snack will be provided, but students are asked to bring their water bottles to use at After School. Please make sure that your child's name is displayed on the water bottle. No outside food may be brought to the After School Program.
- There will be a rotation of different areas each day. The primary areas could include the playground, blacktop, grass area, cafeteria, and gym. The areas for the elementary students could include the playground, blacktop, grass area, playrooms, cafeteria, gym, and computer lab.

11:30 a.m. Dismissal Days

11:30 a.m. to 5:30 p.m.

\$24/day per child

On 11:30 a.m. dismissal days, lunch is not provided. Students need to bring a sack lunch and drink. If a student forgets a lunch, we will contact the parent or emergency contacts as soon as possible. The After School Program will take place at the main campus on 11:30 dismissal days. The primary students will be transported by bus to the main campus. **You must reserve a spot for 11:30 a.m. dismissal days so that the program can be staffed correctly. Emails will be sent before the 11:30 a.m. dismissal with directions on how to reserve a spot for the early release.**

Homework

For students in 2nd grade through 8th grade, the After School program will provide time for your child to work on homework. After School workers are available for assistance, but please understand that parents should ALWAYS check their child's homework to ensure completion and understanding. The child-to-worker ratio does not permit us to check every child's assignment. On rare days, your child may not have had time to complete all of his or her homework assignments.

Sign Out Procedure

Primary - Parents will pull into the back parking lot of the primary building and go to the east door of the gym. Using the provided iPad, parents (or those designated to pick up your child) will type in their specific code to sign out a student. Then, notify a staff member of who you are there to pick up. A worker will assist you.

Elementary - Parents will pull onto the street between the elementary and jr. high buildings and park on the street. They will then proceed to the back door of the jr. high building and ring the doorbell. A worker will answer and ask who they are picking up. We will pack your child up and bring him/her to the back door for sign-out. Using the provided iPad, parents (or those designated to pick up your child) will type in their specific code to sign out a student.

Billing & Payments

Accounts are charged every Friday in our student management system. Parents can log onto their accounts to see the balance. Payments can be made through the student management system. Please contact the office if an alternative form of payment is needed. A few things to note about billing:

- If a child attends both the Before and After School Program, there will be two separate charges.
- Accounts that fall more than one month behind must be paid in full before the student will be permitted to return.

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Rules and Regulations:

1. Abusive or foul language will not be tolerated
2. Students must comply with all directions given by personnel
3. Students must respect school property and the property of others
4. Students must stay in areas designated by personnel
5. Rock throwing or throwing any materials such as dirt or sand is not permitted
6. Students are responsible for any toys they bring to the program
7. Students must keep their hands to themselves ~ 100% hands-off policy
8. Students must clean up after themselves
9. Bullying will not be tolerated
10. Respect is a must

Do's

1. Respect yourself and others
2. Listen to all personnel
3. Pick up after yourself
4. Participate in activities
5. Follow the rules and regulations of the program

Don'ts

1. Be physically or verbally abusive
2. Leave your designated area
3. Play in restrooms
4. Take or borrow property that does not belong to you

Consequences

1. Verbal warning
2. Time out & parent contact
3. See Program Director & parent contact
4. Removal from activities & parent contact
5. Removal from program & parent contact

*Based on the severity of the infraction, the order of consequences may be altered.

Fighting Policy

Fighting will not be tolerated at the Before or After School Programs. Fighting will result in suspension from the program the first time. The second time, your student will not be permitted to return to the program.