

**After School Program 2018-2019**

ACA offers an after-school care program for students in K-6<sup>th</sup> Grade. Students in Grades K-6<sup>th</sup> can participate in the after-school program from the time school is dismissed until 5:30 pm.



\*Occasionally there is a need for older students to stay for the after-school program. Applications for students 7<sup>th</sup> Grade and older are evaluated on a case-by-case basis.

**Monday – Friday 2:30 – 5:30 pm**

**Fee: \$10.00 per day**

**Paid Monthly**

Supervised, homework and reading time, snack and recreation offered.

Return the form below to the school office to register for the After School Program.

Childs Name \_\_\_\_\_

Grade \_\_\_\_\_ Age \_\_\_\_\_

Parent Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Please list all allergies \_\_\_\_\_

One on one, subject specific tutoring is available during this time for an additional fee.

\_\_\_\_ Yes, please contact me about Tutoring Services (extra charges will apply).

**Policies and Procedures**

- Pick Up: Students must be picked up no later than 5:30 pm.
- Parents must come in and sign students out each day.
- Late Fee: There will be a \$5.00 per minute late fee due immediately if a child is picked up after 5:30 pm.
- 10% multi-child discount.
- Payment is due 5 days after the first of each month.
- Payment will be considered late on the 6th day after the first of each month and students will not be allowed to attend the After School Program until payment for the month is made in full.
- There will be a \$5.00 late fee due on all payments received after the first of the month.
- All payments must be in an envelope with child's name and date.

- **Checks should be made payable to Ascent Education** - After School, child's name on the memo line.
- The After School Program will follow the school calendar. If there is a holiday or early release, there will be no After School Program that day unless otherwise announced.
- Students will be required to follow the same rules of conduct as outlined in The Ascent Family Handbook.
- Students failing to do so, will be subject to suspension or expulsion from the After School Program.
- Students will be given a light snack and drink immediately after school.
- Students will then have homework time during which they will receive assistance if needed.
- After homework time, there will be a supervised recreation period.
- **Withdrawal:** Students may withdraw from the After School Program. Parents should provide a written letter of withdrawal no less than two weeks prior to the withdrawal date.
- Individual one-on-one subject specific tutoring is available during this time for an additional \$15.00 per hour. Please contact the school office to make these arrangements.