

Dear Parents/Guardians,

Welcome to the Corpus Christi After School Program. The program is designed to provide quality after school care to students attending Pre-Kindergarten through 8th grade. Various activities will be provided including recreational games, arts and crafts, computer time and free time. A supervised quiet area will be provided for the children to complete their homework. Since the program is an extension of Corpus Christi School all policies and procedures are in effect. The following information may help with any questions you may have regarding the program.

ENROLLMENT

A \$40 per student non-refundable registration fee and enrollment form must be turned into the office before your child/ren may attend.

FEEES

Please note that payment is due at the **beginning** of each month. A monthly calendar will be sent home on the 20th of each month for you to mark the days your family will be using the ASC program. This calendar, along with payment, should be submitted to the director before the 1st of the month. If for any reason your child does not attend on a marked day, the money will roll over to the following month.

Daily fees are as follows:

1st child in family -- \$10.00 per day
2nd child in family -- \$ 7.00 per day
3rd child in family -- \$ 0.00 per day

PROGRAM HOURS

The program hours are from 3:00 p.m. to 6:00 p.m. If school closes due to weather conditions the program is also closed.

Any child picked up after 6:00 p.m. is considered to be at the program after hours and is subject to a late fee at the time of pick-up (**NO EXCEPTIONS!!**). Late fee: 6:01-6:15 is \$15.00. With each additional 15 minutes, an additional \$15.00 will be charged.

SIGN IN AND SIGN OUT

The children will report directly to the Peterson Room before the regular dismissal time. They will be provided with a light snack and then indoor or outdoor activity time. Homework time is also scheduled in the library for all students.

For the safety of the children parents or a designated adult must come in to pick up the child/ren. Please sign your name and the pick up time for each child you have enrolled each time that he/she is picked up.

If your child needs to attend the After School Program on short notice **please** make sure that you contact the director or the office as soon as possible. We plan on an expected number of children each day therefore unknown extras tend to cause shortages on snacks.

SPORTS NOTE – If a child participates in sports and will need to leave from the program prior arrangements must be made with the director or your child will not be allowed to leave without being signed out appropriately.

DRESS CODE

Students enrolled in the ASC program will have the opportunity to change into play clothes. The child is responsible for all of his/her belongings. We are not responsible for any lost articles. Forgetting or losing parts of the uniform will not be an excuse for being out of uniform at school the following day.

Please make sure the clothing brought to school to change into is clean and appropriate. Please send clothing that children can put on with limited or no assistance. The time to change will be limited. The clothing should fit into a gym bag or backpack.

SNACKS

A nutritious snack will be provided. It is vital that the Emergency Card lists any known food allergies. If there is a food that your child is not allowed to have but it is not listed on the Emergency Card please let me know. Children will not be allowed to bring their own snacks or drinks. If food is left over from lunch it will remain in the lunch box and will not be eaten at the ASC.

LOCATION

Most activities will take place in the Peterson Room. During nice weather, many activities may take place outside. We also may take advantage of our playground!

ACTIVITIES

Children will be encouraged but not forced to participate in the activities available. However, if all staff members are involved in activities, the child will have to choose what is available. No child will be left unsupervised.

DISCIPLINE

Our goal is to keep each child engaged in fun and enriching activities when they are not busy doing homework or taking time out to rest. Our aim is to keep the children directed constructively so discipline problems do not arise. However, if a problem does arise that redirection does not correct a child may be taken aside and gently spoken to in order to find a resolution. Repeated negative behavior or lack of cooperation with the staff may be cause for a conference with the parent/guardian.

CORPUS CHRISTI SCHOOL
2016 -2017
AFTER SCHOOL CARE INFORMATION

Eligibility: Children who attend Corpus Christi School
Pre-Kindergarten through grade eight.

Hours: 3 PM until 6 PM

Schedule: Social activities, snack and homework period.

Enrollment:

Parents will be provided with a set of enrollment forms for each child. All forms must be completed and returned to the School before the child's first day of attendance.

Parents will pay a non-refundable registration fee at the time of registration and the first month's fees before the child's first day of attendance.

Children will be allowed to attend the program only after all forms have been returned, and payments have been submitted.

CORPUS CHRISTI SCHOOL
2016-2017
AFTER SCHOOL CARE REGISTRATION

Eligibility: Children who attend Pre-Kindergarten through grade 8

Enrollment:

1. Parents will be provided with a set of enrollment forms for each child. All forms must be completed and returned to the School on or before the first day of school.
2. Parents will pay a non-refundable registration fee at the time of registration and the first month's fees before the child's first day of attendance.
3. Children will be allowed to attend the program only after all forms have been completed and returned, and payments have been submitted.

DETACH

Child's Name	Grade	Home Phone
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Name of Parent	Address	Work Phone
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Indicate below the days your child will be attending:

M T W TH F

The following costs have been established:

Registration fee for the school year: \$40.00/child

1st child in a family \$10.00/day

2nd child in a family \$ 7.00/day

Late Fee 6:01PM - 6:15PM \$15.00/day

Each additional 15 minutes \$15.00/day

NO EXCEPTIONS

After School Program Enrollment Form
2016- 2017

Child's Name _____

Date of Birth _____

Homeroom _____

EMERGENCY NUMBERS

Parent/Guardian _____

Number to be reached between 3PM and 6PM

Please note the person to be contacted first and a number where they can be reached if it is not listed above.

DESIGNATED ADULTS

My child may leave the Program with the following adults:

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

ALLERGIES _____
