

All Saints Academy
2022-2023 Before & After School Program Registration Form

Child #1

Child's Name: _____ 2022-2023 Grade Level: _____

Age: _____ Birthdate: _____

List any health condition that requires special care, allergies, and/or any prescriptions that your child is taking (doctor's notes may be required):

Is your child restricted from participating in any physical activity? _____ (Yes or No). If yes, please explain:

Child #2

Child's Name: _____ 2022-2023 Grade Level: _____

Age: _____ Birthdate: _____

List any health condition that requires special care, allergies, and/or any prescriptions that your child is taking (doctor's notes may be required):

Is your child restricted from participating in any physical activity? _____ (Yes or No). If yes, please explain:

Child #3

Child's Name: _____ 2022-2023 Grade Level: _____

Age: _____ Birthdate: _____

List any health condition that requires special care, allergies, and/or any prescriptions that your child is taking (doctor's notes may be required):

Is your child restricted from participating in any physical activity? _____ (Yes or No). If yes, please explain:

Indicate if you are registering for the Before and/or After School Program (circle all that apply)

Before School Program: Yes or No **Intended Days:** **M** **T** **W** **TH** **F**

After School Program: Yes or No **Intended Days:** **M** **T** **W** **TH** **F**

All Saints Academy
2022-2023 Before & After School Program Registration Form

Mother's Info

Mother's Name: _____

Cell: _____ Work#: _____

Email Address: _____

Father's Info

Father's Name: _____

Cell: _____ Work#: _____

Email Address: _____

Please list **at least two** names and phone numbers of persons we can contact if we are unable to reach you at home or work. These contacts will also be authorized to pick up your child from the program.

Name of Contact	Relationship to Student	Primary Phone Number	Secondary Phone Number (not required)

PARENT AUTHORIZATION

The health information listed is correct, as far as I know, and my child(ren) has permission to engage in all prescribed activities, except as indicated by me or as prescribed by a physician.

I authorize the physicians at St. Joseph's in Breese or the closest hospital in the vicinity of the program to prescribe such treatment, to administer such anesthetics, and/or perform such medical and/or surgical procedures as may be deemed advisable or necessary in the diagnosis and treatment of my child in the event of an emergency.

I hereby release and discharge from and waive any and all claims, which might arise from any illness or injury my child may sustain while participating in activities of the All Saints Academy Before or After School Program.

I have also read and agree to the program rules and regulations.

Parent/Guardian Signature _____ Date _____

All Saints Academy

2022-2023 Before & After School Program Registration Form

Before and After School Program Director: **JoAnna Spillan**
jspillan@asasaints.com

2022-2023 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 all early dismissal days except the first and last days.

Before School Program

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

\$3.00/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. Students should have a water bottle as the water fountains are not accessible at this time.
- 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 7:45 a.m.
- Following the Before School Program, the tables, chairs, materials, and touchpoints will be sanitized by a staff member.

After School Program

3:00 to 5:30 p.m.

\$9.00/day per child

For families with three or more, the family rate is \$23.00/day

There will be an additional charge of \$7.00 for early dismissal days.

- 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 6, 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 clearly displayed on the water bottle. No outside food may be brought to the After School Program.
- In order to practice safe social distancing, students will be grouped at After School by grade level as much as possible. There will be a rotation of different areas each day. The primary areas could include the playground, blacktop, grass area, playroom, cafeteria, gym, and computer lab. The areas for the elementary students could include the playground, blacktop, grass area, playroom, cafeteria, gym, and computer lab.

Cleaning Procedure

The safety and health of our students and staff are a top priority. Areas that students will use will be disinfected prior to use and again after use. All materials will be disinfected regularly.

Prior to starting a different activity, students and staff will wash or sanitize their hands.

All Saints Academy

2022-2023 Before & After School Program Registration Form

11:30 a.m. Dismissal Days

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. Because all 11:30 dismissal days are teacher in-service days, the After School Program will take place at the main campus. 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 prior to 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 6th 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 North door. An After School worker will be there with a sign-out book and will inform the student to pack up and come to the door. Parents will wait outside until the student comes out.

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 whom you are picking up. We will pack your child up and bring him/her to the back door for sign-out.

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.
- Questions about account balances should be directed to Miss Spillan.

Check Payments - If paying by check, you should make the check out to the ASA After School Program (even if it is for Before School Program). Checks can be sent to your child's teacher, and they will send them to Miss Spillan. If sending payments to the teacher, please make sure they are in an envelope with the child's name and After School written on the front. Check payments can also be made at the time of drop-off or pick-up, but please make sure you are giving it to the adult and not a student worker.

All Saints Academy
2022-2023 Before & After School Program Registration Form

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 not permitted to bring toys, electronic devices, or cell phones to 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.