

**STONE HARBOR ELEMENTARY BEFORE & AFTER  
SCHOOL ACTIVITIES PROGRAM**

Dear Parents/Guardians,

Stone Harbor Elementary welcomes your interest in our BEFORE & AFTER SCHOOL program. There are limited spaces available, so we recommend that you complete the required forms and return them as soon as possible if you would like your child to attend.

To be accepted into the ASA Program, the following items need to be completed.

They include:

1. Registration Packet
  - a. Permission to attend
  - b. Enrollment Form
  - c. Parental Authorization for Emergency Treatment
  - d. Student Release Form
2. Monthly Online Calendar Submitted & Payment

These items are to be returned to the Program Director before the child is permitted to start the program.

If you have any questions regarding the B/ASA Program, please contact Shelly Mills our program Director for more information at 609-435-2144. We are looking forward to spending a wonderful school year with your child.

## **PROGRAM DAYS/HOURS/FEES**

**DAYS** Monday through Friday

**HOURS** 6:45am-8:45am 3:30pm to 5:30pm

**FEES** \$7.00 per session AM or PM \$10.00 for both sessions (in one day) \$15.00 Drop-in per session (for those who do not opt for monthly enrollment)

## **ATTENDANCE**

Each month on the 30th,( starting August 30, 2018) you will submit an online calendar for attendance for the following month. The calendar of attendance dates must accompany monthly payment. See fees to calculate the monthly tuition according to the days/sessions you have submitted for the month. Both calendar and payment are due on the 30th of each month. If the 30th falls on a weekend, then both are due the Friday before the 30th.

If you need your child to attend on a day that you did not submit as part of the monthly attendance, then that day will be considered a drop-in day and the drop-in charge will be added.

The B/ASA Program closes at 5:30PM. There is a \$5.00 fee for each (15) Minutes or part thereof that the child is picked up after 5:30 PM. Persistent abuse of the 5:30 PM closing time may result in dismissal from the program. **PLEASE remember that the purpose of these policies is to maintain a self- sufficiency of the B/ASA Program and to ensure its survival**

## **TUITION FEES**

\$7.00 per session AM or PM

\$10.00 for both sessions (in one day)

\$15.00 Drop-in per session

Both calendar and payment are due on the 30th of each month. If the 30th falls on a weekend, then both are due the Friday before the 30th.

## **PROGRAM GOALS**

It is our objective to provide high quality care and supervision for students Pre-K through 6<sup>th</sup> grade. We want our B/ASA Program to be a place where children have positive experiences and the parents feel secure and comfortable leaving their children.

## **HEALTH AND SAFETY PROCEDURES**

The safety and health of children attending the B/ASA Program is of primary concern to the staff and administration. The school building is maintained by the school district according to state rules and regulations.

### **RELEASE OF CHILDREN**

Children will be released at the end of the day or in an emergency ONLY to the parent(s) or person(s) authorized by the parents on the B/ASA Program information card. Any changes or additions to this list MUST be made in writing.

### **NON-CUSTODIAL ACCESS**

The custodial parent must give the B/ASA Program written authorization regarding the non-custodial parent's access to the child(ren). This authorization must include the name, address and telephone number of the non-custodial parent. Any court orders that are relative to the visitation or release of the child to the non-custodial parent must be on file with the B/ASA Program. Authorized non-custodial parents will also need to render picture identification when picking up child(ren)

### **ILLNESS**

In the event of a child's illness during the program, any of the following actions may occur. \*An attempt will be made to notify the parent regarding the situation. Parents will be given an indication of any action that may be taken and/or if there is a need for the child to be picked up early. \*The child will be isolated under the supervision of a staff member. \*In case of emergency, the emergency medical services will be called. The parents can assist our health practices by planning for alternative care when your child is sick.

### **EMERGENCY PROCEDURES**

In the event of a non-serious accident and/or minor abrasions, the child will be treated with first aid supplies. If there is any doubt in the severity of the injury we will attempt to contact the parent first. If we are unable to reach you, we will attempt to contact those persons authorized for emergency contact on the emergency information card. If we are unable to reach both the parent and the emergency contact we will then call the child's physician or emergency medical service.