

After School Extended Care (ASEC) GUIDELINES 2021-2022

PLEASE do not register for ASEC unless you intend to use the program on a regular basis. Registrations are used to determine our staffing needs. Registrations are accepted throughout the year if needed.

The Blessed Sacrament After School Extended Care Program is available to all of our Blessed Sacrament Students in Preschool through 8th Grade. We are open from dismissal until 5:30p.m. Monday through Friday and on select early release days.

ASEC starts for ALL GRADES Preschool - 8th grade on Monday, August 30, 2021.

***ASEC may close early or be cancelled due to inclement weather (predicted or current). Parents must be prepared to have someone pick up their child immediately upon being notified of ASEC closing.*

***Hourly Rates**

At the end of each month you will be billed for the service your child(ren) received for the previous month of child care. Your bill is calculated by the **amount of time** your child(ren) spends in the program. The hourly payment rate is **\$8.00** (1 child), **\$10.00** (2 children x \$5.00ea.), and **\$12.00** (3 children x \$4.00ea....4 children x \$3.00ea.). Your bill is calculated from the time of dismissal until you pick-up your child(ren). Billing is calculated in 15 min. increments.

If your child is attending an afterschool activity (Choir, clubs, etc.) you will not be charged during the time of the activity. There is a \$10.00 per family activity fee that is due with ASEC Registration Forms that are available on our school website.

***Billing System**

Bills are sent home in a separate "After School Extended Care" envelope most times on the first Wednesday of the month. Bills are sent as close to the first of the month as possible. All ASEC bills will be due on the THURSDAY of the following week. If you are having difficulties paying your ASEC bill, please speak to the Principal so not to jeopardize your child's participation in ASEC and other activities and events.

***Payment Procedure**

Please utilize the special "ASEC" envelope to ensure payments are received and processed accurately. **Payments must be received by the 15th of the month at the latest.** *Payment deadlines must be adhered to every month. If you are late with your payment, you will get a past due amount included the next month's bill. However, if your payment is not received for two (2) consecutive months, your child may be removed from the program.*

*ASEC teachers cannot accept ASEC payments. Payments should be sent to school with your child to give to his/her homeroom teacher, who will forward the payment to the school office for processing.

** PAYMENT is preferred by check or money order. If paying by cash, you must pay at the office in person and obtain a receipt. Students cannot deliver cash payments.*

**A fee of \$25.00 will be charged on returned checks. Students are not able to attend ASEC if payments are not up to date.*

***Student Schedule**

New ASEC students must complete and return all paperwork and activity fee 48 hours before joining the program to allow for proper staffing. Students using the ASEC Program must have all their ASEC Registration and Emergency paperwork completed and turned in before being able to begin at the program.

If you need to send your child to ASEC on a day that they are not usually scheduled, please be sure to send a written note to school for your child's homeroom teacher and call the office so adequate supervision can be scheduled.

Parents are asked to do their best to adhere to listed departure times to ensure proper supervision coverage. If a change needs to be made to your departure schedule, please call the office.

All students must be picked up by 5:30pm at the latest. For every 15 minutes that the pickup person is late, there will be a \$20.00 fee. This fee must be paid before a student can return to ASEC.

***Behavior Policies**

Your child(ren) will be expected to behave in a respectful way during her/his stay in the program. If your child(ren) is unable to be cooperative, you will be notified by a staff member. Please make sure to discuss any incident that has been brought to your attention regarding her/his behavior. If the problem persists, your child(ren) will have to speak to the Principal and may not be able to attend ASEC for a period of time. Students with serious or continued behavior issues will not be able to attend ASEC.

Everyone is responsible to help maintain toys, games, materials, and outdoor equipment; which are used in ASEC. If your child(ren) is found responsible for losing or destroying materials, you will be required to reimburse the program for replacement.

Please make sure your child(ren) understands that she/he needs to pick up any game, toy, art project, etc. that they are playing with prior to their departure. Everyone is responsible for the maintenance of each classroom.

Your child will have a scheduled quiet time to begin his/her homework assignments during ASEC from dismissal until 3:00pm for all students in grades 1-8. Persistent disruptive student behavior will result in a poor general conduct grade on the student's report card and possible dismissal from the ASEC program. Students must bring a book to school in case his/her homework is finished early. Any unfinished homework must be finished at home. Students are only allowed to work on homework during the scheduled time each day. Parents are responsible for "checking" nightly homework and making sure it is complete. **Students who arrive at ASEC after other after-school activities will not have homework time.**

All students must bring their own healthy snack and drink. Parents must supply their child with supplies (pens, pencils, and paper) to use during homework time (grades 1-8 only). Please do not send toys from home including but not limited to Baseball cards, Pokemon cards, toy trucks, etc.

***Important Policy**

In order to ensure the safety of all our students, all doors in both ASEC buildings will be locked **during our extended hours from dismissal – 5:30pm.**

***NEW PICK-UP PROCEDURE**

All sign-outs for ASEC will now take place in the Main Building. Pick-up person must park in the front parking lot by the church and walk up the alley to the upper parking lot behind the Main Building and ring the bell at door #3. You must sign your child out with a staff member and your child will be released to you. You must exit through door #3 only. Please do not park your car in the upper parking lot or the alley between the two school buildings because our students walk and play on the pavement in these areas.

Please share this important safety message with all of your child's pickup people.