

2022-2023

After School Extended Care (ASEC) Registration

*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.*

**Enrollment Deadline: Friday, August 12<sup>th</sup>**

\*forms turned in after August 12<sup>th</sup> may cause a delay in your child's ASEC start date\*

**ASEC Hours: Dismissal - 5:30**

**ASEC will begin on Wednesday, August 31, 2022 for ALL GRADES Preschool - 8**

***Registration Information:***

(Information and ASEC forms can be found on our website: [www.blessedsacramentholyoke.org](http://www.blessedsacramentholyoke.org))

Parent/Guardian Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work# \_\_\_\_\_ Cell# \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

**Days needed:**

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

**Pick up time:**

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

*\*To allow for proper staffing, please be accurate when listing needed days and pick-up times.*

**A \$10 per family non-refundable activity fee is due when returning this enrollment form.**

**The following information must be received by August 12<sup>th</sup>:**

- 1) ASEC Registration Form
- 2) ASEC Emergency Information Form
- 3) \$10 registration/activity fee per family

I have read the 2022-2023 information and guidelines along with the behavior policies for After School Extended Care and I understand the ASEC procedures.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

# ASEC Emergency Information Form

\*\*Complete only if registering for ASEC\*\*

*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.*

Please return both forms by August 12<sup>th</sup> (deadline) in order to be able to utilize ASEC on the first day.  
**ONE PER FAMILY**

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian First & Last name \_\_\_\_\_  
Parent/Guardian #1 \_\_\_\_\_ Parent/Guardian #2 \_\_\_\_\_

Home Address \_\_\_\_\_  
Parent/Guardian #1 \_\_\_\_\_ Town \_\_\_\_\_

Home Address \_\_\_\_\_  
Parent/Guardian #2 \_\_\_\_\_ Town \_\_\_\_\_

\*Please mark yes on this line if both parents can pick up child from ASEC Program \_\_\_\_\_

\*\*\*Please **prioritize** which # you want us to call first by placing #'s 1 - 5 before each #.

Home Phone # \_\_\_\_\_ Par./Guar. #1 \_\_\_\_\_ Home Phone # \_\_\_\_\_ Par./Guar. #2 \_\_\_\_\_

Cell # \_\_\_\_\_ Par./Guar. #1 \_\_\_\_\_ Cell # \_\_\_\_\_ Par./Guar. #2 \_\_\_\_\_

Work # \_\_\_\_\_ Par./Guar. #1 \_\_\_\_\_ Work # \_\_\_\_\_ Par./Guar. #2 \_\_\_\_\_

Emergency Contact #1: \_\_\_\_\_ Relation \_\_\_\_\_ Tel. # \_\_\_\_\_  
(Other than parent)

Emergency Contact #2: \_\_\_\_\_ Relation \_\_\_\_\_ Tel. # \_\_\_\_\_  
(Other than parent)

## List of people with permission to pick-up your child(ren)

Pick-up people, who are on this list, that are unfamiliar to the ASEC staff will be asked to show their ID in order to make sure each child remains safe. Please inform your pick-up people of this procedure.

There is no need to list the name of parents on the list below. Unless stated otherwise, it is understood that both parents will be allowed to pick up his/her child(ren)

1. \_\_\_\_\_ Relation \_\_\_\_\_

2. \_\_\_\_\_ Relation \_\_\_\_\_

3. \_\_\_\_\_ Relation \_\_\_\_\_

4. \_\_\_\_\_ Relation \_\_\_\_\_

## After School Extended Care (ASEC) GUIDELINES 2022-2023

*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 Wednesday, August 31, 2022.**

*\*\*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 **\$10.00** (1 child), **\$12.00** (2 children), and **\$14.00** (3 children). 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 is 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.