2022-2023 Saint Mark After School Program

Welcome! The After School Program is available to the parents of Saint Mark students in grades PK-6 who need a safe, dependable and convenient place for their children after dismissal. Parents of 7th and 8th grade students may enroll on an as needed basis.

Please make sure your child has a snack and water bottle. Please refrain from all nut products; **we are a nut-free school.** On Early Dismissal days, supply your child with an extra snack and water bottle, as well as lunch.

The After-School staff expects students to follow all school rules in addition to the After School Program rules, especially respectfulness of staff and each other, and meeting behavior expectations at all times. Discipline issues will be addressed by the After School staff and director. By registering your child(ren) you are agreeing to these rules set forth.

Please make note of the After School Program phone number. Please store it in your phone as well as give it to all of your emergency contacts/anyone that may pick up your child. This number is used for emergencies such as: running later than 6:00pm., someone other than the person that normally picks up,etc. Please do not use it to check on your child. It will also be used in case we need to contact you.

The After School Program phone number is: **203-375-1735** it will only be available during the time after school is running. Please do not call the main office phone number to reach the after school program.

The After School Program strictly follows all Saint Mark School policies as deemed necessary by the Diocese of Bridgeport.

We look forward to seeing you and your child(ren) in the fall!

Should any questions arise, please contact Ms. Sarah via email at Scarrano@stmarkschool.org.

To ensure a safe environment & adequate staffing, ALL families MUST REGISTER by Thursday, September 1st, for the 2022-2023 After-School Program.

Updated 08/2022

HOURS

The first day of After School for K-6 will be Tuesday September 6th.
The first day of After School for PK 3 and PK4 will be Thursday September 8th.
The last day of the After-School Program for the year will be announced in **June**.

The After-School Program goes from dismissal until 6:00p.m for PK-6.

In the event of an early dismissal **due to weather or emergency,** the Program will be closed. The Program is **CLOSED** the last day of school before Thanksgiving and the last day of school before Christmas break.

FEES/BILLING

Only families that are **pre-registered** may participate in the After School Program.

A yearly non-refundable registration fee of $30 per child is required. Registration fee is due when you register for the Program and will not be added to FACTS.

Payment is due weekly. Weekly balances will be added to FACTS. Payment may be made directly on FACTS, or by cash or check to the main office c/o After School. FACTS balances for After School will be separate from tuition. Please indicate on your registration form how you will be paying.

Weekly Fee Schedule PK3 through Grade 6*

Number of Children	1 Day	2 Days	3 Days	4 Days	5 Days
1	$30	$60	$90	$120	$130
2	$50	$100	$150	$200	$215
3	$70	$140	$210	$280	$300
4	$90	$180	$270	$360	$390

*Subject to change for the 2023-2024 school year

For **half-day sessions,** when the children will be in the After School Program starting at 11:25 a.m. there will be an additional charge of:

1 child - $25.00
2 children - $50.00
3 children - $75.00

Please be advised that in the event you pick your child(ren) up after 6:00pm, you will be charged $1 per minute per child. Consistent late pick up without proper communication is subject to an additional $15 per child for every additional 5 minutes late.

Updated 08/2022

TO REGISTER

Return the completed 2022-2023 Registration Form along with the $30 non-refundable registration fee per child to the school office **by Thursday, September 1st**. **To submit a late registration form please contact Ms. Sarah Scarrano@stmarkschool.org.** The registration fee will hold your child's place in the program for the school year.

Please make checks payable to: St. Mark School

Students must be registered for the days they will attend the After School Program at the beginning of each month. Registering for these days ahead of time ensures there is adequate space and staffing.

Attached is a calendar for the month of September. Please indicate which days your child will attend the After School Program for the month. ***Please return this completed calendar and After School Registration form no later than Thursday, September 1st.*** Calendars can be submitted via email to Ms. Sarah scarrano@stmarkschool or to the main office c/o Ms. Sarah After School Program. *Please note: September calendars may be submitted via email however your dates will not be reserved until Registration forms and fees are received.*

A monthly After School Scheduling Calendar will be sent home on or around the 15th of each month, beginning September 15th. Registration for the next month will be due on or around the 28th of each month and will only be accepted if you are paid up to date.

Late calendars will not be accepted.

Rules for St. Mark After School Program

Please review the rules and consequences with your child(ren). By registering your child(ren), families are agreeing to adhere to the rules set forth. Thank you.

Rules:

1. Follow all directions the first time
2. Be respectful of others, supplies and equipment
3. Keep hands, feet and all body parts to yourselves
4. In accordance with our food allergy policy, students should never share food.
5. Use appropriate language & manners
6. Clean up after yourself (snack & toys)
7. Share
8. No running or yelling
9. No one should go anywhere without telling an adult
10. Listen to instructions
11. Tell the truth
12. Cell phone and electronic devices may be used after homework is complete and may not be used outside or during play or homework time.
13. PreK through Grade 1 students must be accompanied by an adult or staff member when leaving the ASP activity that is in progress to visit the nurse's office, restroom, etc.
14. Always ask before going to the bathroom, getting a drink, etc.
15. Never give up
16. Work as a team
17. Have FUN!

Consequences:

1. Verbal Warning
2. Time out (1 minute per age)
3. Activity/equipment taken away
4. Call home/talk to parent
5. Possible Removal from after school

Please note there are different consequences for aggressive behavior. Aggressive behavior is defined as, but not limited to swearing, physical contact, threatening of any nature.

Consequences for Aggressive Behavior:

1. First offense: verbal warning and talk to parent
2. Second offense: sent home and meeting with the Principal and After School Director will be required before returning to the program
3. Third offense: removal from the program

Please be advised that consequences DO carry over day to day

Updated 08/2022

2022-2023 SAINT MARK AFTER SCHOOL PROGRAM
REGISTRATION FORM

Student Name	**Grade**	**Date of Birth**
_____	_____	_____
_____	_____	_____
_____	_____	_____

Address_____

Emergency Contact Information (Please list all and in order to call including all parents)

Name (please Print)	**Relation to child(ren)**	**Phone number**
1._____	_____	_____
2._____	_____	_____
3._____	_____	_____
4._____	_____	_____

Please List (print) all approved Family & Friends that may be picking up your child(ren), By listing them this gives the After School Program permission to release your child to them at pick up

_____	_____
_____	_____
_____	_____

Registration fee: $30 per child = $_____ enclosed

Parent Signature_____ **Print Name:**_____

- ☐ **I/We have elected to pay through FACTS**
- ☐ **I/We have elected to pay via cash or check via the Main Office**

Parent signature indicates that the family has read, understands, agrees, and will be held to the registration, tuition, and behavior policies of St. Mark School After School Program.

Primary Email Address (Please Print) _____

*****Incomplete registration forms will not be accepted***

Updated 08/2022

Medical Information

Child(rens) Name_____

Physician's Name_____

Physician's Phone #_____

List any allergies or special medical conditions(Please specify child if more than one):_____

_____

_____

_____

Medical Release & Consent

In case of emergency, I understand that every effort will be made to contact parents or guardians of my child(ren). In the event that I cannot be reached, I hereby give permission to the Physician, EMTs or Hospital to treat my child(ren).

_____

Parent/Guardian's Name (Print)

_____

Parent/Guardian Signature

Date _____

*****Incomplete registration forms will not be accepted***

After School September 2022

Name(s):_____ Grade:_____

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 **Half Day No After School**	*2* **Half Day No After School**	*3*
4	*5* **No School**	*6* **First Day of After School Grades K-6**	*7*	*8* **First Day of After School Grades Pk3 & Pk4**	*9*	*10*
11	*12*	*13*	*14*	*15*	*16*	*17*
18	*19*	*20*	*21*	*22*	*23*	*24*
25	*26*	*27*	*28*	*29*	*30*	

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