

**\*To provide a safe environment & adequate staffing, ALL families MUST REGISTER by Monday, August 16<sup>th</sup>, for the 2020 – 2021 After-School Program.**

## ***2021-2022 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 proper behavior 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.

There is a NEW Phone number for the After School Program. 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 6:00p.m., 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 new number is: **203-375-1735** it will only be available during the time after school is running.

***The After School Program strictly follows all Saint Mark School Protocols 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](mailto:Scarrano@stmarkschool.org).*

### **HOURS**

The first day of After School for K-6 will be Tuesday September 7th.

The first day of After School for PK 3 and PK4 will be Thursday September 9th.

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.

Please be advised that in the event you pick your child(ren) up after 6:00p.m. you will be charged an additional \$15 per child for every additional 5 minutes.

### **FEES/BILLING**

Only families that are **pre-registered** may use the program

A yearly Non-refundable Registration Fee of \$25 per child. (**\*This is paid when you register for the Program.**)

Payment is due weekly on Fridays. As with all other financial obligations, report cards will be held if there is a balance due on your account.

**Please be advised that in the event you pick your child(ren) up after 6:00p.m. you will be charged an additional \$15 per child for every additional 5 minutes.**

### **TO REGISTER**

Return the completed Registration Form along with the \$25 non-refundable registration fee to the school office **by Monday, August 16th, 2021. After August 16th, call the school office for availability.** (Please make checks payable to: St. Mark School) The registration fee will hold your child's place in the program for the school year. If you have any questions, please call the school office at 203-375-4291.

**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 to the Main Office by Monday, August 16th.***

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 in full for the previous month.

Late calendars will not be accepted.

## Weekly Fee Breakdown PK\*

| Time             | 1 day | 2 days | 3 days | 4 days | 5 days |
|------------------|-------|--------|--------|--------|--------|
| Dismissal - 6:00 | \$20  | \$40   | \$60   | \$80   | \$100  |

\*Subject to change for the 2022-2023 school year

## Weekly Fee Breakdown K-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  | \$210  |
| 3                  | \$70  | \$140  | \$210  | \$280  | \$300  |
| 4                  | \$90  | \$180  | \$270  | \$360  | \$370  |

\*Subject to change for the 2022-2023 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**

## **Rules for After School**

Please Review the rules and consequences with your child(ren). By registering your child(ren) you are agreeing to these 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. Use appropriate language & manners
5. Clean up after yourself (snack & toys)
6. Share
7. No running or yelling
8. No one should go anywhere without telling an adult
9. Listen to instructions
10. Tell the truth
11. Cell phone and electronic devices may be used after homework is complete and may not be used outside or during play or homework time.
12. Grades prek-1 must be accompanied by an adult or staff member when using the bathroom or leaving the immediate proximity of ASP
13. Always ask before going to the bathroom, getting a drink, etc.
14. Never give up
15. Work as a team
16. 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

\*This year, there will be different consequences for aggressive behavior.  
Aggressive behavior is defined as (but not limited to): Swearing, Physical contact, Threatening of any nature

### **Consequences\*:**

1. First offence- automatic time out
2. Second offence – sent home
3. Third offence - suspension from after school
4. Fourth offence – possible removal from after school

\*Please note these consequences DO carry over day to day

**2021-2022 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)***

| 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: \$25 per child = \$\_\_\_\_\_ enclosed**

**Parent Signature** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

***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)** \_\_\_\_\_

### **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 \_\_\_\_\_

# September 2021

## After School

| Sun | Mon            | Tue  | Wed | Thu   | Fri                     | Sat |
|-----|----------------|--|-----|---|-------------------------|-----|
|     |                |  | 1   | 2<br>11:25<br>Dismissal                         | 3<br>11:25<br>Dismissal | 4   |
| 5   | 6<br>NO SCHOOL | 7<br>After School<br>Program<br>begins K-8<br>only | 8   | 9<br>After School<br>Program<br>Begins PK 3 & 4 | 10                      | 11  |
| 12  | 13             | 14   | 15  | 16  | 17                      | 18  |
| 19  | 20             | 21   | 22  | 23  | 24                      | 25  |
| 26  | 27             | 28   | 29  | 30  |                         |     |