



All Saints Catholic School

Extended Day Program Registration

In order to maintain a quality program, ASCS will assess a registration fee for our Extended Day Program starting with the 2022-23 school year. Each family using our Extended Day Program will pay a \$50 registration fee by August 5, 2022. This is due at the time of enrollment and cannot be charged to Option C. The ASCS Extended Day Program costs \$5.00 an hour per student. As before, families will only be charged for the amount of time that their child is in the Extended Day Program. Billing will occur every half-hour.

Additionally, families are required to schedule when their students will use the Extended Day Program so that we can appropriately schedule our staff. Families are not billed for days their child is absent from the Extended Day Program. Registered families may change this schedule only at the semester change by re-filing this form with the school office. Due to increased difficulty with hiring staff after the pandemic, ASCS will no longer accommodate drop in care. We are sorry for any inconvenience this may cause.

Family Name: _____

Child Name 1: _____

Schedule: After school until 5:30 pm on (circle days attending): M T W Th F

Before school from 7:00 - 7:30 am on (circle days attending): M T W Th F

Combined Before and After Care (circle days attending): M T W Th F

Child Name 2: _____

Schedule: After school until 5:30 pm on (circle days attending): M T W Th F

Before school from 7:00 - 7:30 am on (circle days attending): M T W Th F

Combined Before and After Care (circle days attending): M T W Th F

Child Name 3: _____

Schedule: After school until 5:30 pm on (circle days attending): M T W Th F

Before school from 7:00 - 7:30 am on (circle days attending): M T W Th F

Combined Before and After Care (circle days attending): M T W Th F

Child Name 4: _____

Schedule: After school until 5:30 pm on (circle days attending): M T W Th F

Before school from 7:00 - 7:30 am on (circle days attending): M T W Th F

Combined Before and After Care (circle days attending): M T W Th F

Please fill out a separate Registration Form and Emergency Medical Form for each child.



ASCS Extended Care Program Pick Up Agreement 2022 - 2023

All Saints Catholic School Extended Day Program is hereby authorized to release my child to the following individuals (please provide at least one name other than Residential Caregivers). These individuals may also be contacted in the event of illness or accident. They must present identification in order to remove the child from the After School Program.

Name of Residential Caregiver 1: _____

Relationship: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

Name of Residential Caregiver 2: _____

Relationship: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

Name	Relationship	Home Phone #	Work Phone #	Cell Phone #

Only adults on this list are able to sign out students from the ASCS Extended Day Program. Students are not able to check themselves out of the program to go to practice, tutoring, or other activities once they check in at the program for the day. CYO Coaches or other ASCS staff members are also not allowed to sign students out from the program.



All Saints Catholic School Extended Day Program 2022-23 Program Expectations

I understand that the registration fee must be paid prior to my child attending the All Saints Catholic School Extended Day Program, and that this fee is non-refundable. I also understand that All Saints Catholic School Extended Day reserves the right to remove any child from the program after the third late pick-up.

Caregiver Signature: _____ Date: _____

Permission to watch G or PG rated movies on Fridays:

I give my child permission to watch G or PG rated movies for the 2022-23 school year.

Caregiver Signature: _____ Date: _____

Our children are immersed in Catholic values, virtues, and lifeskills and know the difference between right and wrong. However, when problems do occur, we have rules and consequences that will be enforced. ASCS feels strongly that when we have support from parents at home, we can be more effective in helping children who have made an error in judgment. Being able to work with the support of our parents will minimize the likelihood of repeat behavior. Students must be able to follow the rules of the program in accordance with a staff to student ratio of 1 to 25. PLEASE READ OVER THESE POLICIES WITH YOUR CHILD! Know that our Extended Day Program staff will make you aware of minor issues in an attempt to prevent potentially larger problems before they occur. You will note on your form that after a third reprimand, a child may be permanently expelled from the ASCS Extended Day Program. This is a policy we hope we do not have to enforce, but sometimes is necessary to ensure a smooth-running program for all children attending. It is a privilege, not a right, to attend the Extended Day Program.

POSITIVE BEHAVIOR IS A MUST!!!

ASCS Extended Day Expectations

1. Students are required to remain with their assigned Extended Day Program staff member during their designated time and/or are responsible for asking staff members before using the bathroom or going to their lockers.
2. Students are required to line up when arriving at the Extended Day Program in order to check in with Program Staff for attendance purposes.
3. Good sportsmanship and fair play must always be displayed.
4. Disrespect in any form and/or to anyone will not be tolerated.
5. No foul or abusive language or hand gestures.
6. No defacing or abusing school property, materials, or equipment.
7. Children are responsible for their own belongings.
8. No fighting, hitting, kicking, or other abusive behavior towards fellow students or staff members.



9. Staff members are to be shown respect and are always to be obeyed.
10. No chewing gum or eating candy during the Extended Day Program. Students may bring their own snacks, but must eat them between 2:30 - 3:00 while seated at a cafeteria table.
11. All injuries, conflicts or mishaps, no matter how small, must be reported to a staff member immediately.
12. No dangerous items of any type are to be brought to school.
13. Do not bring valuables to school or the Extended Day Program.
14. Electronics: (Handheld Devices, iPod touch, iPad, Cell phones, etc.) are not permitted. If a parent must contact the Extended Day Program, they should call program staff at **419-661-2073** since students are not allowed to use their cell phones to text or make phone calls.
15. All other school rules including dress code will be enforced during the ASCS Extended Day Program.

ASCS Extended Day Consequences

INFORMAL WARNING: For the first official offense, a conference with the child in the Principal's office will occur. The child will be given time to correct his/her behavior, he/she may be given methods and/or time to prove he/she can adhere to policy. Informal warnings will be removed from the child's record if the child exhibits acceptable corrected behavior for a two-week period. A parent is not asked for a conference with an informal warning, but will be notified.

FIRST REPRIMAND: Parents will be notified of any formal warning offenses. The record of offense remains on file.

SECOND REPRIMAND: Parents will be notified of any warning offenses by way of a formal verbal parent conference. Written documentation signed by the parent is required. The record of offense remains on file. At this point, the CHILD IS SUSPENDED FROM THE EXTENDED DAY PROGRAM FOR A PERIOD OF ONE WEEK.

THIRD REPRIMAND: Parents will be notified of any warning offenses by way of a formal/informal verbal parent conference. Written documentation signed by the parent is required. The record of offense remains on file. At this point, the CHILD WILL BE EXPELLED FROM THE PROGRAM, INDEFINITELY.

REMOVAL FROM THE EXTENDED DAY PROGRAM: The Program Director or School Principal has the right to withdraw your child from the program if:

- Caregivers are repeatedly late picking up their child.
- Fees are continuously delinquent.
- Your child does not benefit from our program.



- Your child displays inappropriate behaviors or if an incident warrants removal because it presents a safety hazard to another child, or themselves.
- There is concern for the safety and/or well-being of any member of the Extended Day Program due to actions of the student in question.

LATE PICK-UP POLICY/FEE: Each student must be picked-up and signed out by 5:30 pm. At 5:31 pm and after, you will be asked to sign a late pick-up sheet. We recognize that circumstances may arise and cause an unavoidable late pick-up. When that occurs, we ask that you notify us before 5:30 pm by calling **419-661-2073**. Your waiting child will feel more reassured as well. We extend our understanding by offering you three excused late pick-ups. After three late pick-ups, you will be asked to make other arrangements for after-school care. Additionally, in the event you are late picking up your child, you will be charged \$5.00 for the first 5 minutes you are late, and an additional \$5 for every 5 minutes thereafter. Your late fee will be determined using our clock and late fees will automatically be charged to your account. When arriving, please do NOT dispute the fee charged. This is a fee we DO NOT wish to have to collect. Any questions you may have regarding this policy should be addressed to the Extended Day Coordinator or School Principal, and not to the attendant caring for your child at the time of pick up.

Signature of Parent/Guardian: _____ Date: _____

