

# After School Kids

Supervised Before and After School Care for K-5  
Children enrolled at La Center Elementary



- Field Trips
- Homework Assistance
- Crafts
- Community Service
- Seasonal Activities

Morning Session: 7:00-8:15 a.m.  
Wednesday Mornings: 7:00-9:15 a.m.  
Afternoon Session: 3:00-6:00 p.m.  
Every day that school is open

For Questions Call  
263-4275 ext. 317

## Welcome to the ASK Program

The purpose of our program is to offer a service to families which provides supervision outside of school hours, as well as a chance for students to engage with their peers socially, catch up on schoolwork, and participate in a variety of games and activities.

Our daily schedule is as follows: \*

AM

7:00-7:35 – Meet in classroom

7:35-8:15 – Play in Elementary Gym

8:15 – Dismiss children to their classrooms (we will escort Kindergarteners to their rooms until they are comfortable enough to make the trip unassisted)

PM

2:45-3:00 – Meet Kindergarten classes in hallway

3:00-3:10 – Sign in/snack time in cafeteria

3:10-4:00 – Play outside or in gym (a sign will be up on the ASK room door showing where the group is located)

4:00-4:30 – Study hall time in the ASK room and library

4:30-5:15 – Special activity

5:15-6:00 – Free play time

Our weekly schedule of organized activities are as follows: \*

Monday: Organized game in classroom (heads up seven up, four corners, silent ball, etc.)

Tuesday: Bingo

Wednesday: Craft/art activity

Thursday: iPads

Friday: Movie and popcorn

\* (Subject to change, depending upon weather, availability of facilities/supplies, etc.)

Welcome to our program. We are looking forward to providing before/after school activities for your child and working with your family this coming year. The ASK program is for grades K-5. Older brothers/sisters are not allowed even on a drop-in basis.

**HOURS:** The hours are 7:00 a.m. until the start of school and 3:00-6:00 p.m. When the start of school is delayed or released early due to inclement weather or emergencies, the ASK program will not be available. Parents must make alternate plans.

**FEES:**

We charge for our services via time blocks, our morning session requires a fee of \$4.50 for any child in attendance longer than 10 minutes, and our afternoon session fee is \$9.00 for any child in attendance for longer than 10 minutes. If a child is in attendance for less than 10 minutes, there will be no charge to their account for that time. A \$15.00 non-refundable registration/supply fee is required when a child is enrolled. Families must fill out a new enrollment form annually.

**PAYMENT:** Statements will be mailed on the 10<sup>th</sup> and 25<sup>th</sup> of the month reflecting the current bill to the account. Payments received by the 1<sup>st</sup> and the 15<sup>th</sup> of the month will be reflected on the next statement. There will be a \$1.00 per minute overtime charge for children not picked up by 6:00 p.m. This charge will be added to the account. If your child is not picked up 30 minutes after the programs ending time, we have been unable to contact the parent or an authorized emergency person, and you have not contacted us, Child Protective Services will be contacted to pick up your child. Please make sure emergency contact names and phone numbers are up-to-date. If your child leaves the program and your final bill is not paid within 30 days it will be turned over to a collection agency. The collection agency will add their fee to your final bill, and it will go on your credit report.

**SIGN IN/SIGN OUT PROCEDURES:**

Staff members will sign children into and out of the program, and it is imperative that families make verbal or visual contact with staff members to ensure we are aware of the pick-up. It is important that all persons who pick up your child(ren) are on the authorized list via the registration form and have picture ID to show staff. Also, please be sure contact numbers are kept up to date.

**DISCIPLINE:**

While we must set behavior limits, we intend those limits to benefit the child rather than make things convenient for adults. We cannot allow children to injure themselves or others, destroy property, or be disrespectful to others. When this happens, parents will be notified and a conference will be arranged. We reserve the right to refuse service to children who break established guidelines and limits and to children who disregard the safety of the staff and other children in this program. Both parents and ASK staff also have the right to discontinue use of the program if either feels it is warranted. This program is a privilege to attend.

**STUDENT MUST HAVES:**

Sack lunch/drink for early release days. There is a refrigerator in the ASK room.

Afternoon snack

If lunches and snacks are not provided from home, there will be a charge added to your bill if it provided by us, snacks are \$2.00 and lunches are \$4.00.

La Center School District No. 101  
700 E 4<sup>th</sup> Street/PO Box 1810  
La Center, WA 98629  
Phone: 360.263.4275 ext. 317/Fax: 360.263.2133

## La Center ASK Program Registration

Date: \_\_\_\_\_ Returning Student:  Yes  No School Entry Date: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Student's Teacher: \_\_\_\_\_

Sex:  Male  Female Parent/Guardian Home Phone: \_\_\_\_\_

Ethnic Origin (Optional):  A-Asian  B-Black  H-Hispanic  I-American Indian  W-White Other: \_\_\_\_\_

Student Lives With:  Both Parents  Mother Only  Father Only  Agency  Guardian  
 Mother/Stepfather  Father/Stepmother  Grandparents  Other \_\_\_\_\_

Parent/Guardian #1

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent/Guardian #2

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (If different): \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Emergency Contact Person #1 (Other than parents): \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Person #2 (Other than parents): \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Has student ever been enrolled in a special program?  Yes  No

If yes, please indicate which program:

Reading  Math  Resource Room  Speech  Other \_\_\_\_\_

Medical Concerns: \_\_\_\_\_ Medications at school: \_\_\_\_\_

Food Allergies:  
\_\_\_\_\_

Child may be picked up by the following adults/relationship: \_\_\_\_\_

Days of week child will attend: \_\_\_\_\_ Times child will attend: \_\_\_\_\_

I understand that I am voluntarily engaging in activities offered by La Center ASK Program and in so doing assume all risk of injury, illness, damage, or loss that may be associated with such activity. I have also read and agree to the program guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FIELD TRIP PERMISSION SLIP  
La Center ASK Program

\_\_\_\_\_ has my permission to visit . . . .  
Student first and last name

- La Center Library
- La Center Park
- La Center Wetlands
- La Center Police Station
- La Center Fire Station
- Any location within walking distance of La Center Elementary

As parents, we fully understand the added responsibility of students participating in additional activities and we will not hold the district or the ASK program responsible for added liability.

Please note: La Center School District ASK staff cannot be responsible for the safe keeping of personal items brought by students on field trips. As personal valuables can be lost or stolen, please monitor what items your student may be taking to school.

I have read the ASK program and field trip guidelines and agree to the terms and conditions.

\_\_\_\_\_  
Parent Signature / Date