

After School Kids

2020-2021

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



- Field Trips
- Homework Assistance
- Crafts
- 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 and
your child is eligible to attend.

For Questions Call Derek Neiman
360-836-9538

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: *

A.M.

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 Kindergartners to their rooms until they are comfortable enough to make the trip unassisted)

P.M.

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.)

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/Primary 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/Pick Up Person #1 (Other than parents): _____

Phone #: _____ Relationship: _____

Emergency Contact/Pick Up Person #2 (Other than parents): _____

Phone #: _____ Relationship: _____

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

Has this 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: _____

Students group: A B Morning sessions student will attend M T W Th F

Afternoon sessions student will attend M T W Th F

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.

Signature: _____ Date: _____

La Center ASK Program

The ASK program is intended for students attending La Center Elementary School in grades K-5. Older brothers/sisters are not allowed, even on a drop-in basis.

HOURS:

Program hours are 7:00 a.m. until the start of school and then 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:

Services are charged via time blocks. Morning session requires a fee of \$4.50, while Afternoon Session requires \$9.00. Afternoon session on early release days is \$18.00. If a child is in attendance with the program 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:

Payments are due 10 days from the statement date. Payments can be made via check, credit card, or online payment. Check or credit card payments can be made in person upon pick-up from ASK or mailed to the address reflected on the statement.

Accounts 10 days past due will result in your child being suspended from attending the ASK program until the account is paid in full. 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 program ends, and ASK staff are unable to contact the parent or an authorized emergency person, then Child Protective Services will be contacted to pick up your child. Please make sure emergency contact names and phone numbers are up-to-date.

ONLINE PAYMENTS:

ASK families now have the option to make online payments. To do this, log onto the La Center School District website and select the *Payments* tab at the top. Then follow these steps:

Shop: **Items at all schools**

School type: **Alternative**

School: **A.S.K. Program**

Categories: **ASK payments**

Select **ASK Payments**, QTY 1 and enter the amount to be paid. **ASK Registration** is prepopulated with the \$15.00 registration fee.

Click the buy button, which will bring up the payment screen to check out and pay.

SIGN IN/SIGN OUT PROCEDURES:

Parents/Guardians will sign children into the program during the morning session. Additionally, it will be the responsibility of parents/guardians or other authorized adults to sign children out of care for the afternoon session. It is important that all persons who pick up your child(ren) are authorized to do so via the registration form and have **picture ID** to show staff.

DISCIPLINE:

The ASK program operates on a three-strike policy. A strike will be issued when a student is a danger to themselves or others, destroys property, or is disrespectful to others. When a student receives a strike, the family will be notified at pick-up and an email will be sent detailing the occurrence. Conferences can be arranged at the request of the family regarding any incident warranting a strike. Upon receipt of three strikes, the student will no longer be allowed to participate in the program for the remainder of the school year. An additional week of care will be offered for families to make alternative care plans. In cases of severe misconduct, the ASK program reserves the right to immediately exclude a student without enforcing the three-strike policy.

I have read the above guidelines and payment structure and agree to these conditions.

Parent/Guardian Signature _____ Date _____

Covid 19 policies

1. Parents must provide any snacks, ASK staff can't give out food.
2. Parents must provide masks, ASK staff have disposable masks for limited use.
3. ASK staff can provide colored pencils, markers and paper, beyond that parents must provide art materials.
4. Parents must walk their child in to drop off in the mornings as we need initials on our sign-in forms and for the parent to complete a symptoms checklist for their child. ASK will be located in the cafeteria for the duration of the morning session.
5. In the event that a student is experiencing symptoms during their time in the program (for AM, after parent has left, and for PM, before parent picks up) we will administer a temperature check and call the family. An ASK staff member will stay with the student, isolated from the other students, until family arrives.
6. We currently have the ability to accommodate no more than fifteen students in the locations ASK will utilize.(the cafeteria, elementary gym, and cafeteria playground) In the event that we reach that upper limit, we will be unable to take on any more students for that session. As this upper limit changes, we will keep all families up to date.
7. Due to our need for predictable numbers in the program, we require that families let us know beforehand what sessions their children will attend via the registration sheets. We are unfortunately unable to accommodate families that will utilize the program on an as-needed basis. In the event that your child will not be attending a session that they normally would, we just ask that you would let the Elementary office know.

FIELD TRIP PERMISSION SLIP

La Center ASK Program

_____ has my permission to visit
(student's first and last name)

- La Center Library
- La Center Park
- La Center Wet Lands
- La Center Police Station
- La Center Fire Station
- Any place within walking distance from 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 all 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 on these trips.

Signature of parent or guardian date