

Emma L. Miller Memorial Elementary School After School Program

Sign Up Packet for 2018-2019 School Year

The After School Program will run Monday through Friday, 3:00-6:00pm, beginning on the first day of school, Wednesday August 29th. Our daily after school staff are Pat Lenski and Jessica Chapman, and the after school coordinator is Miss Varieur. Students will need a snack (we are a peanut free school) and drink for the program. Homework help is provided every day, running for 30 minutes only, and students without homework will do quiet activities in a separate space.

Daily Program Schedule

3:00-3:20 – snack and check-in

3:20-4:00 – outside play/indoor free play

4:00-4:30 – homework or quiet activities

4:30-5:30 – after school activity of the day

5:30-6:00 – free play

Half Days

After school will run on half days, 11:30-6:00pm. On half days students will need a snack and drink. We are unsure yet about having hot lunches served on half days and will share the information once we know. The day's planned program time and homework help will take place in addition to more free and structured play time. Half day programming will cost an additional \$10 to pay for the longer staffing hours. Staff will inquire a few days ahead of time whether or not students will be attending the upcoming half day.

Emma L. Miller Memorial Elementary School After School Program Sign-Up Form

Please fill in this signup form to be brought with your student on the first day of school, Wednesday August 29th, 2018. A more thorough program enrollment packet will go home on the first day of program. The first couple of weeks will be get-to-know-you activities and projects and an after school activities calendar will go home during the first week of program.

Student Name(s): _____

Parent/Guardian Name(s): _____

What time will your child be picked up from program? _____

Who will be picking up your child on regular basis? _____

Is there anyone NOT allowed to pick up your child? Please write their names. _____

Please list any allergies your child has. _____

Days Student(s) Will Be Attending Each Week:

Monday__ Tuesday __ Wednesday __ Thursday __ Friday __

Homework Help:

___ Yes, please let my child participate in homework help

___ No thank you, my child will do her/his homework at home

Guitar Club:

___ Yes, we are interested in guitar club one day a week (day to be determined and 6 students are needed for guitar club to run)

___ No, we are not interested in guitar club

Parent/Guardian Signature: _____ **Date:** _____

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After School Program Cost

Payment is due at the beginning of each month, regardless of attendance. The \$100 for the month allows freedom for students to come any day they wish- this option works best for families with uncertain schedules. Other payment options require a regular weekly schedule (example: every Tuesday and Thursday) for staff to better prepare and plan for activities and material quantities.

\$100/month per student for 5 days of a attendance a week

\$80/month per student for 4 days of attendance a week

\$60/month per student for 3 days of attendance a week

\$40/month per student for 2 days of attendance a week

\$20/month per student for 1 day of attendance a week

If it is your first time picking up a student and staff do not know you, or a person is picking up your child who is not their normal pick-up person, please have I.D. for the staff – they will not release the child otherwise per our after school safety protocol.

NOTE: Please drop off or send all payments in an envelope marked with your child's name, to the main office.

If you have any other questions please call the school at 413-743-1992.

Sincerely,
After School Staff – Pat, Jessica, and Miss Varieur