

St. Joan of Arc School After School Program Guidelines and Procedures Agreement

The St. Joan of Arc School After School Program (A.S.P.) provides families with an affordable, safe, and caring after school environment for their children. It is our goal to foster the social, emotional, physical and intellectual needs of all children while allowing for independence and creativity. SJA will provide structure using guidelines and procedures that clearly communicate boundaries and expectations through the use of positive guidance methods, encouraging and supporting cooperative solutions.

STUDENT

Any child violating the guidelines and procedures will be given a disciplinary warning. If necessary parents will be contacted. **Any child receiving three disciplinary warnings will be dismissed from the program.**

- No child is to leave the supervision of the staff without permission
- No foul language or profanity will be tolerated
- No biting, pinching, hitting, kicking, or bodily harm of any kind to another individual will be allowed.
- Running in the halls is not permitted
- Each child is expected to clean up any and all games, toys, or equipment they were using before they leave the building.
- No cell phone use. Toys or games from home are discouraged.
- Disrespectful behavior toward the staff will not be tolerated.
- Vandalism of school or private property is not tolerated.
- Everyone is to be spoken to and treated with respect.
- Threats of violence either written or verbal against individuals or the school may result in dismissal from the A.S.P.

PARENT/GUARDIAN

- I agree to pay to pay the cost of the A.S.P. which will be determined by the number of days my child is in the program as well as what time he/she is picked up.
- I agree to pick up my child by 5:00 pm. or provide alternative arrangements for picking up my child if I am not available. In the event my child is not picked up by 5:00 pm, I understand that I will be charged an additional late fee of \$5.00 per every 5 minutes per child. I understand that after 15 minutes, an emergency contact will be called and asked to pick up my child.
- I agree if I cannot personally pick up my child, I will send in a note authorizing a different person to pick up my child.
- In the event of injury while participating in the A.S.P., I understand that St. Joan of Arc School and its staff are not to be held liable for any injury incurred by my child.
- I give permission to the staff on duty to have my child treated in the event of an emergency. The staff will attempt to call me before treatment is administered when possible.
- I understand that in the event of continued late payment, late pick-up or repeated misbehavior, the St. Joan of Arc School A.S.P. reserves the right to remove my child from the program.
- I understand that payment is due 10 days from the billing date. I understand if my account is 15 days in arrears, participation in the program is terminated until account is paid in full. If my child is left at school on an unauthorized day, the emergency contact will be contacted for pickup. If contact, cannot be reached, I understand that I must pick up my child from the Principal's Office. Families will be billed for this time.
- I understand that if my child is in 8th grade and the A.S.P bill is not paid in full, my child will not be allowed to participate in graduation activities and ceremonies.

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I, _____, agree that my child/children, _____, and I understand these rules and will abide by them while using the After School Program.

Parent Signature

Date

Student(s) Signature

Date