

St. Kilian Catholic School

The logo consists of the letters 'ASLP' in a bold, blue, sans-serif font, centered within a bright yellow rectangular background.

ASLP

**After School Learning Program (ASLP)
and
After School Littles Program (Littles)**

Principal: Jenny Trimberger

School Phone: (262) 673-3081

Statement of Purpose:

St. Kilian School created the After School Learning Program (ASLP) to enhance our students' attitude towards homework and learning, as well as providing one-on-one instruction in a safe environment for our 3rd through 8th grade students.

We designed the After School Littles Program (Littles) as a safe place for after school care for our 3K-2nd grade students. Both programs run under the direction of the school principal and qualified personnel. Please note: ASLP and Littles will not take place on days when school is not in session.

ASLP Description:

- The ASLP (3rd to 8th grade) will be located in the St. Kilian Library/Computer Lab.
- ASLP takes place on FULL school days from 3:00-5:00 p.m., Monday through Friday.
- Students will utilize their time in ASLP to complete homework and study for tests with a teacher available for questions or help.
- ASLP will also have time set aside for all children to eat a snack from home, to read a book, do research, work on the computer or do other individual academic skill-building activities.

Littles Description:

- The Littles Program (3K to 2nd grade) will be located in the 3K classroom across from the Computer Lab.
- The Littles Program takes place on school days from 3:00-5:00 p.m., Monday through Friday.
- The Littles Program will offer time to eat a snack from home and play in a structured environment. Students may also complete homework, as requested by the parent.

Operation of Program:

- All emergency forms must be submitted and properly updated in the school office. These emergency information forms will be used by the After School Learning teacher if needed.
- Medicine will not be administered without precise directions from the parents. Permission to Dispense Medicine forms must be filled out.
- If students become ill at the ASLP, we will call a parent or the person designated on the emergency card.
- Each child will be checked in upon arrival into the ASLP. The office will be notified of any child that is not present and should be. The teacher will assume full responsibility for the child from the time s/he arrives at the Library/Computer Lab until dismissal time. Dismissal time is no later than 5:00 p.m.
- A parent or another designated adult must sign out the child. The enrollment form provides for the parent to indicate who may pick up the child. Children will NOT be released to an unauthorized person. If an individual not on the list should come to pick up a child, that child will NOT be released to him/her without contacting the parents first. Proper identification will also be required.
- Pick up for all children using the ASLP will be entrance #2 (doors by the Water Tower/Library). These doors will be locked and parents are asked to ring the bell to enter.

Scheduling:

- Consistency is the key ingredient to the program's success. It is vital that the weekly planning sheet be submitted by Friday for the following week. This includes all payments. All schedules and payments need to be turned in by 3:00 p.m. on Friday. Schedules may be turned in up to one month in advance with payment.
- In the event that your child participates in any school sponsored after-school activities (sports, scouts, etc.), your child may leave the ASLP to participate and return to the program after its completion. A signed note from the parent stating the time s/he should leave and return must be sent to the office at the beginning of the day so that the ASLP teacher is notified.
- If there is a change in your schedule, written notice may be sent to the office, where it is passed on to the teacher of the ASLP. If you have a last minute change in your schedule please call the school office (262) 673-3081 during school hours.
- Drop-ins are accepted if you need the After School Learning Program or Littles Program unexpectedly. Please notify the office in advance.

Termination of Enrollment:

- Consistently picking up your child after 5:00 p.m. (closing time) is grounds for termination of participation in the ASLP.
- Upon the discretion of the principal, s/he has the right to ask that the student/s not attend the ASLP for being chronically disruptive to the functioning of the program.
- The ASLP is an extension of the school day. The principal reserves the right to amend this guideline for just cause. Parents will be promptly notified in writing if changes are made.

St. Kilian After School Learning Program (ASLP) and Littles Program (Littles)

St. Kilian Catholic School offers this learning program for all students in K3-2nd (Littles) and 3rd through 8th grades (ASLP). The program will run from 3:00 p.m. to 5:00 p.m. Monday through Thursday (ASLP) and Monday through Friday (Littles). Cost is \$10.00 a day per student. Discounts are offered for families with more than one child – see page 3 (**Fees**) of this handbook. The ASLP program is only available when St. Kilian School is in full-day session.

We designed the After School Learning Program to help your child with homework, resource projects, or any other learning situation related to school.

PLEASE have a snack for your child for the After School Learning Program and Littles Program.

If you would like to register your child for this program, fill out the (one time per year) **Emergency Form** below, as well as the **Weekly Friday Sign-up Sheet**. Fees are to be paid when returning your Friday Sign-up Sheets on a weekly or monthly basis. If you have any questions about this program you can call the St. Kilian School Office at 262-673-3081.

ASLP and Littles Fees:

Daily:

1 child	\$10.00
2 children	\$17.00
3 children or more	\$25.00

Weekly:

1 child	\$40.00
2 children	\$68.00
3 children or more	\$100.00

Monthly: (Please indicate the dates, names and times for the entire month)

1 child	\$160.00
2 children	\$272.00
3 children or more	\$400.00

"Drop-ins": (Allowed only if guardian informs school office before 3:15 PM)

1 child	\$11.00
2 children	\$18.00
3 children or more	\$ 26.00

LATE FEE:

All children MUST be PICKED UP by 5:00 p.m. There will be a late fee for pick-up after 5:00 p.m. (closing time). ASLP charges a \$15.00 late fee AND \$5.00 fee for each additional 15 minutes you are late. (Discretion by teacher).

Friday Sign-up Sheet for Next Week

St. Kilian After School Learning Program

Family Name _____

Week of _____

Please indicate the # of children per day and Pick-up time:

of children on Monday _____ Pick-up time _____

of children on Tuesday _____ Pick-up time _____

of children on Wednesday _____ Pick-up time _____

of children on Thursday _____ Pick-up time _____

of children on Friday _____ Pick-up time _____ (Littles - K3-2nd)

Indicate Payment: Daily (\$10.00/1 child; \$17.00/2 children; \$25.00/3 children)

Weekly (\$40.00/1 child; \$68.00/2 children; \$100.00/3 children)

Monthly (\$160.00/1 child; \$272.00/2 children; \$400.00/3 children)

Drop-in (\$11.00/1 child; \$18.00/2 children; \$26.00/3 children)

Total Payment Amount \$ _____ Cash Check Check # _____

Checks should be made out to: *St. Kilian ASLP*

Student's Name _____ and Grade _____ ASLP _____ Littles

Student's Name _____ and Grade _____ ASLP _____ Littles

Student's Name _____ and Grade _____ ASLP _____ Littles

Student's Name _____ and Grade _____ ASLP _____ Littles

Parent's Name: _____

Phone # where Parent can be reached: _____

St. Kilian Emergency Form

Last Name: _____

Father/Mother: _____ / _____

Address: _____

Email address: _____

Home Phone: _____

Cell Phone (Father) _____

Work Phone (Father) _____

Cell Phone (Mother) _____

Work Phone (Mother) _____

Child/ren to be involved in the Program:

Name	Grade	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list any allergies or medical conditions your child has:

Who is authorized to pick up your child/ren from the ASLP (other than parent)?

Name/s: _____

Relationship to child: _____

Phone number: _____

***Please note:** We will not release your child to anyone other than the name/s listed above without written permission from a parent or guardian.

When not attending the After School Learning Program, does your child go home by school bus_____, by car_____, or walk_____?

If your child/children are bus riders or walkers, what are your instructions to your child if they have taken the school bus or walked home by mistake when he/she was supposed to attend the ASLP? This can happen, and must be addressed. Please advise us of your plan. Thank you.

Signature of Parent _____

To all After School Learning Program Families:

Please let us know if you will need a receipt for your child care expenses. Please fill in the lower section of this form and return it to school with your next weekly schedule.

_____ I will need a monthly receipt

_____ I will need one receipt in January for the calendar year.

_____ I will bring in a form that just needs to be signed.

(Family Name)