

St. Joseph After-School Kids (ASK) Program 2023-2024

414-218-6661 (ASK cell phone, during school/ASK hours)

St. Joseph School provides after-school care services for parents sending their children to our school. The goal of the program is to provide a safe, fun and educational place for children until their parents come to pick them up.

HOW IT WORKS

Children participating in the program are accompanied to the Matthew Room after school. If your child is attending an after-school activity elsewhere in the building (sports, scouts, etc.) during the program, arrangements must be made by the parent with the adult in charge of that activity to escort the child to ASK when activity is completed. A snack is provided, and there is the opportunity to do homework. Playtime, either outside or inside depending upon weather, is incorporated daily. There are occasional movie days.

When picking up your child, please enter the building through the Parish Hall doors and follow signs to the Matthew Room. This program will run Monday-Friday **excluding** early-release days and days off due to teacher conferences or teacher conventions. **Please note, ASK does not operate during extended holiday breaks.**

UTILIZING THE PROGRAM

Whether you need to utilize ASK on a regular basis or from time to time, you must pre-register your child and pay a one-time, non-refundable fee of \$25 per family. If you plan to use the program on an as-needed basis, you must inform the ASK director 48 hours prior to service. If your child's schedule varies week to week, we must receive a written schedule by noon on the last day of school of the prior week. This is important because our staffing is based on the number of children we have scheduled. Also, if your child(ren) are scheduled for ASK and they do not attend (other than for reason of illness) the School Office should be notified by 9:00am the day they would otherwise have attended. Drop in care is discouraged; however, we do understand that unplanned emergencies do occur. If this should happen and your child will need care, please notify the School Office as soon as possible. Paperwork and registration fee will apply in these situations.

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ASK RATES

The ASK rate for 2023-2024 is **\$6/hour** for first child; **\$5/hour** for additional siblings. **Rates will be charged in quarter-hour increments.** For example, if you pick up your child at 4:05, you will be charged for 1.75 hours.

BEHAVIOR EXPECTATIONS/PROGRAM GUIDELINES

Children are expected to follow all school policies and guidelines, including behavior expectations and parents will be informed of failure to do so. Should the problem continue, Mr. Brown will be brought into the picture.

SIGN-IN/OUT

Each child will be signed in by ASK personnel and signed out by the adult who picks up the child(ren). This record will be used to calculate the fee owed at the end of each week. If the child is not signed out upon leaving, the ending time will be assumed to be the end of ASK's availability.

ASK BILLING

Every week, on or before Wednesday, each ASK family will receive an invoice via email for the week's prior services. **This invoice amount is due in the School Office no later than Friday morning of the week the invoice was received. If this amount is not paid in full by that time a \$10.00 late fee will be assessed. The only exception to this is if your child is absent on the date your payment is due.** Questions should be directed to the School Office.