



**St. Gabriel Catholic School**  
**After School Learning Program - ASLP**

Principal: Steve Hamilton  
School Phone: (262) 628-1711

## Statement of Purpose:

- The purpose of the St. Gabriel School After School Learning Program (ASLP) is to enhance the students' attitude towards homework and learning, as well as provide one-to-one instruction in a safe, quality after school program for the students of St. Gabriel School in grades K4-8.

## Description:

- The ASLP will be located in the St. Gabriel School K5 classroom, 1st grade classroom and Library/Computer Lab.
- The hours and days of the week for the ASLP are 3:15 - 5:30 p.m. Monday through Friday.
- The program will be held on FULL school days. The ASLP will not be held on days when school is not in session, ie. snow days, regularly scheduled holidays, teacher conference days, or early dismissal days.
- The program will be under the direction of the school principal, who will staff the program with qualified personnel.
- The program will be set up so that the children will know that if they have homework or tests to study for, the teacher will be available to help them.
- The program will also have time set aside for all children to be able to read a book, do research, work on the computer, participate in physical activity or do other individual academic skill-building activities. If students go outside to play, they will be escorted across the parking lot for their safety.
- The program will have snack time right when the ASLP starts. PLEASE make sure that your child has something for a snack if they want a snack.

## Admission:

- Only K4 through 8<sup>th</sup> grade students enrolled in St. Gabriel School are eligible to attend the ASLP.
- 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 a student becomes ill or has a bathroom accident at the ASLP, we will call a parent or the person designated on the emergency form in the office to come and pick the child up.
- 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 he/she arrives at the designated classroom until dismissal time. Dismissal time is no later than 5:30 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 the west doors by the playground. These doors will be locked and parents are asked to ring the doorbell to be let in.

### **Scheduling:**

- Consistency is the key ingredient to the program's success. It is vital that the monthly planning sheet be submitted prior to that month starting.
- 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) 628-1711, during school hours.
- Drop-ins are accepted if you need the After School Learning Program unexpectedly. Please notify the office in advance.

### **Fees:**

- Daily: \$10.00 / child
- Checks should be made out to St. Gabriel.

### **Late Fee:**

- All children **MUST** be **PICKED UP** by 5:30 p.m. There will be a late fee of \$10/every 15 minutes for pick-up after 5:30 (closing time).

## **Termination of Enrollment:**

- Consistently picking up your child after 5:30 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 St. Gabriel Catholic School day. All rules during the school day apply to the ASLP. The principal reserves the right to amend this guideline for just cause. Parents will be promptly notified in writing if changes are made.