

Ulen-Hitterdal After School Program

2019-2020 School Year

- Purpose:** The program serves a dual purpose. The main purpose is that of providing homework assistance for our elementary students. It also serves to provide care for children in grades K-6 in need of supervision after school when parents are working and do not have alternative child care available.
- Time:** Mon. through Fri. from 3:15 until 5:30 p.m. on days when school is in session
***Not* available on days school lets out early for any reason (scheduled or unscheduled)**
- Cost:** \$5.00 per day per child (payment is required by all; bills are mailed monthly; if payment is not made within 15 days following billing, child/ren will not be allowed to attend until payment is made)
- Location:** Resource Center Room 117E or Computer Lab
- Registration:** Please complete registration form prior to first time attending the program (form available in the school office.)
Will take students on occasional, as-needed basis if arranged in advance.
Prior to first day attending the program, or when using occasionally, please be sure to send written notice to school with your child, or call the school before 2:30 PM, so the school secretary can provide the classroom teacher and After School teachers with the correct information about your child staying for the program. Children often get confused, or forget, when there is a new routine or change in their schedules, so notes and/or calls are necessary to ensure they are where they need to be after school.
- Staffing:** Adequate and qualified staff will be able to assist with homework, monitor play, supervise playing games and use of the computers, and in general work to provide a safe, comfortable environment for your child.
- Homework:** Children are required to work on any homework they may have and to accept the direction and assistance of the teachers.
- Outdoor play:** Children play outside when weather allows, so they will need appropriate clothing and footwear suitable for the season.
- Snacks:** A small snack will be provided. Please make note of any food allergies on the A.S.P. registration form.
- Picking up your child:**
Please arrive NO LATER than 5:30 p.m. You may pick your child up any time during the program. *Use the **main front entrance**.*

You may reach the After School Program at (218) 596-1819. If there is no answer, call (218) 596-1820 (computer lab) as we may be there.

ASP Behavior Expectations

The After School Program is a privilege. All students are expected to follow these behaviors:

- Respect the rights and property of others
- Follow directions
- Use appropriate words and gestures
- Use school computers and materials appropriately
- Keep hands, feet and objects to self
- Stay in designated place

Consequences may be used as a guideline when a student chooses not to follow behavior expectations. Note: if severe negative behavior occurs, parent/guardian will be notified as soon as possible.

- 1st offense: Warning
- 2nd offense: 10 minute timeout/parent notified
- 3rd offense: 20 minute timeout/parent notified
- 4th offense: Parent/guardian notified. Student will not be allowed to attend ASP the next school day. If student gets to the 4th offense again, he/she will not be allowed to attend ASP for the next 5 school days. If student gets to the 4th offense the third time, he/she will not be allowed to attend ASP the rest of the school year.

Please discuss these behavior expectations with your child(ren.) If you have any questions or concerns, contact ASP staff or the school principal. Thank you for your support in making our ASP a positive experience.

AFTER SCHOOL ENRICHMENT PROGRAM

(2019-2020)

FOR ULEN-HITTERDAL SCHOOL CHILDREN K-6TH GRADE
MONDAY-FRIDAY AFTER SCHOOL UNTIL 5:30 PM

Homework help and snacks are provided daily, along with games and crafts as time allows. When weather and staffing permit, children will be able to go outdoors to use the school playground equipment. School gym and computer lab will also be used.

Parents will need to arrange to pick up at the program location BY 5:30. Please indicate who will usually pick up your child/children from the program and add other names & phone numbers at the end of this form.

_____ will usually pick up.

CHILD'S NAME	BIRTH DATE	GRADE	DAYS ATTENDING
			M T W TH F
			M T W TH F
			M T W TH F

CONTACT NAMES: Please give names, phone numbers (home, work and cell phone) and e-mail addresses where you can be reached if needed.

Mother/Guardian _____

Home _____

Work _____

Cell _____

E-Mail _____

Father/Guardian _____

Home _____

Work _____

Cell _____

E-Mail _____

Child's Address _____

In-town Ulen contact _____

Home _____

(will be contacted in case of emergency or if child is
not picked up by 5:30 p.m.)

Cell _____

List the names, relationships, and phone numbers of individuals who are allowed to pick your child up from the After School Program (*please make sure they know where ASP is located*):

Add any food allergies and other information pertinent to A.S.P. here: _____
