

St. Patrick's After School Ministry(ASM) 2025-2026

The St. Patrick's After School Ministry (ASM) is a child-care service offered to our students and their families. The program provides after-school supervision for children in grades Pre-K through 8th. It focuses on creative play, homework-time, physical activity and social interaction. Socialize in a positive, creative and fun environment.

ASM begins the **first Full week of school** in September and ends the last full week in June. It is offered on a daily basis from 2:00 pm until 6:00 pm. Hours may vary on days before a holiday vacation or on early dismissal days. School personnel supervise the after-school students. The children bring their own nut-free snack and do their homework independently.

Pick-up Information

Your child can not be released to any other person unless we have an email. You must get out of the car, come to the exterior cafeteria door to pick up your child. Please be aware of your stated **pick up time and be as prompt as possible**. This does affect staffing and the safety of all children. Once you have signed them out, they can not stay and play in the cafeteria or playground. **In cases of emergency, call the ASM phone.**

Registration

There is a \$30 registration fee per family to be submitted at time of enrollment. Registration forms MUST be on file before your child can attend ASM. The forms can be found on the school's website, under PARENT INFORMATION. (Click on 2025-2026 ASM Registration Packet.)

Please read, sign and return the Procedures Form, the Emergency Information Form, the Credit Card Authorization Form, and the monthly enrollment form. These forms can be sent to asm@stpathunt.org or dropped off at the school office.

Enrollment Forms

Each month the ASM enrollment form will be posted on the school's website. You need to fill out the enrollment form and **specify the dates and times your child will attend.**

Tuition

1 Child.....	\$17.00 per hour
2 Children (siblings)	\$20.00 per hour
3 Children (3 or more siblings)	\$25.00 per hour

ASM tuition payment is made on a monthly basis. If you have any questions, please contact the ASM staff at (631) 897-2128 or email asm@stpathunt.org. Late enrollment fee is \$30.00 per month.

ASM@stpathunt.org /631-897-2128 ASM Cell

St. Patrick's After School Program(ASM) Info - Procedure Form 2025-2026

Registration/Enrollment Forms

There is a \$30.00 one time registration fee per family per year

The monthly enrollment form is how we monitor when your child will be coming to ASM. The number of students attending directly affects the staff's schedule. Therefore, we need to know the exact number of students each day. You MUST send a completed copy of the monthly form to your child's teacher. If there are any changes to the original form, notify ASM and send a revised enrollment form. No empty forms without dates will be accepted.

Billing

Payment for ASM will be paid by credit card. At the end of each month you will receive an invoice and the amount charged to your account. Charges will be accrued in 30 minute increments. For example, if you pick your child up at 3:10, you will be charged as if your child was picked up at 3:30. **If you have any questions regarding billing, contact Terri Riley at (631)385-3322 X 289 or send an email to tuition@stpathunt.org.**

Communication

It is the parent's responsibility to inform their child's classroom teacher, in an email, as to what their ASM schedule is. If there are ANY last-minute (day-of) changes to your child's schedule, you must email ASM and your child's teacher with an updated enrollment form. In an emergency you can call the office

Homework

We have teachers to oversee the students as they do their homework. It is the parent's responsibility to check their child's homework each night. It is the student's responsibility to come prepared, get their homework done neatly and independently. **ASM does not tutor the students.** If your child needs extra assistance with their school work, consider making arrangements with teachers that tutor after-school in the building.

Attendance Policy

If your child will NOT attend on a specific day that he/she is signed up for, you need to email ASM and the child's teacher. **If we do not know by 6:00pm the night before, you will be charged for the full day.**

Closed Roster and Day - of Add On

To provide students with adequate supervision, **the roster will be LOCKED at 6:00pm the night before and changes after 6:00 pm will incur a \$10.00 fee. "Day-Of" add-on requests are for emergencies and exceptional circumstances only.** You will also be charged an additional \$10.00. **We do not do same day add-on for Early Dismissal days or shortened hour days.**

Code of Conduct

ASM follows the discipline policy that is found in the Schools Parent/Student Handbook. Continued participation in the program will be determined at our discretion.

St. Patrick's After School Program(ASM)
2025-2026

I have read the above information and understand **ASM Policy and Procedures**.
Please return this form to ASM.

Print Parent's Name

Print Child's Name and Class

Parent's Signature

ASM@Stpathunt.org
(631) 897-2128