

PROCEDURE FORM

Please read the following guidelines carefully and sign below.(Form must be on file)

Registration

- The Family Registration Packet can be found on the school website under PARENT INFORMATION then click on AFTER SCHOOL MINISTRY. **The following forms must be completed: an Emergency Contact Form, a Procedures Form, a Credit Card Authorization Form and the monthly Enrollment form.** The completed forms can be emailed to asm@stpathunt.org, or dropped off at the school office.
- Each month you will fill out an enrollment form specifying the dates and times your child will attend. If the form is late, a \$30.00 late fee will be applied to your bill.

Payment

- To enroll your child in ASM, there is a \$30 registration fee per family.
- The fee for ASM is \$17.00 per hour for one child, \$20.00 per hour for two children and \$25.00 per hour for three or more children.
- Payment for ASM will be paid by credit card. At the end of each month, you will receive an email with 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.
- **If your child/children will NOT attend on a specific day that he/she is signed up for, you must call or email ASM AND the child's teacher. If we do not know by 6PM the day before, you will be charged.**
- **For your child's safety and assurance of adequate supervision, we must know the night before who will/will not attend ASM. The roster is locked at 6pm the night before. DAY-OF ADD-ONS are for emergencies and exceptional circumstances only, you will be charged a \$10 per day fee. There are no same day add-ons for early dismissal or shortened hour days.**

Pick-up Information

- Your child cannot be released to any other person unless we have an email, have spoken to a parent or they are listed on the emergency form,
- **You must get out of the car, come to the exterior cafeteria door(to the left of the greenhouse) to pick up your child. Once you pick them up they can't stay and play in the cafeteria or playground.**
- All children **MUST** be picked up by 5:45 pm. Any parent picking up their child after 6:00 PM when ASM closes, will be charged a late-pick-up fee of \$30.00 which increases \$15 every 15 minutes after 6pm.

Communication • **It is the parent's responsibility to inform their child's classroom teacher, in writing or an email, as to what their ASM schedule is. Send a copy of the monthly schedule to your child's teacher each month.** Keep a copy of your child's schedule handy to avoid confusion at dismissal time.

- **If there is ANY last-minute change on the day that your child is attending ASM, you must call the ASM phone or email ASM. In cases of emergencies please call the school office.**

Code of Conduct

- ASM follows the discipline policy that is found in the school's Parent/Student Handbook. We will issue an Incident Report for any offenses and notify the parent. If repeated incidents occur, continued participation in the program will be determined at our discretion.

If you have any concerns or questions, please reach out to asm@stpathunt.org or call (631)271-8989.