

## UNIVERSITY PREPARATORY SCHOOL

# 2017-2018 After School Program

Dear Parents:

We welcome you and your child to the new school year at U-Prep! This year the After School Program will start on Wednesday, August 16<sup>th</sup>. The After School Program is offered every day that school is in session Monday-Thursday from 3:15 – 5:30 and Fridays from 2:45 to 5:30. The After School Program runs from 1:15 – 5:30 on minimum day Mondays and is also available for extended hours during times where students are on a special schedule (academic conferences, winter final exams).

The After School Program coordinator will provide students with opportunities for physical activity, will give each child a healthy snack, and maintain a period of quiet for students to do homework. The homework policy is that students will bring their homework and/or other work to the After School Program daily to take advantage of the time to complete tasks given to them by their teacher. At this time, we do not have tutors available to give academic help.

### ***After School Program Pricing:***

The After School Program is \$100.00 per month or \$25.00 per week regardless of the amount of time or number of days your student is present. Students who need after school care on minimum days only (including special schedules) will be charged \$25.00 per month.

Payments can be made on a weekly or monthly basis, whichever works best for you. If you wish to pay on a weekly basis, payment will be due on the last day of the week for After School care for the following week. If you wish to pay monthly, payment is due on the first day of the new month.

*If you have an outstanding balance that exceeds \$50.00 your child may be dropped from the program until either payment is received or an arrangement is made with the School Business Manager.*

The After School Program uses room 129 located in the main building across from 299. The program will often utilize another facility (gym, quad, field, small theater) when available. The location of the students will be clearly posted on the door of room 129. If your child has permission to walk home from the after school program, dismissal time for them is 5:30.

If you are interested in having your child attend the After School Program, please fill out the After School Information packet attached and return it with payment to reserve your spot in the program. ***Your child may begin attending on August 16<sup>th</sup> and should report to room 129. Students that require assistance finding 129 may report to the main office for assistance.***

***If you have any questions or concerns about the program, please contact Michele O'Leary, Assistant Principal (245-2790 ext. 16521 or [maoleary@suhsd.net](mailto:maoleary@suhsd.net)) for further information. For additional information regarding billing please contact Molly Schlange, School Business Manager (245-2790 ext. 16502 or [mschlange@suhsd.net](mailto:mschlange@suhsd.net)).***

**University Preparatory School  
After School Program Attendance**

**Student Name:** \_\_\_\_\_

(Please check one or both of the following)

My Child will attend the After School Program from:

\_\_\_\_\_ 3:15pm-5:30pm    M    T    W    Th    *Please circle days.*

\_\_\_\_\_ 2:45pm-5:30pm    Friday

Drop in days are available and are charged at the daily rate.

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**Student Dismissal**

(Please check ONE of the following)

\_\_\_\_\_ My Child will **NOT** walk home, I will pick my child up at 5:30pm.

\_\_\_\_\_ My Child will **NOT** walk home, I will pick my child up at \_\_\_\_\_.

\_\_\_\_\_ My child **WILL** walk home from U-Prep at 5:30 on the following days:  
(Please check the boxes of the days your child will walk home)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

*I have read and understand the guidelines for the University Preparatory After School Program.*

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### University Preparatory After School Program

PHOTO ID IS REQUIRED FOR ALL INDIVIDUALS NOT LISTED AS PARENT OR GUARDIAN

\_\_\_\_\_  
(Child's Last Name)

\_\_\_\_\_  
(Child's First Name)

\_\_\_\_\_  
(Grade)

### Authorized Pick Up List:

\_\_\_\_\_  
(First & Last Name)

\_\_\_\_\_  
(Phone Numbers)

\_\_\_\_\_  
(Relationship)

\_\_\_\_\_  
(First & Last Name)

\_\_\_\_\_  
(Phone Numbers)

\_\_\_\_\_  
(Relationship)

\_\_\_\_\_  
(First & Last Name)

\_\_\_\_\_  
(Phone Numbers)

\_\_\_\_\_  
(Relationship)

\_\_\_\_\_  
(First & Last Name)

\_\_\_\_\_  
(Phone Numbers)

\_\_\_\_\_  
(Relationship)

\_\_\_\_\_  
(First & Last Name)

\_\_\_\_\_  
(Phone Numbers)

\_\_\_\_\_  
(Relationship)

The contacts listed above are the only authorized people who are allowed to come and pick up my child from the After School Program.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**