



SAINT COLUMBKILLE SCHOOL

A TRADITION OF EXCELLENCE

SPIRIT • SCHOLARSHIP • SERVICE

6740 Broadview Road Parma, OH 44134 216.524.4816

www.stcolumbkilleschool.org

AFTER SCHOOL CARE PROGRAM

WELCOME BACK to another school year. We are pleased to be of service to you in offering the After School Care Program (ASCP). ASCP is available on all scheduled school days from 2:45p.m. – 6:00p.m.

FEES AND PROCEDURES: The cost of ASCP is \$5.00 per hour per student billed on a ½ hour basis. After 6:00p.m., the fee will be \$1.00 per minute. All hours will be input into FACTS and payments will be made through the FACTS system.

CHANGE OF ROUTINE FORM: Please use these forms whenever your routine changes in **ANY** way. Change of Routine forms are available on the school website. This would include the days your child would be attending activities such as scouts, orchestra, sports practices, etc. **One** form per family can be used, but be sure to indicate which children are affected by the change.

SIGN OUT SHEETS: ASCP is located in the school building. You will come to the front entrance of the school to pick up your child and a staff member will buzz you in and call for your child to come to meet you in the circle. You must sign your child out with the time of pick-up and your name. If we are playing outside when you come, we will be in front of the lower breezeway doors with the sign out sheet. If someone else is picking up the child/children, the same procedure is followed.

DAILY ROUTINE: Students are checked in to ASCP in the computer lab at 2:40 P.M. After check-in, a snack is provided in the gym. At 3:15 P.M. the students are directed to their assigned study halls. The students in grades 1-8 will have a teacher-supervised study hall from 3:15 – 4:15 P.M. (Pre-k and Kindergartners go to a Kindergarten classroom with the Kindergarten aide). At 4:15 P.M. the children enjoy outside to play (weather permitting), or in the case of bad weather, they come to computer lab or gym for recess.

CHANGE OF CLOTHES: Students may bring a change of clothes for outdoor play. We do play outside unless the temperature is too low, it is raining, or too windy for safe play.

CONTACT INFORMATION: You may reach the After School Care Program staff between 8:00a.m. and 6:00 P.M. on the ASCP cell phone at 216-313-7756. For income tax purposes, our Federal ID number is 34-0821257. Your billing statement and your checks are your tax receipts. No other form will be provided.

6/11/2018