



St. Ambrose School
After-School Program
Policies and Procedures
2018-2019

The following is a list of Policies and Procedures for the After-School Program at St. Ambrose. Parents and Guardians interested in sending their children to the program must sign the attached form stating they agree to the terms and conditions of the program.

- The After-School Program is available from 3:00 - 5:30 on all full days of school.
- The program consists of attendance, snack, homework and free play. Children are taken outside as much as possible, weather permitting. Free play consists of various supervised activities.
- The program is split into two sections - 1) **Pre-K** - which is for the 3 & 4 yr olds, and 2) **K-8th Grade**. At 3:30 on Monday - Thursday, the 1st - 8th graders go to the library for homework hour which is supervised by one of our teachers.

- **All fees are due at the beginning of each week.** The fee schedule is as follows:
 - From 3:15 - 4:00 **\$8.00/day**
 - After 4:00 **\$15/day**

- Payments for the after-school program are made through your FACTS account. If an account is over one week old and no attempt has been made towards payment, your child will not be allowed into the program until payment is made. You may also pay in school.

- Parents are required to provide the program with a list of names and telephone numbers of any adult who will be picking up their child (see attached form). If someone else needs to pick up your child, please notify the school with a written note. Only in case of emergency can this information be given verbally. Also, please contact us if you will be delayed in picking up your child. **The After-School phone number is 518-313-9235**

Thank you for choosing our After-School Program. If you have any questions or concerns, please do not hesitate to contact the school.

**St. Ambrose School
After School Program Application
2018-2019**

I have read and understand the policies and procedures of the After
School Program.

Parent/Guardian Signature

Date

Child's Name

Grade

Parent Contact Information

Name

Phone Numbers

Other Authorized Adults Information:

Phone Numbers
