

Birchwood School After School Program 2011 - 2012

Birchwood School is pleased to announce that the **After School Program (ASP)** will again be in full operation for the 2011-2012 school year, beginning on Thursday, August 25th. Any Birchwood student is invited to stay on any day when the after school program is provided. The program will be available every day after school until 6:00 p.m. unless circumstances prohibit. The primary supervisor will be Lisa Samarin. The program will operate on a daily schedule that will include a snack, homework time, games, and outdoor play (weather permitting). Cost for the program is \$10 per day per child along with a one-time supply fee. Families who utilize the program will be billed at the end of each month. Below is more information about making arrangements for your child(ren) for enrollment in the program. For planning purposes, we ask that the attached enrollment form be used to enroll each student if the program is of interest to your family. If your situation changes, you are welcome to adjust your status at any time. For planning purposes, we would appreciate your sending the form in as soon as possible.

- **Full-time:** If you know that your child(ren) will be in the ASP every day (or just about), use the attached form and register for full-time care. If your pre-registered child(ren) will not be in the ASP on a school day, a note sent to school would be appreciated. However, you will only be billed at the end of the month for the days that you actually use. A one-time \$30 supply fee per child will also be charged the first billing.
- **Part-time:** If you only need the ASP on certain days, register for part-time. If it will always be the same days per week, we'd like to know which days. If the days will vary, a note sent to school would be appreciated when your schedule is set each week. You will be billed at the end of the month for the days that you actually use. A one-time \$20 supply fee per child will also be charged the first billing.
- **Occasional:** If your schedule is one that you think there might be occasional days that you will utilize the ASP, register for occasional care. A note sent to school would be appreciated when your child(ren) will be there, but if a last minute situation arises, your child(ren) will always be able to stay. You will be billed at the end of the month for the days that you use. A supply fee may be charged depending upon the number of days used.
- **Emergency:** If you do not register you child(ren) for the program but a situation arises in which you need the service, please be aware that any Birchwood student is invited to stay on any day, whether or not he/she is pre-registered. Like the above categories, you will be billed at the end of the month for the days that you use.

Please call **Lisa Samarin** at **(216) 251-2321** or **(216) 509-3057** if you have any questions about this program.

NOTE: If your family participated in the After School Program last school year, we would appreciate your completing the attached evaluation form so that we can be sure that the program continues to meet the needs of Birchwood families.

**Birchwood School
After School Program 2011 – 2012**

Registration Form

Family: _____

Parent: _____ can be reached at _____
From 3:20 - 6 p.m.

Parent: _____ can be reached at _____
From 3:20 - 6 p.m.

Full-time registration (every school day)

Child(ren) & grade:

Part-time registration

Child(ren) & grade:

Regular days per week

Days will vary each week

Occasional registration

Child(ren) & grade:

Will notify when needed

Your child(ren) will spend a scheduled 45 minutes to an hour per day on homework.

NOTE: If the above categories do not fit your needs, please contact **Lisa Samarin** at **(216) 251-2321** to make special arrangements.

Please return this form to school marked **“After School Program Registration.”**

Form does not have to be mailed. It can be returned the first day of school.

Birchwood School After School Program Policies and Procedures

Thank you for enrolling your child(ren) in the **Birchwood School After School Program (ASP)**. The following is information that is pertinent to your child(ren)'s daily routine in the program.

Hours: The ASP is open from school dismissal (3:20 p.m.) until 6 p.m. in the school building library. When you arrive to pick up your child(ren), use the main door (next to the south parking lot) and press the bottom buzzer next to the door. The ASP supervisor will unlock the door for you. There will be a sheet to sign your child(ren) out for the day.

Emergencies: In the event that an emergency arises and you will be unable to pick up your child by 6 p.m., please call the school at 216-251-2321 and alternative arrangements will be made for your child(ren). We ask that this procedure only be used in a true emergency in which there are circumstances beyond your control. If an emergency arises with your child(ren), you will be notified immediately according to your ASP registration form. Emergency Medical forms are on file with the ASP staff for all students who are registered for the ASP.

Daily Schedule

3:20-4:15	Snack and outside play weather permitting
4:15-5:15	Homework
5:15-5:00	Additional outside play, crafts, games and homework

Staff

The supervisory staff for the current year is:

Monday	Lisa Samarin & Kristen Olsen-Lamb
Tuesday	Cindy McNaughton & Nancy Wu
Wednesday	Kristen Olsen-Lamb and Cindy McNaughton
Thursday	Lisa Samarin & Nancy Wu
Friday	Lisa Samarin

If there are any permanent changes in staffing, you will be notified. However, there may occasionally be substitute supervisors, if needed.

Behavior

Students are encouraged to behave in the ASP as they would in school, with appropriate respect for their surroundings, the supervisor, and the other students. Appropriate discipline will be used, if necessary. Students should also leave the ASP area reasonably clean and organized.

Parent Concern

In the event that you have a concern of any incident that took place in the ASP please be advised of the following procedure.

1. Let the supervisor know of the incident
2. Supervisor will then let the head of school know of the situation
3. Supervisor will communicate with all parties involved.
4. If there is a further need, a meeting will be set up with the head of school and or necessary parties.
5. All involved parties will be informed of the outcome or resolve of the concern or incident.

Scheduling

If you find the need to adjust the schedule for the ASP for which you registered your child(ren), please speak with the ASP Supervisor, Lisa Samarin at (216)-251-2321 or (216)-941-6949. Adjustments can always be made regarding the number of days or which days of the week are needed, but even one day's notice would be appreciated for planning purposes. Children who are registered for an as-needed basis can attend the ASP any day without prior notice, although the school should be notified so that children are sent to the correct location.

Billing

You will receive an invoice at the end of each month during which your child(ren) attended the ASP. In the event that your account becomes delinquent, your child(ren) will still be able to attend the ASP but on a pay as you go basis. A fee of \$20 will be billed to your account for each time you arrive after the 6 o'clock pick-up time, unless otherwise arranged. If you have any questions about billing, please speak with Lisa Samarin

Please contact **Lisa Samarin** of the Birchwood School **(216)-251-2321 or (216)-941-6949** with any questions or concerns about the after school program.