

# **After 3:22 After School Program**



## **Parent Information Packet**

**Whitefish Foursquare Church**  
233 Kalispell Ave

**(406) 862-1653**

**[www.facebook.com/After322](http://www.facebook.com/After322)**

**Program Director: Karla Kane**

## **After 3:22 After School Program**

The objective of the **After 3:22 After School Program** is to provide a safe, supervised, drug-free environment for 5th and 6th grade students while engaging them in beneficial and enjoyable activities. These goals can be met through:

- Arts and crafts
- Organized game time
- Homework assistance
- Recreational opportunities

### **Hours of Operation**

- Monday through Friday, 3:25-5:30pm

**After 3:22 ASP** will operate on the Whitefish Middle School calendar. The program will only be open on days that school is in session.

### **Registration**

Parents or guardians may register their students in person at the Whitefish Foursquare Church, located at **233 Kalispell Ave** (across the street from Whitefish Middle School). Registration will remain open throughout the school year, but must be completed and paid in advance before the student may begin attending the after school program. Parents must complete and sign the registration form and medical release form.

### **Costs/Payments**

- \$10/day or \$40/week\*

Payment is required in advance of service. If payment for the week is received before Monday, the \$40 per week charge will apply. \*If payment is received late, the full \$10 per day charge will apply, bringing the total to \$50 for the week. Cash or checks only. Checks can be made out to: WFC / After 3:22

### **Late Fee**

Parents will be charged a late fee if student is not picked up by 5:30pm

- **\$1 for every 5 minutes after 5:30pm**

### **Credits and Refunds**

If policy is followed regarding student absences, credit may be applied to account for future use. Refunds can be requested with 24 hour advance notice. A \$5 processing fee will be deducted for all refunds.

## **Student Absence Policy**

When a student will be absent from **After 3:22 ASP**, parents must call **862-1653** by **no later than 9:00am** of the same day in order to receive a credit to be applied as payment for a future date. If the program is not notified before this time, no credit will be given. Parents will be contacted if a student does not arrive to the program within the specified time (see Check-In Procedure).

## **Check-In Procedure**

After the dismissal bell rings at 3:25pm at WMS, students should make their way to the WF4S church and pick up their snack from the snack program. Students must be signed in by a staff member upstairs at the check-in table by 3:45pm. If a student does not check in by 3:45pm, and **After 3:22 ASP** has not been previously notified of absence, a parent will be called. This is to ensure the safety and timeliness of the students.

## **Check-Out Procedure**

Parent, guardian, or approved pick-up person must sign out students in person by 5:30pm every day. ID will be required. **After 3:22 ASP** must be notified by calling **862-1653** in the event that the pick-up person will be arriving late. Late Fee will apply for every 5 minutes after 5:30pm.

## **Allergies/Medications**

Registration will include a medical form to list any allergies or special needs that students may have. Students are entirely responsible for the safe handling and administration of their own medications. Although medications will not be administered by program staff members, a list of current medications is required for the safety of all students.

## **Medical Emergencies**

Parents will sign a medical release form upon registration allowing students to be treated by medical professionals in the event of an emergency. Parents will be immediately notified.

## **Behavioral Expectations**

All students should have a fun, safe experience in **After 3:22 ASP**. Therefore, students will be expected to follow a basic **RESPECT** code of conduct in all areas.

- **RESPECT** for other students
- **RESPECT** for staff
- **RESPECT** for property
- **RESPECT** for self

The **DRESS CODE** policy is the same as Whitefish Middle School. Students should not change or alter their appearance between leaving school and arriving at the program.

Students will refrain from bringing **SODA, COFFEE, or ENERGY DRINKS** to the program. Other beverages or snacks from home will be allowed in designated areas.

**CELL PHONES** and all other electronic devices should not be used during organized activities. There will be designated areas for cell phone usage.

## **Disciplinary Policy**

In order to maintain a positive environment for all students, appropriate corrective action will be taken when a student fails to follow the **RESPECT** code of conduct. If immediate corrective action is unable to resolve the issue, further progressive steps will be taken with parental involvement.

1. Probation and a call to parents
2. Meeting with parent and student
3. Dismissal from program

**Any questions or comments about **After 3:22 ASP** can be directed to Program Director Karla Kane at (406) 862-1653.**