Saint Lawrence After School Program

231 Main Street, West Haven, CT 06516

"Shaping the Leaders of Tomorrow"

Saintlawrenceschool.com

Kathy Kristant

Director

(203) 641-7369

The Saint Lawrence After School Program (ASP) would like to welcome you to our extended day day activities.

The hourly fee charged for the full-time student is $10.00 per student.

The ASP will operate every school day from dismissal until 5:30 pm. The ASP is open on early dismissal days (unless specified). On these days, please provide lunch for your child (please refrain from bring in fast food ie. McDonalds, Burger King etc.). Snacks and drinks will be provided for your child(ren) daily. There are no peanut butter or nut products allowed at the ASP. If your child has any dietary restrictions, please see Mrs. Kristant.

You can pick up your child at any time during ASP operational hours; you will be billed accordingly. Our program closes at 5:30 pm, **(PLEASE BE ON TIME. THERE WILL BE A $10.00 LATE FEE APPLIED FOR EVERY 30 MINUTES YOU ARE LATE PICKING UP YOUR CHILD).** If any child is left at the program for more than 30 minutes after closing, names from the emergency contact will be called until someone can make arrangements to pick up your child. If you are going to be late, please call Mrs. Kristant at (203) 641-7369.

The ASP will not operate on any non-school days, including vacation days, holidays, or snow days. In case of unplanned early dismissal due to bad weather, the program will operate unless you are notified by a phone call by the ASP staff. If conditions are deemed extremely hazardous, the program will close. You will not receive notification if the program will continue to operate. Please make sure you have provided an emergency contact of someone who will be available to pick up your child in the event of an early closing, especially if you feel it will be difficult to reach you.

The billing for the After School Program is processed through FACTS. Each week, FACTS will generate an invoice and email it directly to you. You may choose to enroll in AutoPay through FACTS, make a payment directly to FACTS using a credit card, or send cash or a check to the main office in an envelope labeled with your child's name and "After School." We will then process the payment through the office on your behalf. All payments must be kept current, if you should fall behind on payments your child(ren) will not be able to attend the ASP until the balance is paid.

OVER

Any students NOT attending the program on their regularly scheduled day must have a note (or preprinted form that you can request from Mrs. Kristant in the after-school). This should come from the parent/guardian addressed to both their teacher and the ASP staff. This also applies for a student who needs to attend the program on a day that they are not scheduled to attend. This is especially important for the children who come on an as needed basis. Failure to do this results in a lot of confusion, so please be mindful of this practice.

Parents picking up their Child(ren) from the after-school program are asked to enter the school parking lot via the Main Street entrance. In this manner you will be able to see if the children are using the playscape.

If the children are not outside, proceed out the Union Ave exit (gate) and park anywhere along Union Ave. Use the door that is at the exit of the parking lot, ring the bell and one of the after-school ladies will greet you. (For the safety of staff and students, no adults will be allowed inside. Your child(ren) will be brought to the door). Each student must be signed out to a parent or someone who is designated on the release form (if someone that is not on the release form ASP will need a phone call or note from the parents with the individual's name). NO student may sign themselves out. ***PROPER IDENTIFICATION WILL BE REQUIRED FROM ANY PERSON UNKNOWN TO THE AFTER - SCHOOL PROGRAM STAFF.***

Students must come to the ASP with a change of play clothes (no dresses) and sneakers (only sneakers are permitted). Please remember that some of our projects are messy, so do not send your child(ren) with new or "good" clothes. Your child(ren) will NOT be able to play outside in their school uniform or shoes. Gym clothes are permitted. All school uniforms and apparel should be labeled with your student's name. This will make it easier for us to keep track of individual student's uniforms.

It will be helpful if every after-school student can bring their own "pencil box or container" with the following items: crayons, pencils, glue sticks, safety scissors, colored pencils.

Please be sure to read, understand and sign the attached ASP disciplinary form, emergency form and any other applicable forms, and return them as soon as possible. It is important that we have complete information on your child(ren) at the After School Program. We do not have access to any information kept at the school and it closes at 3:30 pm, which is why we need these forms specifically for the ASP.

If you have any questions or concerns, please feel free to call Mrs. Kristant, Director of the after-school Program.

Thank you!

OVER

Saint Lawrence School

A mission of St. John XXIII

231 Main Street, West Haven, CT 06516

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(203) 933-2518 Fax (203) 933-2058

saintlawrenceschool.com

AFTER SCHOOL PROGRAM REGISTRATION
2026-2027

Student's Name (s)_____Entering Grade _____

_____Entering Grade _____

_____Entering Grade _____

Child/ren lives with_____both parents_____mother_____father_____other_____

Days Requested (Please check days) Various days_____(Please send a schedule monthly if possibly)

Monday_____Tuesday_____Wednesday_____Thursday_____Friday _____

Date child(ren) will start___/___/_____(please fill out to your best of your knowledge important for the 1st week of school)

Father/Guardian Name:_____ Mother/Guardian Name: _____

Place of Employment	Place of Employment
Address of Company	Address of Company
Days Employed	Days Employed
Hours Employed	Hours Employed
Company Phone #	Company Phone #
Home Phone	Home Phone
Cell Phone	Cell Phone

Parent signature _____

Date _____

PLEASE FILL OUT COMPLETELY AND RETURN TO THE OFFICE.

Saint Lawrence After-School Program

STUDENT INFORMATION SHEET

Student's Name:_____ Grade:_____ Date of Birth_____

Mother's Name & Address_____

Contact Number: (Home)_____

(Work)_____

(Cell)_____

Father's Name & Address_____

Contact Number: (Home)_____

(Work)_____

(Cell)_____

Are both Parents able to pick up child? Yes ☐ No ☐

Emergency Contact: Only the people listed below will be able to pick up you child. Please be sure they hav proper identification to provide to the Director.

Name:_____ Name:_____

Relation:_____ Relation:_____

Contact Number:_____ Contact Number:_____

Name:_____ Name:_____

Relation:_____ Relation:_____

Contact Number:_____ Contact Number:_____

Please complete the following and notify the teacher of any changes or updates.

Doctor's Name:_____ Hospital Preference:_____

Phone Number:_____ ☐ I give permission for my child to be transporte by ambulance.

☐ I give permission for the staff to preform basic first aid

Indicated if any applies to your child (if yes, please use the back to explain) ☐ The staff can perform CPR

Physical limitations	Yes ☐	No ☐	Asthma	Yes ☐	No ☐
Prone to any ailments	Yes ☐	No ☐	Eye Glasses	Yes ☐	No ☐
Dietary Restrictions	Yes ☐	No ☐	Hearing Aid	Yes ☐	No ☐
Currently taking Medication	Yes ☐	No ☐	Braces	Yes ☐	No ☐

Does your child have allergies of any kind: _____

_____

Is there any other physical or emotional consideration you wish to share with us?_____

_____

Electronics In the St. Lawrence After School Program

After-School Program students are permitted to use non-cell phone electronic devices (DS, Kindles, iPads, tablets etc.) once they have completed all of their homework assignments.

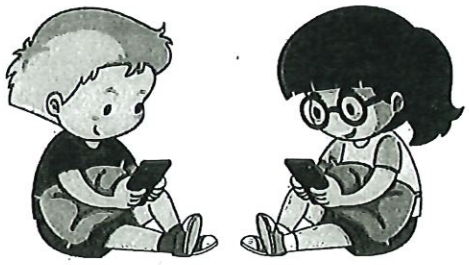
1. The electronics **MUST** be turned off and put away upon entering and leaving the school building and *cannot be used during the school day.*
2. If the device is used during the school day, it will be kept in the Main Office until it is picked up by an adult.
3. Any games the students bring in **MUST** be age appropriate
   All violent games are prohibited.
4. **All Social Media sites are off limits** (TikTok, Snapchat, Facebook, Instagram, etc.).
5. Taking videos or pictures will also be prohibited.

If your child chooses to not follow these rules, she/he will lose the privilege of using these devices in our After School Program.

The bottom portion of this letter **MUST** be completed in order for your child to use her/his electronic device.

Thank you,

Kathy Kristant
Director



After- School Program Electronics Permission Slip

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

By signing below you understand your child's device is her/his responsibility and you understand the terms and conditions stated in the letter above.
*I understand that if the device is lost, stolen, or broken the school is in **NO WAY** responsible.*

Parent/Guardian Signature _____ Date _____

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After School Program Disciplinary Policy

If a child chooses to misbehave after a verbal warning, she/he will be put in a five-minute time out, seated in clear sight of an adult and not participating in any activity (any child under the age of 5 will receive a time out according to their age). If the child chooses to continue to misbehave, her/his free play privileges may be revoked for the remainder of the afternoon.

In the case of more serious disciplinary matters such as kicking, fighting, hitting or being disrespectful to one of the adult supervisors, the student may immediately lose their play privileges and parent / guardian notification will follow.

If there are repeated and persistent disciplinary issues, the family will be asked to meet with the After School Program Director and the Principal. Saint Lawrence School reserves the right to revoke the child's privilege of being enrolled in the program.

Please sign and return this form to acknowledge the policies of the After School Program

Parent / Guardian Signature_____

Parent / Guardian Signature_____

Date:_____

Student Signature(s) _____

_____

_____