Welcome Aftercare Parents,

We are excited to see all the new faces but also the “old” faces and to be able to work with all of you again this year.

I just wanted to start out the year with some reminders and information to help the year get off to a good start.

First, please make sure your child/children have a water bottle with them each day. We will fill them up at the water fountain each afternoon so your child can stay hydrated each day. It does get pretty warm in the gym and also outside, so we want the children to have water without having to run to the fountain all afternoon. We do provide a snack each day for your child but if they prefer something else feel free to send something in with them.

Second, please be sure to sign your child out each day with the time that you are picking them up. The children’s names are already on sheet by grade level. If your child is with us, they have been checked off on the sheet. You just fill in the time they are picked up and the person picking them up. If you don’t fill in a time you will be billed for a full day. I will make sure the sign in sheet is located in the same spot to avoid any miscommunications.

Third, I will try to bill each day for the previous day. Occasionally, I may have to bill more than one day at a time. So you may see more than one charge per day. Please always feel free to check with me if you are concerned as I am human and do sometimes make a mistake😊.

Fourth, children in grades Kdg through 6th will have an hour Monday-Thursday to do homework. The younger children will be in Mrs. Sposito’s class until 4:30 then from there they will be in the gym. So if you come in and don’t see your child, they are probably in one of those places, or using the bathroom. Staff will be with them at all times with a walkie Talkie.

On Back
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-6th Grade. At 3:30 on Monday – Thursday, the 1st – 6th 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 $16/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

Allergies