



*Enriching students from the roots up*

## **BEFORE & AFTER-SCHOOL PROGRAM**

**All parents are asked to read the after-school policies regarding students who are not picked up on time.**

### ***BEFORE & AFTER SCHOOL PROGRAM & PROCEDURES***

- The before and after-school program is intended to provide supervision for students who must be dropped off at school before the general start time or stay after dismissal. It is Aspen's responsibility to see that the program is adequately staffed. However, Aspen Academy **does NOT** offer drop-in day care services.
- Each month parents are required to fill out a monthly calendar and pre-pay for the days that are going to be used. The calendar will be located online or at the school office. It is due by the **20th of the month** prior to use. For example, the March calendar is due on February 20th. Late calendars will not be accepted and alternative arrangements for before or after care will need to be made.
- There is a one-time registration fee of \$50 for each family (not each child).
  - Block A 7:00 – Start of School Day (full or partial use) Mon-Fri, school days only
  - Block B End of School Day– 4:30 p.m. (full or partial use) Mon-Fri, school days only
  - Block C 4:30 – 5:30 p.m. (full or partial use) Mon-Fri, school days only
- The K-4 program offers gym time, outdoor time when weather permits, quiet activities. The 5-8 program offers time for students to do homework in the morning and afternoon.
- Parents/Guardians are required to sign their student in each morning – and out each afternoon. For safety and security reasons, students may not check themselves in/out or meet their parents at their car.
- To request a change in your student's after-school routine or pick-up, parents must send a dated and signed note to the front office. No alternative arrangements made over the phone will be accepted.
- **Only individuals listed on the registration form may pick up the student.** Adults picking up students may be required to show ID at any time.
- The same behavior expectations we have for students during the school day apply to the before and after-school program. Students who violate the rules will be temporarily removed from the group. This is an optional program; if behavior problems persist, the student may be dismissed from the program.

**STUDENT INFORMATION**

Student's Name \_\_\_\_\_ Application Date \_\_\_\_\_  
 Nickname \_\_\_\_\_ M / F Date of Birth \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Address if Different \_\_\_\_\_  
 Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_  
 Place of Employment \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Address if Different \_\_\_\_\_  
 Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_  
 Place of Employment \_\_\_\_\_ Work Phone Number \_\_\_\_\_

**BEFORE & AFTER-SCHOOL COSTS & BILLING**

**Enrollment / Billing:** All families must register and pay a one-time registration fee of \$50 per family. Parents will be given a packet that includes monthly calendars on which they indicate the days their student will attend (these are also available at the school and the website). This calendar **MUST** be submitted no later than the **20<sup>th</sup>** of each month for the following month so we can ensure adequate staffing, snacks, and supplies.

**Before School:** Hours are 7:00-Start of School Day Monday through Friday - School Days only  
 ▪ Billed in one \$8.00 Block/day (full or partial usage)

**After School:** Hours are 3:30-5:30 p.m. Monday through Friday - School Days only  
 ▪ Billed in two blocks (full or partial usage)  
     ○ \$8.00 for End of School Day-4:30 (full or partial use)  
     ○ \$8.00 for 4:30-5:30 (full or partial use)

**Extra Charges:** **Parents arriving after 5:30 p.m. will be billed \$5.00 for each additional 5-minute increment. Chronic tardiness may exclude your child from using the After-School Program.**

**We do not have emergency drop in. However, if your student is not picked up at the end of the school day, we will place your student in Eagle's Nest and charge additional fees. \$50 per student for emergency care, plus \$1 per minute per child.**

**NSF Charges:** Aspen Academy will charge parents a \$35 fee for any NSF check returned for non-sufficient funds or any other cause. This fee is subject to change without notice. Any NSF account not paid within 5 days will be considered grounds for dismissal from the Eagle's Nest Program.

**Return this form along with applicable, non-refundable registration fee to:**  
*Aspen Academy, 14825 Zinran Avenue, Savage, MN 55378*

I certify that the information on this application is complete and accurate to the best of my knowledge.

\_\_\_\_\_  
 Parent/guardian Signature

\_\_\_\_\_  
 Today's Date