

## AFTER SCHOOL SUPERVISION

2016-2017



### Activities and Structure

After school supervision is designed for students in grades K-6 who need a secure, supervised environment after school and who are not otherwise involved in after school programming. Students whose parents are unable to pick them up at 2:50 p.m. due to work or family obligations may use the service if they sign up for it in advance. The school currently uses “abcsign.com”. The link can be found on the Gateway website under the Parents tab => After School supervision.

While in after school supervision, students will have the opportunity to complete homework, read, study, play educational games, and do other quiet, constructive activities. On certain days, movies will be shown. If the weather permits, students will also be taken out to court yard to play. While conversation in low voices will be permitted at staff discretion, the level of noise may interfere with students’ ability to concentrate as well as the staff’s ability to communicate with all students. Snacks will be available for students in after school; you may also pack extra snacks.

It should be noted that after school supervision is NOT a substitution for tutoring. Students who need specific help in one or more of their classes should seek and receive help from their classroom teachers. Staff in after school supervision can help with homework and answer general questions. Each teacher is responsible for planning and scheduling their own tutoring sessions. If you feel that your child is in need of tutoring, please contact him/her teacher directly.

### Six weeks Fees

The fee structure below is designed to offer a flexible and affordable after school alternative for families. **FEES ARE BASED ON 6 WEEK SIGN-UP PERIODS** to mirror our club rotation schedule.

\*Prices are **per** child.

Frequency	Elementary 2:50 - 3:40	Elementary 2:50 - 6:00	Intermediate (5-6) 3:35 – 6:00
5 days per week	\$100	\$250	\$175
4 days per week	\$80	\$200	\$140
3 days per week	\$60	\$150	\$105
2 days per week	\$40	\$100	\$70
1 day per week	\$20	\$50	\$35

Payment is due the **START** of every rotation. Exceptions will only be made in extreme cases, and with written approval. Payments may be made in the Library with **cash, credit card, or checks** made payable to: Orenda Education. There is a grey drop box in front of the Library for payment as well. Please do not give any payments to teacher or vendors.

**PLEASE NOTE: It is not possible to change the frequency of after school supervision on a weekly basis.**

## Hours

Monday through Friday                          2:45 p.m. – 6:00 p.m.

If your child is enrolled in an after school activity (paid or unpaid), they should be picked up at the conclusion of each activity unless they are enrolled in after school supervision.

## Late Pick-up Fees

Any student not picked up by 6:00 p.m. will be charged a late fee, due at the time of pick-up.

First five minutes                                  \$2.00

Each minute thereafter                          \$1.00

If you are going to be late, call the office as soon as you can.

## Drop-In Supervision

In the event that you won't be able to pick up your child/children by 3:00 p.m. or at the conclusion of a scheduled after school activity due to an emergency or other unplanned occurrence, call the office or e-mail Laurie Stephenson soon as possible on that day to make arrangements for your child/children to remain in after school supervision until you arrive. DO NOT expect your child to simply tell their classroom teacher or try to "just show up" in the office or after school room. Teachers have been given strict instructions that children are to be taken to their designated and pre-determined after school pick-up, bus, or activity locations.

The drop-in fee for students not currently enrolled in the after school supervision program is **\$10.00** a day per each child.

\*Payment is **due** when your child/children are picked up.\*

## Pick up Policy

For our student's safety, you may not get your child/children from after school supervision line while walking over from the elementary. You must sign your child/children out on the sign out sheet. NO older sibling will be allowed to sign any siblings out an adult has to be present. If you cannot make pick up and have someone else picking up your child/children they will need to be on your approved pick up list (attached to the back) and show their ID to verify.

## Cancelling Supervision

Please notify Laurie Stephenson in writing if you are cancelling after school supervision for your child/children. We will not be pro-rating six weeks rates or offering refunds for supervision not used during the month.

### Holidays and Breaks

Supervision is only available on instructional days and not during school holidays, breaks, or staff development days.

Academic Supervision is available on early out.

## **Step by step instructions to register for Academic Supervision and After School Programs:**

1. <http://www.gatewaycps.org>

2. Go to Parents tab

3. Click on After School Supervision

4. Scroll down to ABC sign up link

[http://reg.abcsignup.com/view/view\\_month.aspx?as=34&wp=71&aid=ORE](http://reg.abcsignup.com/view/view_month.aspx?as=34&wp=71&aid=ORE)

5. Click on whichever preferred club to view and register

**\*\* Registration is required for each child per program/  
event every six weeks term\*\***