

## Mt. Salus ASEP

The After School Enrichment Program (ASEP) is getting underway and I wanted to address a few changes in policy and schedules.

### Please read these changes even if you do not plan to use the program.

1. Change of meeting place ... we will meet in the Art Room just off the gym.
2. Change of availability : We will be open for half days, Teacher's Meetings, and Holidays except for the following dates:  
Labor Day  
Thanksgiving Holidays Nov. 21-25  
Dec. 22-, 23&26  
Spring Break Mar. 9-16
3. There will be a Summer Program starting May 21, 20011

## Mt. Salus Campus After School

### We believe in this day and age, no child should be left unattended.

1. If a child is not picked up by 3:15, he/she will be placed in ASEP and parents will be charged for the time they attend.
2. No child will be allowed to stay on campus without adult supervision. When an older sibling has a school related practice, younger siblings will be required to attend the ASEP. 'Watching practice' is not proper supervision for children of any age. They will be placed in ASEP and you will be charged.
3. Students attending ASEP will come to the Art Room meeting area and sign in at 3:15.
4. Parents will need to come to the meeting area through the side door and sign out their child. We will not be able to leave other children unattended to come out to the cars. If we are in another part of the building (ie: Computer Lab) there will be a sign with the sign-in book stating where we are. If we are on the playground, the sign-in book will be there, as well.
5. A release form stating other persons allowed to pick up your child will be required ahead of time in order for us to allow them to sign out your child. (You may fill out that form with a list of possibilities at registration.)
6. A release form stating what school related activities your child will be attending prior to signing in will be needed for us to know where they are between 3:15 and that time.
7. Two or three emergency phone numbers will be required for your child's safety.

### Daily Schedule

3:15 - 3:30 Snack

Snack and Homework will be adjusted for late comers.

3:30 - 4:15 Homework

4:15 - 5:00 Activity

5:15 - 6:00 Playtime (Outside, weather permitting)

### Activities

(Subject to change upon occasion)

Monday: Fun & Games

Tuesday: Arts & Crafts

Wednesday: Computer Education (and Fun)

Thursday: An Introduction to Spanish

Friday: Popcorn & a Movie