



# ALBUQUERQUE SCHOOL OF EXCELLENCE

13201 Lomas Blvd. NE Albuquerque, NM 87112 ♦ Phone: 505.312.7711 ♦ Fax: 505.312.7712

## **AFTER SCHOOL and EXTENDED HOUR CARE APPLICATION** **2018 – 2019 Academic Year – revised 3/10/2019**

Dear Parent/Guardian and Applicant,

Albuquerque School of Excellence provides Before & After School Care for its students. Please read below and choose the right option for you and your kids. *Please choose one of the After School Care options below:*

- Option 1: Monday –Thursday(2:40 pm-5:30pm) & Friday (1:15 pm -5:30pm) (\$ 210 per month) – Extended Hour Care Option
- Option 2: Monday –Thursday(2:40 pm-5:30pm) (\$160 per month)
- Option 3: Only Friday (1:40 pm -5:30pm) (\$60 per month)
- Option 4: Monday –Thursday(2:40 pm-3:30pm) & Friday (1:15 pm -3:30pm) (\$70 per month)

**Option4 is Free for Grade 1 thru 6 if they have sibling in Grade 7 thru 12.**

- Option 5: If you need your child stay in Afterschool Care just for a day when needed then we will charge \$10 per day (Fridays \$20).

Applicant's name: \_\_\_\_\_,  
(First) (Last)

Gender:  Male  Female Grade and Section: \_\_\_\_ / \_\_\_\_

Mother name: \_\_\_\_\_ Father name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Thank you for your interest in our Before & After School Program at Albuquerque School of Excellence (ASE). Please fill out the application form completely and return it to front office with first month payment. Your child will not be enrolled for the 2018-2019 After School Program until first months fee is made in the form of a check, credit card or money order payable to ASE.

I understand that fees are payable in advance of services. I understand that no refunds will be given for any reason. Should I wish to withdraw my child from the program, I agree to give two weeks written notice prior to the last day to the office. If notice is not received as stated above, full monthly payment will be expected. Any student who has received disciplinary actions or suspended may not be able to attend the After-School program. Fees will not be prorated even if you start the program after the first week of month. By signing this form, you accept the ASE Afterschool Care Policies.

Emergency Contacts and people authorized to pick up student: Please list individuals we may contact in the event of an emergency. Please use back of sheet to add additional emergency contacts for your child in the same format.

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Parent/Guardian

Date

### **AFTER SCHOOL PROGRAM POLICIES**

Afterschool care starts at 2:21pm and ends at 5:30 pm. Students will be supervised inside from 2:30-5:30 PM After 5:30 PM, there will be no supervision by ASE staff and students will not be allowed to stay in the building. ASE is not responsible for students that are not picked up after 5:30 PM. The payment for August is due at the registration. August & December payment will be half of the regular fee. Payments in cash will not be accepted. Please make your payments by check or money order only. **Payments must be submitted to the office by the 3<sup>rd</sup> day of each month.** Please make checks or money orders payable to ASE Afterschool Program. Please include your child's name on the check or money order. If the fee is not paid by the 5<sup>th</sup> day of the month, this may result in the termination of after-school enrollment. In the event of termination, parents are responsible to implement a pick-up plan for the student by 2:45 PM. After school program will not be available on days the school is closed, or early closings due to inclement weather. After school program is intended to be a study hall for the student. Students are required to bring their materials. Students in aftercare program are expected to remain quiet and work independently for the entire time.



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**PICK UP POLICY:** Parent/Guardian must sign out the student at the front office. Your child will be supervised inside until 5:30 PM. After 5:30 PM, there will be no supervision by ASE staff and students will not be allowed to stay in the building. ASE is not responsible for students that are not picked up after 5:30. *It is the school administration discretion to charge \$1 per minute after 5:30pm not to leave students outside the building. Parents must be informed that 5:30pm is the latest pick up time.*

**EMERGENCY CARE:** If I or any other emergency contact person cannot be reached I give permission to ASE to arrange emergency care for my child. I authorize the ASE(ASP) to use the closest medical facility and grant permission for the medical facility to provide medical care.

**DISCIPLINE POLICY:** The purpose of a discipline policy is to facilitate a positive after-school climate where each student feels safe and secure. ASE student code of conduct will apply to the after school program. Parents will be informed of their child’s behavior and are encouraged to support the school’s decisions. Students will be provided with opportunities to grow in personal and social development and, if they are involved in a discipline concern, are given due process. Rules and regulations outlined in the Student Handbook will be applied to the After-School Program and all students enrolled in the After School Program are expected to obey them. If a student fails to do so for the first time, the parent will be informed and the student will get a warning. If the office receives another discipline referral from the same student then a parent conference will be held and the student will be suspended from after school program for one week. If the third discipline action happens, student will be expelled from the After-School Program and he or she may not enroll for the current academic year.

**MEDICATION POLICY:** A parent or guardian will be called to pick up a child who is sick or injured. Medicine will not be administered by the school.

**STUDY HALL POLICY:** If a student has homework, he or she must work on that. If he claims that he doesn’t have any homework, he needs to bring a paper indicating that there is no homework that day from his teacher. No paper without signature, name of the student, name of the subject and date is acceptable. If a student finishes his homework early, he must read a book (no exceptions). ASE will not provide any books.

**PAYMENT:** You must make your payments between 1st and 5th day of each month to the Front Office. Please make checks payable to Albuquerque School of Excellence. Don't forget to include your child's name on the check. If you didn’t make a payment between 1st and 5th day of the month, the student will be withdrawn from the program. The student will not be accepted to the program until the money is paid. If such situations happened more than once, then the student would not be accepted to the program anymore. **\*\*\*No money will be refunded in any case. Do not forget to take a receipt.**

PARENTS-STUDENTS: Please read After School Program carefully. Then sign and return the attached contract to the school office.

## Consent Form

I have read and understood the After School Program Policies and acknowledge the fee to be paid by me for my child’s participation in ASE’s after school program. In the event of an emergency and I cannot be reached I give permission to ASE to arrange emergency care for my child.

Student’s Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)

Parent’s Name: \_\_\_\_\_ Parent’s Signature: \_\_\_\_\_  
(Print)

### **For Office Use Only**

Date application was received: \_\_\_\_\_ Fee submitted: \_\_\_\_\_

“After School Program does not discriminate because of race, color, religion, gender, national origin, physical or mental disability.