

Academy of St. Joseph
After School Program- 2021-2022

Scholars Haven & After School Classes

Academy of St. Joseph's after school program consists of Scholar's Haven and After School classes.

- The Scholar's Haven program runs from 3:30-5:30 p.m, in two one-hour sessions, Monday-Friday. Scholar's Haven consists of a snack time, homework time, and quiet free play time. Students are grouped by division and registration is required.
- After School classes offer enrichment sports, arts, and STEM. These classes are offered by outside providers. Class time varies. All classes end by 5:30 p.m. Class fees vary. See below.

After School Program Calendar

Day/Month	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	# Sessions
Monday	13, 20, 27	4, 18, 25	1, 8, 15, 22, 29	6, 13	3, 10, 24, 31	7, 21, 28	7, 28	4, 11, 25	2, 9, 16, 23	6, 13	31
Tuesday	14, 21, 28	5, 19, 26	9, 16, 23, 30	7, 14	4, 11, 18, 25	1, 8, 22	1, 8, 29	5, 12, 19, 26	3, 10, 17, 24	7, 14	32
Wednesday	15, 22, 29	6, 13, 20, 27	3, 17	1, 8, 15	5, 12, 19, 26	2, 16, 23	2, 9, 30	6, 13, 20, 27	4, 11, 18, 25	1, 8	32
Thursday	16, 23, 30	7, 14, 21, 28	4, 11, 18	2, 9, 16	6, 13, 20, 27	3, 10, 24	3, 10, 31	7, 14, 21, 28	5, 12, 19, 26	2, 9	33
Friday	17,24	1,8,15, 22,29	5,12,19	3,10,17	7,14, 21,28	4,11, 18,25	4,11	1,8, 22,29	6,13, 20, 27	3,10	33

The after school program is not held on school holidays or early dismissal days.
Please keep this calendar at home so that you will have the dates for future reference.

After School Program Schedule

3:30 Assembly Hall	1. Scholar's Haven Check In 2. After School Class Session 1 Pick Up (3:30 -4:30 p.m. classes)
Session 1 3:30-4:30	1.Snack 2. Homework 3. Quiet Reading/Legos/Drawing 4. Pack up at 3:20 p.m. to prepare for dismissal/transition to Session 2 After School classes. *4:30- transition to after school programs. After School teachers pick students up.
4:30 Transition	1. Pick up for Session 1 Scholar's Haven and After School Classes
Session 2 4:30-5:30 p.m.	1.Snack 2. Homework or 5. Quiet Reading/Legos/Drawing *4:30- transition to after school programs. After School teachers pick students up.
5:30 p.m.	1. Pick up for Session 2 - All After School Programs are finished at this time.

After School Program Policies and Procedure

Program details are emailed to parents prior to the start of the school year. Parents may register their child via the registration forms provided. Registration is required for Scholar's Haven and After School classes. All payments are non-refundable.

Payment and Enrollment Policies

Scholar's Haven

A student is considered registered once a registration form is received by the office. Scholar's Haven fees are charged to FACTS accounts at the beginning of each trimester. You will receive an invoice for your chosen sessions prior to being charged at the start of each trimester. Late fees are charged at the end of each trimester.

After School Classes

A student is considered registered once a registration form and postdated checks are received by the office for After School classes. All classes are filled on a first-come, first-served basis. Classes are contingent on enrollment.

Hours

The After School Program runs each full school day from 3:30-5:30 p.m. Session 1 runs from 3:30-4:30 p.m. Session 2 runs from 4:30-5:30 p.m. Both Scholar's Haven and After School Classes follow this schedule.

Students in Lower School remain with their classroom teachers until the first after-school session begins.

Sign-in and Sign-out Procedures

Sign-in

Students who are registered for Scholar's Haven or an after school class will be signed in to their class in the following way:

- Lower School (Grades PK-4): Each Lower School teacher is given a roster indicating the after school enrollment for each student in their class. Students who have an after school class will be signed into after school by their teacher for the first session. If a child is absent or will miss the class, the teacher will inform the after school staff. Students are cohorted by division. Lower School students joining the second session of Scholar's Haven are signed in by their after school class teacher.
- Upper School (Grades 5-8): Upper School students that are registered for Scholar's Haven or an after school class will be signed in by their homeroom teacher for Session 1 and by their after school class teacher for Session 2.

Sign-out

It is critical that all families cooperate with the sign out process to ensure the safety of all children.

- Children may only be signed out by a parent or another adult on the child's approved pick-up list. If there are any changes to the list (i.e. caregivers), please inform the school office as soon as possible.
- Scholar's Haven students are dismissed from the cafeteria or from their respective after school class location. Students are signed out from both Scholar's Haven and after school classes. After school teachers will sign students out of Scholar's Haven for the second session of classes.

- For students who need to be picked up before 5:30 p.m., parents/adults may go to the security desk to make the request. Each student needs to be signed out through the Envoy system. This will record the time of sign out.
- Upper School students may sign themselves out if a self-dismiss permission form is on file in the office. Otherwise a parent or designated adult must sign them out.

**REGISTRATION FORMS BEGIN ON THE NEXT PAGE.

Scholar's Haven Registration

Academy of St. Joseph offers the Scholar's Haven program after the regular school day. During this time, students may have a snack, start their homework, and when finished with homework, have quiet free play.

Due to COVID-19 all students must register in advance. Students are cohorted by division. Please indicate with an "X" the days your child will attend Scholar's Haven for the 2021-2022 school year.

- The cost per session (1 hour) is \$15.00. Families are billed through FACTS at the beginning of each trimester.
- Scholar's Haven runs from 3:30 - 5:30 p.m., in two one-hour sessions (3:30-4:30 p.m. and 4:30 - 5:30 p.m.).
- If students are picked up late for a session, there will be an additional fee of \$1/min until the time of pick up. Late pick up fees are billed to FACTS at the end of each trimester.
- Scholar's Haven only runs on regular school days.
- All students must be signed out by a parent/guardian or designated alternative pick up person.

Fees

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
Single Session Fee	\$465.00	\$480.00	\$480.00	\$495.00	\$495.00
Double Session Fee	\$930.00	\$960.00	\$960.00	\$990.00	\$990.00

Please detach and return to the office.

Child's Name _____

Grade _____

Please indicate with an "X" each session your child will participate in for the 2021-2022 school year. You will receive an invoice prior to your FACTS account being charged at the start of the trimester.

	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1 3:30 - 4:30 p.m.					
Session 2 4: 30 - 5:30 p.m.					

Parent/Guardian Signature _____ Phone # _____

Designated Alternative Pick Up

Name _____ Cell Number _____

Email _____ Alternative Pick Up Days _____

Academy of St. Joseph After School Class Registration
(PLEASE RETURN TO THE OFFICE BY JUNE 10, 2021, with post dated checks)

After School classes will run according to the calendar at the start of the handbook. Each class will be held once a week beginning at the time specified by the respective class. There are no classes held on Fridays.

Payment checks for these programs are to be made out to the specific organizations/instructors offering the programs. For your registration to be complete you must return this form and your postdated check(s) to the school by June 10, 2021. A single full payment check should be post dated to August 17, 2021. Alternatively, two half payment checks should be post dated to August 17, 2021 and January 3, 2022.

The registration fee covers all materials and fees for the program, unless otherwise noted. Classes may be cancelled if specified minimum enrollment is not met. Registration cannot be accepted without payment. Each organization providing a program will give the school twenty percent of the total registration fee for their program. You will be notified if a class your child has registered for is cancelled due to insufficient enrollment.

	Monday	Tuesday	Wednesday	Thursday
Session 1 After School Classes 3:30-4:30 p.m.	-Chess -HTML and CSS (4-6) -Private Piano/Voice	-Let's Get Moving (2-8) -Super Soccer (PK-1) -Private Piano/Voice	-Storytelling (K-2) -Private Guitar	-Ballet (PK-1) -Intro to Tech (K-2)
Session 2 After School Classes 4:30-5: 30 p.m	-JavaScript (5-8) -Private Piano/Voice	-Super Soccer (2-4) -Private Piano/Voice	-Speech and Debate (3-4) -Private Guitar	-Ballet/Jazz (2-8) -Scratch (2-4)

Flexible Scheduling: Private Piano Lessons (Vickie Yang), Virtual Violin Lessons (Roslyn Willis)

Please detach and return to the office with post dated checks based on your payment option.

I would like to enroll (Student Name) _____ Grade _____

CLASS	OPTION 1	OPTION 2	
	Full Payment (August 17, 2021) Check #	1 st Half Payment (August 17, 2021) Check #	2 nd Half Payment (January 3, 2022) Check #
Chess	\$775 _____	<input type="checkbox"/> \$387.50 _____	<input type="checkbox"/> \$387.50 _____
Let's Get Moving	\$1,399 _____	<input type="checkbox"/> \$700 _____	<input type="checkbox"/> \$700 _____
HTML/CSS	\$1,400 _____	<input type="checkbox"/> \$700 _____	<input type="checkbox"/> \$700 _____
JavaScript	\$1,400 _____	<input type="checkbox"/> \$700 _____	<input type="checkbox"/> \$700 _____
Super Soccer Stars	\$2,000 _____	<input type="checkbox"/> \$1000 _____	<input type="checkbox"/> \$1000 _____

Imagine Speech/Debate	\$960 _____	\$480 _____	\$480 _____
Imagine Storytelling	\$960 _____	\$480 _____	\$480 _____
Ballet	\$1,499 _____	\$749.50 _____	\$749.50 _____
Ballet/Jazz with Jazz Performance	\$1,499 _____	\$749.50 _____	\$749.50 _____
Intro to Technology	\$1,450 _____	\$725 _____	\$725 _____
Scratch	\$1,450 _____	\$725 _____	\$725 _____
Private Piano Lessons with Ms. Vickie Yang	<input type="checkbox"/> Please speak with Ms. Yang	<input type="checkbox"/>	
Private Piano Lessons or Voice lessons with Ms. Kari van der Kloot	<input type="checkbox"/> Please speak with Ms. Kari van der Kloot		
Private Violin Lessons with Ms. Roslyn Willis	<input type="checkbox"/> Please speak with Ms. Willis		
Private Guitar Lessons with Francisco Roldán	<input type="checkbox"/> Please speak with Mr. Roldan		

Parent/Guardian Signature _____ Phone # _____

Designated Alternative Pick Up

Name _____ Cell Number _____

Email _____ Alternative Pick Up Days _____