

Dear Parents and Caregivers,

Thank you for enrolling at AB Club! I'm very excited for the school year. Here's some information about our program along with some additional forms attached. AB Club has also adopted the following statement of purpose as of May 2013:

AB Club is a safe, positive learning environment which promotes cooperation, creativity, discovery, and academic success. All children will be active participants in the educational and discovery process in order to flourish academically, socially, and spiritually. (Adopted in May, 2013)

Basic Information- AB Club will be open daily from school dismissal to 6:00 p.m.

On days St. Mary's School is closed, we will **potentially** be open from 7:30 a.m. to 5:30 p.m. This depends on the following:

- To optimize operation costs we will not be able to open on full days **unless at least five (family's) children will be attending.** I will post a sign-up sheet on the "ATTN" board on the wall to the right as you enter the front door to the club a week in advance, or you may also sign-up through email. (abclub@live.com)
- If less than five children are signed up, we will be closed, but you will receive one week's notice to make other arrangements.

We will ***always*** be open on days school is in session (even on early dismissals.) **For billing purposes, if AB Club serves lunch, you will be charged as a full day.** If the school serves lunch, you will be charged as a school day.

- School days are \$7 for the first child and \$5 for each additional child in the family (per day.)
- Students picked up before 3:45 will only be charged \$3.00 (EACH) **(parent/guardian must sign student out and write down the time of pick-up on the Attendance Sheet to receive this charge)** Students may attend on a day-by-day basis and families are only charged for the days attended.
- Full days are \$25 for the first child and \$15 for each additional child in the family (per day.)
- Late pick-ups after 6:10 p.m. on School Days are an additional \$7 for the first 30 minutes, after that it is \$10 AN PER HALF HOUR. (FULL DAY prices differ)

The normal school day schedule is the following:

- Snack at dismissal (around 3:15), homework help until homework is finished, inside play/outside time optional or structured when all homework is finished, a lighter snack is served at 5:00.

Discipline Policy- AB Club currently implements a behavior clipboard. It is located right inside the front door at the club. Each child starts their clip (clothespin) on "Good to Go."

- If a positive behavior is observed, the child will be able to "clip up" to the next color level. There are rewards for the highest two levels.
- If a negative behavior is observed, the child will be asked to "clip down." The first level down is a "5 minute" timeout to think about what they did wrong, which is a warning. If the child clips down again to "10 minutes," they will take a 10 minute timeout to think about what they did wrong. If the child has to clip down a third time to "lose something", they will lose what the teacher feels necessary to take away, it could be video game time, outside time, or rewards earned from clipping up.

This behavior system encourages positive behavior fully, because the child is still able to clip up after previously clipping down (as more positive choices are made.)

Form Explanation

- **Pick-Up Authorization**
 - We will not release your child to anyone who is not listed on this section without personal parent notification to the director prior to pick-up.
- **Homework Agreement**
 - Homework is very important at AB Club and is often the cause of difficulties between teachers and students. For this reason, we ask that you notify the director ***immediately*** if you no longer want a certain homework assignment or subject to be completed at AB Club. **The teachers will refer to your response on this frequently when the**

student says, “My mom said I can do this part at home.” Without your notification, we will continue enforcing the original response given on this section. Please ask the director for questions if this is unclear. (homework will be completed as time permits)

- **Email**
 - Your email will be used to keep you up-to-date on events, payment due dates, full-day sign-ups, and other important information. Email is also the best way to contact the director.
- **Disaster Emergency Information Form and Bullying Pledge**
 - Self-explanatory
- **Photo/Video Release Form**
 - Self-explanatory

NOTE: Statements will be sent out through the school. Statements will not be available through AB Club. Please make ALL payments to the school and refer to the school secretary for statement questions. Payment is expected on the due date.

Schedule

Date	Hours of Operation	Reason	Open or Closed	Charged As
August 16, 2018	1:00 – 6:00	First Day of School	OPEN	School Day
September 3, 2018	7:30 – 5:30	Labor Day	Sign-Up	Full Day
September 12, 2018	2:00 – 6:00	Faculty Meeting	OPEN	School Day
October 10, 2018	2:00 – 6:00	Faculty Meeting	OPEN	School Day
October 19, 2018	7:30-5:30	Diocesan Teacher MT	Sign-Up	Full Day
October 30, 2018	11:00-6:00	PT Conferences	OPEN	Full Day
October 31, 2018	7:30-5:30	Fall Break	Sign-Up	Full Day
November 1, 2018	7:30-5:30	All Saints Day	Sign-Up	Full Day
November 2, 2018	7:30-5:30	Fall Break	Sign-Up	Full Day
November 14, 2018	2:00– 6:00	Faculty Meeting	OPEN	School Day
November 21, 2018	11:00-6:00	Thanksgiving Break	OPEN	Full Day
November 22, 2018	CLOSED	Thanksgiving Break	CLOSED	CLOSED
November 23, 2018	CLOSED	Thanksgiving Break	CLOSED	CLOSED
December 12, 2018	2:00-6:00	Faculty Meeting	OPEN	School Day
December 19, 2018	11:00-6:00	Christmas Party	OPEN	Full Day
December 20, 2018	7:30-5:30	Christmas Break	Sign-Up	Full Day
December 21, 2018	7:30-5:30	Christmas Break	Sign-Up	Full Day
December 24, 2018	CLOSED	Christmas Eve	CLOSED	CLOSED
December 25, 2018	CLOSED	Christmas Day	CLOSED	CLOSED
December 26, 2018	CLOSED	Christmas Break	CLOSED	CLOSED
December 27, 2018	7:30-5:30	Christmas Break	Sign-Up	Full Day
December 28, 2018	7:30-5:30	Christmas Break	Sign-Up	Full Day
December 31, 2018	7:30-5:30	Christmas Break	Sign-Up	Full Day
January 1, 2019	CLOSED	New Year’s Day	CLOSED	CLOSED
January 2, 2019	7:30-5:30	Christmas Break	Sign-Up	Full Day
January 9, 2019	2:00–6:00	Faculty Meeting	OPEN	School Day
January 18, 2018	7:30-5:30	Teacher Work Day	Sign-Up	Full Day
January 21, 2019	7:30-5:30	MLK Jr. Day	Sign-Up	Full Day
February 13, 2019	2:00– 6:00	Faculty Meeting	OPEN	School Day
February 18, 2019	7:30-5:30	Presidents’ Day	Sign-Up	Full Day
March 13, 2019	2:00–6:00	Faculty Meeting	OPEN	School Day
March 22, 2019	7:30-5:30	Teacher Work Day	Sign-Up	Full Day`
April 10, 2019	2:00–6:00	Faculty Meeting	OPEN	School Day
April 17, 2019	1:00-6:00	Easter Break	OPEN	School Day
April 18, 2018	7:30-5:30	Easter Break	Sign-Up	Full Day
April 19, 2018	7:30-5:30	Easter Break	Sign-Up	Full Day
April 22, 2018	7:30-5:30	Easter Break	Sign-Up	Full Day
May 8, 2019	2:00–6:00	Faculty Meeting	OPEN	School Day
May 17, 2019	1:00-6:00	Play Day	OPEN	School Day
May 24, 2019	11:00–6:00	LAST DAY OF SCHOOL	OPEN	Full Day

I strongly encourage communication between parents and teachers. Please do not hesitate to contact me about ANY issue. It is always better to inform or discuss it with me than for something to escalate or for you to question. You may reach me any time, even after hours, on the AB Club email address (abclub@live.com) or through phone call/ text message at 573-270-4834, Melissa W.

AB Club Enrollment Form

Name of Child(ren) _____

Address _____

Date(s) of Birth _____

Age(s) _____ Grade(s) in School _____ Home Phone _____

Father's Name _____ Mother's Name _____

Father's Cell Phone _____ Mother's Cell Phone _____

Father's Place of Employment _____ Mother's Place of Employment _____

Work Phone _____ Work Phone _____

Pick-Up Authorization- Please list all individuals authorized to pick up your child, ***including parents***. We will not release your child to anyone not listed unless a written (signed) note is sent with the child or personal communication is made with Ms. Melissa

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Special Conditions of Child

Is your child on prescription medication on a daily basis? _____ if yes, please answer the following:

Name of Medicine(s) _____

Why is it taken? _____

Does your child have any health conditions? _____

Does your child have asthma? _____ If yes, does he/she carry an inhaler? _____

Diabetes? _____ Heart Condition? _____ Seizures? _____

Any allergies? _____ If yes, explain _____

Is there any medication or drug your child should NOT have? _____

In Case of Illness or Accident:

Which parent should be called first? _____ Daytime Phone _____

Who should be called if parent(s) cannot be reached?

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name of Doctor _____ Phone _____

Preferred Hospital _____ Phone _____

Homework Agreement (Please check the applicable box.) – **NECESSARY!!!!**

I would like my child to complete all homework (as time permits) at AB Club.

I would like to do some homework with my child.
(Please specify which assignments or subjects) _____

I would like to do all homework with my child (***if your child is in Pre-K, Kindergarten, or 1st grade, NO homework will be completed at AB Club per teacher request.***)

Email- Please provide both parents' email addresses (if appropriate). You will be added to the Emailing list and sent reminders of payment due dates and other important information.

Mom _____ Dad _____

Disaster Emergency Information Form

Following any disaster emergency situation (e.g., tornado, earthquake, etc.), my child may be released to (Please check all that may apply):

_____ My child may be released to any school family who says they can get my child to my home.

_____ My child may walk safely to _____

_____ My child may be released to the following people:

1. Name _____ Phone Number _____

Address _____

2. Name _____ Phone Number _____

Address _____

3. Name _____ Phone Number _____

Address _____

4. Name _____ Phone Number _____

Address _____

Please list one person who lives OUTSIDE THE IMMEDIATE AREA

Name _____ Phone Number _____

Address: _____

Bullying Pledge- I, _____, understand bullying is a serious offence. I also understand bullying means harming a peer, whether physically or emotionally. I pledge not to push, shove, call names, taunt, torment, hit, pick on, yell at, say mean words (such as "Shut-up!" or "Go away!"), steal from, poke, mimic, say things in a mean way or with an attitude, or any other form of bullying not previously mentioned. I understand my consequence for any such offence will be as follows:

First offence of the day – Clip down, 5 minutes to "think about it" and apologize to victim

Second offence of the day – Clip down, 10 minutes to "think about it" and apologize to victim

Third offence of the day – Clip down, 15 minutes to "think about it", a privilege will be taken away, apologize to victim, and conference between parents and Ms. Melissa. I understand that if I have a conference between my parent and Ms. Melissa for two days in one week I will have to write a note to Mrs. Ostendorf explaining the incidents. Furthermore, I understand that each instance of "bullying" will be investigated and the appropriate action will be determined. After two notes to Mrs. Ostendorf, I understand my parents, myself, Ms. Melissa, and Mrs. Ostendorf will conference and a possible strike will be discussed. After three strikes I will no longer be able to attend AB Club. **Additionally, if I see someone being bullied I will first tell the bully to stop, and then inform a teacher of the incident.**

Child's Signature _____ Date _____

Parent's Acknowledgement- I have read over this agreement with my child and understand the consequences of his or her behavior. I also agree to meet as convenient, if necessary.

Parent's Signature _____ Date _____

Photo/Video Release Form- AUTHORIZATION TO USE PHOTOGRAPHS AND/OR AUDIO-VISUAL

Parents, please indicate by printing your name on ONE of the following.

I, _____, hereby authorize **St. Mary's After-the-Bell Club** to use, reproduce, and/or publish photographs and/or video that may pertain to my child — including my child's image, likeness and/or voice without compensation. I understand that this material may be used in St. Mary's AB Club's. This material may also appear on St. Mary's Internet Web Page. This authorization is continuous and may only be withdrawn by my specific rescission of this authorization. Consequently, the AB Club may publish materials, only using my child's first name displayed at the club.

I, _____, do not authorize **St. Mary's After-the-Bell Club** to use, reproduce, and/or publish photographs and/or video that may pertain to my child — including my child's image, likeness and/or voice without compensation.

Please sign below and obtain a copy for information purposes.

I authorize the information provided in this agreement and will inform the director in writing of any unforeseen changes as they arise.

Signature _____ Date _____

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