

# ***BENTON COMMUNITY SCHOOL CORPORATION***

## ***AFTER SCHOOL PROGRAM 2019-2020***

### ***REGISTRATION INFORMATION***



Greetings! The Benton Community School Corporation will once again be offering to all elementary students the popular After-School Program (A.S.P.) during the 2019-2020 school year.

A.S.P. at each Benton Community School Corporation elementary school is scheduled to begin on the first day of school.

A.S.P. includes snacks, one hour of homework and reading time, and one hour of recreation time.

The program runs after school until 5:30 p.m. Monday through Friday. Students may attend the program daily or on scheduled days – just write in the specific days or “as needed” on the registration form.

Please watch your school newsletter for updates about the program. Reminder: A.S.P. will not be offering services if students are released early due to inclement weather or other emergency.

For safety reasons, it is the parents’ responsibility to inform the school if there is a change in scheduled days. **A written note to the office or a phone call to the school office by 2:00 p.m. is needed in order to change after school arrangements.**

Students may be picked up at any time, but **no later than 5:30 p.m.** Children must be signed out by a parent or a parent-approved person (name appears on registration form or special note).

A.S.P. fees are \$4.00 per day or \$20.00 per week for each child. Students who qualify for the free-and-reduced lunch program may attend for \$1.00 per day or \$5.00 per week for each child. Payment plans are available. Your payments are very important to keep A.S.P. running.

Please fill out the attached registration sheet and return it to your school’s office.

Please call your school if you have any questions.

We look forward to another great year of A.S.P.!

## **Benton Community School Corporation After-School Program --- Parent Information**

### **Mission**

To provide quality and affordable after-school care to BCSC students in grades K-6 while promoting education, emotional and social health in a positive environment.

### **Objectives**

- Create a quiet and supportive environment to assist students with daily homework.
- Encourage activity in a healthy, structured environment
- Provide safe after-school care for students in K-6

### **Student Expectations**

- Treat students and staff respectfully in words and actions
- Be prepared with materials (including spelling list and AR books) to complete assignments and/or read from 3:30-4:30PM
- No talking to neighbors and stay seated during study time
- Follow Directions
- Treat school and personal property with respect

### **Consequences for Inappropriate Behavior**

These are general guidelines for consequences, however some behaviors may require immediate suspension from ASP and/or an Office Referral to Principal.

#### Kindergarten, First & Second Grade

*First Offense:* Warning or 5 minutes from playtime

*Second Offenses:* 10 minutes from playtime

*Third Offense:* Written disciplinary Notice and loss of the remainder of playtime.

#### Third, Fourth, Fifth, Sixth Grade

*First Offense:* 10 minutes from playtime

*Second Offense:* 20 minutes from playtime

*If a child receives THREE disciplinary notices for behavior, they may be expelled for the remainder of the school year pending investigation by the principal.*

If they forget an assignment or books they are to sign in a folder and receive 20 minutes from playtime.

- Parents picking up students will receive disciplinary notice and must sign that it was received.
- Students walking home (Otterbein) from ASP must return the notice to Mr. Brown signed the following day.

### **Expectations from Parents/Guardians**

- ASP ends promptly at 5:30PM, please be sure to be on time. We understand that at times traffic may be an issue, however upon the 3rd late pick-up, the child will be unable to attend for 3 days.
- All students must be signed out with the ASP staff.
- Please send payments for the week with your child's schedule. The office will send home receipts when payment is made. You may pay ahead and call or e-mail the office to check on your child's ASP balance. If payment becomes two weeks in arrears, a note is sent home, and the child/children will not be able to attend ASP until there is a positive balance or payment arrangements are made. If you are experiencing financial difficulty, please contact the school office before your child is denied services.
- Schedule changes must be made by phone prior to 2:00PM.

**Benton Community School Corporation  
After-School Program (A.S.P.) 2019-2020**

**Registration & Emergency Information Form**  
(One form per child, please)

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian's Telephone Numbers:

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Regular bus driver: \_\_\_\_\_

What days of the week will your child attend A.S.P.? (list days or write "as needed" if it will vary)

\_\_\_\_\_

Will they ride the activity bus or be picked up?

\_\_\_\_\_

Please list all persons (other than those listed above) approved to pick up your child:

\_\_\_\_\_

The time your child will be picked up (A.S.P. is over at 5:30 p.m. sharp.):

\_\_\_\_\_

Medical information we need to know (example: allergies [including food and bee sting], EpiPen®, asthma, inhaler, seizures, etc.):

\_\_\_\_\_

***In case of emergency, contact:***

Name: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_