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The following is excerpted from the SFWS Parent Handbook.

AFTER SCHOOL PROGRAM INFORMATION

The **After School Program (ASP)** is designed for kindergarten through fifth grade children, from 1:00 pm to 5:30 pm Monday through Friday. Kindergarten children enjoy their own afternoon program, separate from the graders. The school also provides special weeklong programs during the Teachers Conference week in February and during one week of Spring Vacation. Please consult the school master calendar for exact dates.

On our present grade school campus, we are usually filled to capacity in the afternoons. The library and all classrooms are fully scheduled and occupied. That is why the ASP is limited beyond fifth grade. Older children (sixth through eighth grade) are expected to go home at dismissal time. Some children, however, have music, sports, tutorial or other lessons. As a courtesy for these special circumstances, the school attempts to provide space. **As all children must be supervised on campus grounds and the school is liable for their safety, they must therefore be signed in and out of the ASP, and parents will be automatically charged for the time before and after lessons.** Please see the regulations below for more guidelines and call the office or the ASP to arrange for your older children to remain on campus around their lessons. If we can accommodate you, we will certainly try.

In general, while we would like to see all the children go home to their families after school, we know that such an ideal situation is not always possible. Therefore, we attempt to provide a home-like environment that is nurturing for the children and also supportive of the Waldorf pedagogy and curriculum. A rhythmical program of activities for the children is essential to their well being and security. We ask, therefore, that parents minimize “drop-ins,” or sporadic attendance in the program. We ask you to sign your child up for a particular schedule and to stick to that schedule. All scheduling changes should be communicated to the school office only, except for emergencies such as late pick-ups.

The After School Program direct phone number is 931-2750 ext 320.

Email, After School Program Director, Christine Sun at csun@sfwaldorf.org

Regular school policies regarding dress, behavior, and bringing toys to school also apply to the After School Program. Please note that children who are absent from school will also be assumed absent from the After School Program. Attendance is taken after school dismissal time.

The parent or caretaker picking up a child after school **must sign the child out** in the office until 4:30 pm and at the ASP room from 4:30 to 5:30 pm. This sign-out procedure is intended to protect the children and keep you and the staff aware of the hours you have purchased and used.

While special circumstances may alter our schedule on specific days, the following is a sample of a “typical” day in the After School Program:

The program starts at 1:00 pm when the Kindergartners are dismissed from their classes. The children play until 1:30 pm, when they have a rest and story time. Rest time continues until 2:30 pm when the lower grades are dismissed. We request that parents do NOT pick up kindergartners from after care between 1:30 and 2:30 pm to avoid disrupting this quiet period. At 2:30 pm, kindergartners eat their after-school snacks. If your kindergarten child stays after 2:30 pm, he/she needs to bring food for this after-school snack. Please give your child enough food: A commonly heard phrase is, “I was hungry, so I ate my snack for lunch.”

Grades 1-3 come to the afterschool room at 2:30 pm all days except Thursday when we gather at 1:15 pm in the red circle. At this time, we take attendance and have snack. Please make sure to send an extra snack with your child for this time.

After snack, at about 3:00 pm, the activities of the day begin. This may be a special craft project, game time in the gym, a cooking project for the late 4:20 pm snack, or a trip to the park. At 4:00 pm the children all pitch in to clean up the spaces they have used, both indoors and outside. At 4:20 pm the late snack is served. The last hour is usually a quiet one with children relaxing or engaged in indoor activities, depending on the weather. At 5:30 the last children leave, the staff finishes cleanup and begins to prepare for the following day.

Please note our new park schedule: Kindergarten children go to Alta Plaza Park Tuesday and Thursday from 3:00 – 4:15 pm. First through third grade students go to the park on Monday and Wednesday (3:00 – 4:15 pm). This schedule allows both groups of children ample room in our play yard. Please sign your child out at school, gather their personal belongings, and meet your child at Alta Vista Park if you pick-up during these times. Be sure to **always** speak to a staff member before taking your child. This is for obvious safety reasons, but it is sometimes forgotten, and then we worry!

Sometimes there will be special activities and adventures offered on particular afternoons throughout the year such as swim days, circus class for grades 3-6, or outings to different places. Parents will be notified in advance.

It is vital that we be able to contact you or another responsible adult in case of a medical emergency. **Please make certain that the information on your emergency card in the school office is current.** Please note: Kindergarten children staying for nap should

bring a small-sized pillow and a blanket to leave at school. We want your children to feel at home in the After School Program.

After School Program Regulations

To contact the After School Program directly, please call 931-2750 ext. 320. This is the only school phone number which will reach the program after 4:30 pm. **NOTE: Any child (K-8th) remaining at school 15 minutes beyond the normal dismissal time becomes part of the After School Program as a "drop in"** and is therefore subject to the following After School Program fees and regulations:

- A yellow line will be drawn through your child's name in the sign-out sheet when payment is due. You may check the amount of your remaining time by contacting Christine Sun, Director of the After School Program, at csun@sfwaldorf.org.
- Please make certain to sign out ALL the children you are picking up. The sign-out book will be in the office until 4:30pm, and at the After School Program door until 5:30pm.
- No child will be released from the program except to the person(s) listed on the After School Program Registration Form. Any changes to this list must be made in writing or phoned in by the parent.
- Any child in Grade 6 may use the After School Program on an "as needed" basis. Parents may contact Christine Sun to make arrangements.
- Children in grades 7 and 8 have limited use of the After School Program, around the time of music lessons. Parents may contact Christine Sun if special arrangements need to be made. Please note that any upper grade student on campus after school hours is automatically enrolled into the After School Program and all normal regulations apply.
- To ensure an accurate daily account of the children in the After School Program and adequate staffing, **you must give the school 24 hours notice if your child will be attending on a non-scheduled day, (by 1 pm of the previous day).**
- **If 24 hour notice is not received, a "drop-in" rate of \$10 an hour will be applied.**
- **When possible, please notify the school by the previous evening if your child will not be attending on a scheduled day.**

As a courtesy, the ASP provides childcare for a child enrolled in our school whose parents must attend a scheduled one-hour conference with the teacher. The child is welcome to join our program for this meeting. Please arrange this with the ASP coordinator and note it when you sign out your child after the hour conference. We regret that we are not able to accommodate nursery age or other non-enrolled siblings in the ASP during parent conferences.

Payment

The hourly rate is \$9.00 for pre-paid time.* Drop-in rate is \$10.00 an hour.

**Please see the ASP registration form for information about sliding scale.*

We ask that parents sign up for the ASP by purchasing a minimum of 10 hours at \$9.00 per hour. **It is the parents' responsibility to purchase hours in a timely manner.** We will reserve the right to not allow a student to participate if the parent(s) do not pre-purchase blocks of time. Please note that all unused hours will be credited to your next academic year's After School account, or you can request a refund before July 1, 2011. If you have more than one child attending the After School Program, you should purchase hours for each. Even if you only plan to use the program occasionally you need to purchase time in advance of use. It is critical that you note the time your child has spent in the program when you pick him or her up, otherwise you will be charged the maximum amount for the day.

The office staff will handle all changes, corrections, or additional need for ASP use in the office. You need to sign up ahead of time on an ASP form so that the ASP staff can plan appropriately.

If you have any questions about the pre-payment system, please contact the school's Business Office. For questions regarding the After School Program itself, please contact the After School Program Coordinator.