



ST. RAYMOND

**St. Raymond School**

A.S.C.

(After School Care)

PARENT CONTRACT FOR 2023-2024 SCHOOL YEAR.

Parent (s) Name (s) (Legal Guardians)

\_\_\_\_\_  
\_\_\_\_\_

Child/ren Name (s)

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Located at: St. Raymond School Campus, 12320 Paramount Blvd, Downey, CA 90242

Program in session: On school days, from dismissal to 6:00 p.m. (August – June)

Basic Program Schedule: 2:55 p.m. dismissal or 12:00 p.m. dismissal

2:55 p.m. Attendance taken (change clothes for after school activities e.g. sports, etc.)

3:00 p.m. to 3:30 p.m. Supervised play, snacks brought from home must be eaten at this time.

3:30 p.m. Homework time/Quiet time/Silent Reading time for those who do not have homework.

**After School Care Staff will assist with homework. Grades: TK to 8<sup>th</sup>.**

3:30 p.m. to 5:00 p.m. Homework time resumes.

5:00 p.m. to 5:30 p.m. Arts and crafts projects, games, or supervised play.

5:30 p.m. Clean-up inside activities.

**FEES: (ALL FEES ARE NON-REFUNDABLE)**

\*Full-time fees are added to FACTS tuition payment program.

**\$200.00** for 1 Child

**\$230.00** for 2 Children

**\$250.00** for 3 or more Children

**\$25.00** Late charge for payment received after the 10<sup>th</sup>

**\$25.00** Returned Check Charge

**\$20.00** Late Pick-Up Fee after 6:00 p.m.

**Daily After School Care Fees\*:**

**\$20.00** per Child

**\$25.00** Returned Check Charge

**\$20.00** Late Pick-Up Fee after 6:00 PM

**OVERFLOW PROGRAM (\$5.00 per student for every 5 minutes late; maximum of \$30.00)**

Our Overflow Program is provided for the emergency use of families who are not registered for After School Care. A student will automatically be placed in ASC due to failure to be picked up on time. There is a 15-minute grace period before charges are incurred. Fees are to be paid upon pickup that day. (Example: Dismissal is 2:55 PM; grace period until 3:10 PM; if student is picked up at 3:20 PM then \$10.00 is due.)

**PROCEDURE:**

- 1) **It is the responsibility of the student to check in IMMEDIATELY** after school dismissal time. Failure to check in may result in the student’s dismissal from the program. Parent/Legal guardians or their representatives must sign-out their child/children on the **SIGN-OUT SHEET DAILY**. A form of identification (**Driver’s License**) will be required for the unfamiliar faces. The **A.S.C.** supervisor can make **NO** exceptions.
- 2) The student should bring homework, books, clothes, and anything else that needs to be brought home that day. **Students are not allowed to return to their classroom.** Although time has been allotted for study, it is not a guarantee that all homework will be completed, but only that time will usually be provided for homework completion. **PARENTS MUST CHECK THEIR CHILD’S WORK NIGHTLY** with the realization that not every child will be able to finish his/her homework at A.S.C.
- 3) When a student will not be attending due to such activities as school choir, sports, scouts, etc., the parent must sign the **AFTER-SCHOOL ACTIVITY FORM** provided or send a **note** starting the activity, dates, and times of involvement. The student **MUST CHECK IN WITH A.S.C. BEFORE ATTENDING THE ACTIVITY.**
- 4) If a child is absent from school or leaving the school before the regular dismissal time, please leave a message for the A.S.C. staff when you call the school office or write a note to the teacher.
- 5) Children who become sick at A.S.C. must be picked up immediately by the parent or authorized representative if called. All parents should make other arrangements for child care when their child is ill. Any child who is to be given medication during A.S.C. time must have a Release Form from their doctor. Medication must be administered by an A.S.C. staff member. The child may not keep medication in his/her possession.
- 6) All of St. Raymond School and Archdiocesan Elementary School policies are enforced during A.S.C. Failure to comply with the rules and discipline requirements may result in the student’s dismissal from the program. (Please read the St. Raymond School Parent/Student Handbook and be sure your child/ren understand and comply with all policies.)
- 7) It is the responsibility of the parent or other authorized adult who picks up the child to sign the exact time of pick-up and a full signature (first and last name).
- 8) Your child can only be picked up by you and those authorized in this contract. A minimum of 2 adults, other than parents, must be authorized to pick up the child/ren in the event that the parent cannot be reached. The A.S.C. supervisor can make **NO** exceptions. In the case of an emergency, a parent may give **WRITTEN** temporary permission for a child/ren to be picked up by an adult other than those listed in the contract.
- 9) Frequent tardiness in picking up a student may be grounds for termination of the student’s participation in the program. Failure to pay the \$20.00 late pick-up fee will cause dismissal of your child from the program.
- 10) **Parking on the school ground is prohibited** when children are at play or when games are in session. For the safety of our children, please park behind the orange comes or park parallel to the seventh grade and walk in. Your name will be given to the office if violation occurs and serious consequences will follow.

We agree to pay the monthly fee of \$\_\_\_\_\_ no later than the 10<sup>th</sup> of each month, September 2022 through May 2023. We agree to pay the late payment charge, returned check charge, or the late pick-up charge if said incidents occur.

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**St. Raymond School**

Grades: 1<sup>st</sup>-8<sup>th</sup>

ALL STUDENTS MUST REPORT TO ST. RAYMOND'S AFTER SCHOOL CARE HALL IMMEDIATELY AFTER THE SCHOOL BELL RINGS. STUDENTS ATTENDING SPORTS, DETENTION, OR ANY ACTIVITIES MUST CHECK IN AND HAVE A WRITTEN NOTE FROM THEIR PARENT OR TEACHER BEFORE THEY CAN BE RELEASED. FAILURE TO COMPLY TO THIS RULE WILL RESULT IN TERMINATION FROM THE PROGRAM.

Student's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ST. RAYMOND AFTER SCHOOL CARE OFFENSE FORM**

Failure to obey the rules will result in the following:

- 1<sup>st</sup> offense.....Time Out
- 2<sup>nd</sup> offense.....No recess/break the next day
- 3<sup>rd</sup> offense.....See the Principal
- 4<sup>th</sup> offense.....Dismissal from A.S.C.

PARENTS WILL BE NOTIFIED WHEN THE OFFENSE OCCURS.

Let us work together in unity to ensure a safe environment for everyone.

Thank you.

3:45 p.m. to 5:00 p.m.

Homework time is '**no talking time.**' All students are expected to obey this rule to ensure that every student works in a quiet and peaceful classroom. If a student needs help, please raise his/her hand and the After-School Care Director/Assistants will assist the student. Politeness, patience, and good conduct have its rewards. Disobedience has its consequences.

We understand that **No Talking** is allowed during **homework time** and failure to follow this rule will cause temporary removal from the classroom until the Principal resolves this problem.

Student's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Other than parents/legal guardians, the following adults, (must be 18 or older) have your authorization to pick up your child/ren.

**PLEASE PRINT NAMES AND NUMBERS CLEARLY**

1. \_\_\_\_\_  
Name (First and Last) Relationship \_\_\_\_\_  
\_\_\_\_\_  
Address Phone Number (s) Ext. \_\_\_\_\_  
\_\_\_\_\_  
City Zip code

2. \_\_\_\_\_  
Name (First and Last) Relationship \_\_\_\_\_  
\_\_\_\_\_  
Address Phone Number (s) Ext. \_\_\_\_\_  
\_\_\_\_\_  
City Zip code

3. \_\_\_\_\_  
Name (First and Last) Relationship \_\_\_\_\_  
\_\_\_\_\_  
Address Phone Number (s) Ext. \_\_\_\_\_  
\_\_\_\_\_  
City Zip code

4. \_\_\_\_\_  
Name (First and Last) Relationship \_\_\_\_\_  
\_\_\_\_\_  
Address Phone Number (s) Ext. \_\_\_\_\_  
\_\_\_\_\_  
City Zip code

I/we, the undersigned parents/legal guardians have read the above and agree to the terms within. I/we understand that non-compliance results in termination of enrollment in the St. Raymond After School Care Program (A.S.C.).

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## ***Authorization for Dispensing Medication***

“Any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district received (1) a written statement from such physician detailing the method, amount, and the time schedule by which such medication is to be taken **and** (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in matters set forth in the physician’s statement.”

Education Code 49423 and 49423.5

When it is necessary for a child to take medication, this completed form and the medicine must be brought by the parent/guardian to the Day Care Program Director, who will provide assistance to the pupil. All medication is to be self-administered by the student. Children may not have medication, either prescription or non-prescription in their possession at any time. The medication must be in the original prescription container and have the student’s name on it.

Student’s Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Illness: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Date medication is to be started: \_\_\_\_\_

Times to be given: \_\_\_\_\_

Number of days medication is to be taken: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Signature of Physician: \_\_\_\_\_ Date: \_\_\_\_\_

Physician’s Name (typed or printed): \_\_\_\_\_

Address of Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I, \_\_\_\_\_, request that my child

be assisted in taking the above medication as prescribed.

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

This form will be used for the 2023-2024 school year only. Parents are responsible for keeping this information up to date.

Ask for a new form if the information changes during the school year.

# EARTHQUAKE/EMERGENCY STUDENT RELEASE FORM

Please fill out one copy per student

Please **PRINT LEGIBLY!**

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

(Please note if parent's last name is different from child's)

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Home Phone Number: (     ) \_\_\_\_\_

Father's Name: \_\_\_\_\_

Employer: \_\_\_\_\_ Hours: \_\_\_\_\_ Wish to be called: \_\_\_\_\_

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

Business Phone: (     ) \_\_\_\_\_ Extension: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Employer: \_\_\_\_\_ Hours: \_\_\_\_\_ Wish to be called: \_\_\_\_\_

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

Business Phone: (     ) \_\_\_\_\_ Extension: \_\_\_\_\_

List 4 people (other than parents) and their phone numbers you would authorize to pick up your child in an emergency. They must be adults (18 years or older).

- 1. \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_
- 2. \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_
- 3. \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_
- 4. \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_

Please list your doctor's name and phone number.

\_\_\_\_\_ Phone Number: \_\_\_\_\_

Any precaution, medical condition (required daily medication, medicine, allergy, glasses, etc.) that should be noted in case of emergency.

\_\_\_\_\_

I Understand that the school does not assume responsibility for payment of a physician, however, in an emergency you may choose a physician.

Parent's Signature: \_\_\_\_\_

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

STUDENT (S) RELEASED TO \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

SCHOOL OFFICE SIGNATURE: \_\_\_\_\_

## RULES OF ST. RAYMOND AFTER SCHOOL CARE

**VERY IMPORTANT: PLEASE READ TO YOUR CHILD/REN**

**ALL SCHOOL RULES APPLY WHETHER INSIDE OR OUTSIDE**

**REFER TO ST. RAYMOND SCHOOL PARENT/STUDENT HANDBOOK**

1. Students must go directly to A.S.C. as soon as they are dismissed from class. **Only TK and Kindergarten students are escorted by their teacher to A.S.C.**
2. Attendance is taken. Students enrolled in sports, scouts, etc., are dismissed to change their clothes for after school activities. **Students are not allowed to return to their classroom after dismissal.**  
3:00 p.m. to 3:30 p.m. is supervised play and snacks (brought from home) may be eaten at this time.  
3:30 p.m. to 5:00 p.m. homework time begins in the old hall. 5:00 p.m. to 5:30 p.m. arts and crafts, board games, or supervised play. 5:30 p.m. clean up inside activities.
3. Snacks are to be consumed at the school tables outside except on rainy days, they are eaten inside. Students are allowed to sit on the benches, **not on the table tops**, and put their trash in the cans provided. Respect school property, the staffs in charge and fellow students.
4. Students must play in the specified play areas. **No electronic/hand held games, I-pods, or cell phones** are allowed. Follow directions of the supervisor and assistants-in-charge. We are concerned and responsible for your safety.
5. When a student will not be in attendance due to after school activities such as sports, scouts, watching after school programs on campus, etc., **he/she must have a note from their parents stating the activity, date, time**, and who will be picking them up if someone other than on your agreement. The student must check in with that person, sign-out **and have a written note** and then the student will be released. Once the student is checked out, **we are no longer responsible for his/her supervision.** Parents must make arrangements for their child/ren to be picked-up and supervised for all after school activities.
6. Once the bell is rung, A.S.C. students must line up quietly to enter the hall. After attendance is taken, upper grades 5<sup>th</sup> to 8<sup>th</sup> proceed to St. Joseph's room or homework club. Students may use the restrooms and get a drink of water at this time. Once they enter the hall, permission must be asked to go outside to use the restroom or get a drink of water.
7. No loud talking, talking on cell phones, eating, drinking, chewing gum, touching student's belongings, **bouncing balls, or playing inside the hall** are allowed. All school rules apply as if they are in the classroom. **Students are not allowed in the kitchen. No Barbie dolls, action figures, hot wheels, or Pokemon cards are allowed.** Students are allowed to bring coloring pages and reading books.
8. **3:30 p.m. to 5:00 p.m. homework time/quiet time.** A student must **bring a reading book from home** to read at this time. As stated in the A.S.C. Parent Contract, time has been allotted for study time, **it is not a guarantee that all homework will be completed.** Parents should check for the completion of homework daily.
9. The student's book bag is to be kept neatly against the wall for reasons of safety and space. **All students are to be seated and work quietly.**



10. Students should come prepared with all necessary items to complete their homework. If a student needs a pencil, pen, erase, etc., **he/she should raise his/her hand and ask politely**, just as a student would in class. Students are to **give respect** to A.S.C. supervisors/assistants-in-charge.
11. All students are responsible to put their homework assignments in their book-bags as soon as they have completed their homework and take all their belongings home. All items must be clearly marked with the student's name. Due to the lack of space, we are unable to store items. Failure to claim the student's belongings the next day will result in sending those items to Lost & Found. The A.S.C. supervisor/assistants **are not responsible for lost or stolen items**. However, if **any student destroys any school property or items of any student's belongings, that student bears the burden of its replacement cost**.
12. Once a student/s is/are released to assist a teacher, **the teacher is responsible to escort the student/s to A.S.C.**
13. From 5:00 p.m. to 5:30 p.m. Arts & Crafts projects, games, may be scheduled. **All students are expected to participate**. With permission, the students, who are not finished, may continue working on homework. Please note that the other students are not expected to be as quiet as during the assigned study time. **On Fridays, only rated G Disney movies are acceptable and approved**.
14. **Important \*\*\* Student/s are not allowed to remain in A.S.C.** when their parents or representatives decide to sign them out. **They must leave immediately with their parents/representatives. Cell phones are put away & returned daily.**
15. **2:55 p.m. to 6:00 p.m. PARKING IS NOT ALLOWED** on the school grounds when the A.S.C. students are at play or when games are in session. Please park on **Quill/Quoit Street, Conrad Street** or behind **the Orange Cones** in front of the **Seventh Grade** and walk to the old hall. Violators will be cited and reprimanded.

Students and Parents cooperation in knowing and following the rules will help A.S.C. be a safe and pleasant child care ministry for all concerned. Continuous non-compliance with the rules and policies will not be tolerated and is a cause for termination from the A.S.C. program. Failure to obey the rules will result in the following: **1<sup>st</sup> offense...Time Out, 2<sup>nd</sup> offense...No Recess/break the next day, 3<sup>rd</sup> offense...See the Principal, 4<sup>th</sup> offense...Dismissal from A.S.C. Parents will be notified when the offense occurs.** Let us work together in unity to ensure a safe environment for everyone. Thank you.

## **Vehicle Parking and Student Safety on the Play-Ground**

*12:15 p.m. to 6:00 p.m., 1:30 p.m. to 6:00 p.m., or 2:55 p.m. to 6:00 p.m.*

All parents/representatives who are authorized to pick-up your child/ren must park behind the **orange cones** or in front of the 7<sup>th</sup> grade to pick up your child/ren. During the fall semester, some children practice basketball from 5:00 p.m. to 7:00 p.m. Please use caution as you approach the school yard.

If it is raining and children aren't playing or walking on the playground, use your judgement and park in front of the restrooms. Failing to follow these rules and guidelines, violator's name will be reported to the Principal's office and your child/ren may not be allowed to return to After School Care.