



AFTER SCHOOL PROGRAM DESCRIPTION AND POLICIES

The After School Program at Chase Collegiate School strives to provide a safe environment for students where they can learn, relax, thrive, and have fun. The After School Program offers a combination of recreational and educational activities to balance the day. Indoor and outdoor play, snacks, organized enrichment activities, interest groups, and supervised homework periods are a few of our daily components.

AFTER SCHOOL PROGRAM POLICIES 2009 - 2010

1. For the safety of our students, no unsupervised students are allowed to remain on campus after dismissal. Pre-kindergarten through Grade 8 students will be directed to the After School Program in Camp Hall and the fee will be included on the regular statement. Parents who attend meetings after school must register their child for the After School Program.
2. In order to plan for appropriate staffing, we ask that reservations be made in advance. Please contact the School in advance if you must cancel arrangements for a contracted block of time. Because space is held for your child, notification the day before a cancellation allows us to fill the space.
3. When the School dismisses early because of inclement weather, the After School Program will be in session for **one hour after the scheduled dismissal time**. At the discretion of the Headmaster, the program may be cancelled if a storm begins in the afternoon; such a decision will be made before 2:00 p.m. and parents of students who are registered for that day will be contacted.
4. When a student is enrolled for a portion of the afternoon, charges are based on the hourly rate, which also applies to any portion of an hour. No grace period applies in this case. The program ends promptly at 6:00 p.m. There will be a charge of \$5.00 for every 15 minutes that your child remains beyond the scheduled time.
5. Students who use the 5:00 p.m. bus will be escorted to the bus. Arrangements for the late bus to Cheshire, Newtown/Southbury, Southington/Wolcott, Litchfield/Watertown or Washington/Woodbury/Roxbury **MUST** be made in advance with the Administrative Assistant. Late bus service is only available to these communities, and in the event that there is no sign-up on any given day, the bus will be cancelled by the School.
6. **When you pick up your student at the end of the day, you must sign out with the After School Program staff.** Please enter Camp Hall through the door at the end of the portico. The door will be locked after 3:30 p.m. Please ring the doorbell and a staff member will respond by buzzing you into the building.
7. The Director of the After School Program is available between the hours of 3:10 and 6:00 p.m. A cellular phone is carried by a staff member when the students are on the playground. The telephone number is 203-217-2361 and the number is activated between 3:30 and 6:00 p.m. Calls made prior to 3:30 p.m. regarding the After School Program are referred to the Lower School Administrative Assistant (203-236-9507).