



LETTER FROM THE PRINCIPAL AFTER-SCHOOL PROGRAM AND POLICIES

August 10, 2017

Dear Parents and Guardians of students in grades 5 – 8,

As I hope you know, whether you are new to us or an “old hand,” we care a great deal about the community spirit in our building and amongst all who teach and learn every day. We strive to create a civil, positive, focused atmosphere and we want all who walk into the building to sense our purpose from their first steps.

We have done quite well in creating a positive, productive climate, but we need to emphasize some protocols for students in the building after 3:15pm. Because we are not a neighborhood school and many of our students do not see each other at any time other than at school, many of them would like to stay after school and do what young adolescents do best: hang out! We are thrilled that they want to stay and we have allowed them a chance to chat informally from approximately 3:15 until 3:40 pm. We have many adults on duty during this time to provide a healthy atmosphere. If you are picking up your child from school, you should do so at any point during this time.

For those of you who pick up your children later and for those families whose children ride the late school bus, we have a few options. If students are not going on the late bus or are not being picked up by 3:45 pm, they must be in **one** of the following and **they must be picked up by 6:00 pm.**

At 3:45 pm, the following options will be available:

1. Students enroll in our **After-Care Program**, which begins at 3:45 pm and ends at 6:00 pm. Students will receive a snack and be supervised in a quiet, focused study hall. The cost of this program is stated on the accompanying sign-up form.
2. Students are enrolled in **ASCEND**, a small, intensive program for those students who are struggling with homework completion and with maintaining their academic status. **You or school personnel can recommend a student for ASCEND, but if school personnel require your child to attend, attendance is then mandatory.**
3. Students may participate in a sport or any other activity that a WLPCS teacher is sponsoring.
4. Students may be waiting for the late bus in our **Reading Room**. Here they will be reading a book quietly until 4:45 pm when the late bus leaves. **Should a student's behavior in our Reading Room require constant redirection, then he or she will no longer be allowed on campus after 3:45.**

Please know that if a student in grades 5-8 is in the building after 3:45 pm and is not in one of these options, we will put that student in our After-Care program and you will be charged the drop-in fee of \$15.00/day.

If you have any questions about any of this material, please feel free to speak to me at the Back-To-School Orientation. My leadership team and I very much want the end of our school day to reflect the values we model during the in-school hours.

I look forward to starting a new year with you and your children.

Best,

DIANA SMITH
Principal



AFTER-CARE PROGRAM INFORMATION

Washington Latin's After-Care Program operates from 3:15-6:00 Mondays-Thursdays. The program is not offered on Fridays or on school holidays or half-days and is available only to Middle School students (Grades 5-8). The primary purpose of the After-Care Program is to provide a safe and nurturing environment for students to do homework or other academic enrichment. Following the completion of schoolwork, students may engage in quiet socializing, games or other appropriate activities. The Program always takes place on the Latin campus; there are no field trips or other outings.

Rates and Rules

- The daily cost for the After-Care Program is \$12 per student.
- Payment is due on the first of the month for the upcoming month. August and September can be paid together, that payment is due on or before August 23. Subsequent payments are due on the first of the month, so the October payment is due October 1. Payments received after the 10th of the month are considered late and will incur a \$10 fee in addition to the regular monthly cost.
- Part-time participation is allowed, and families may register for fewer than 4 days per week on a regular basis (e.g. every Tuesday and Thursday) at the regular \$12/day rate, payable monthly. Families who choose to pay for the full year in advance (full or part-time care) receive a 5% discount.
- Drop-in Option – Families may use the service on a drop-in basis as needed at the rate of \$15/day, payable at pick-up. We understand that emergencies do happen so advance notice of drop-ins is not required but would be appreciated when possible.
- Families who qualify for Free and Reduced Meals may pay half price, \$6/day, for regular use; drop-in pricing is still \$15/day, and all other rules and fees apply in full.
- There are no refunds for missed days (due to appointments, sickness, etc.) for regular attendees.

Please note that families with unpaid balances from last year may not register for the After-Care Program this year until last year's bill has been addressed.

Late Pick-Up Fees

The After-Care Program ends at 6:00 pm. ***Parents have 5 minutes grace, after which there is a charge of \$5 for every 5 minutes or part thereof, payable at pick-up.*** If you arrive at 6:17 pm (as shown by the clock on the school's phone system), you owe the caregiver who has stayed late with your child \$15, to be paid to that person at that moment.

Departure

To protect your child's safety, you or your designated caregiver must come in and sign your child out of the After-Care Program. We cannot allow students to leave the program unattended, even if you are parked right outside the building. If your child is to be sent home with another family, we must have a note or e-mail from you -- not your child -- saying who will be taking him or her home.

Contact Information

Should you have any concerns or questions regarding the information above, please contact Martita Fleming, Director of Operations at 202-223-1111 x114 or by e-mail to m Fleming@latinpcs.org.



AFTER-CARE REGISTRATION

Return this Form by August 21

Martita Fleming, Director of Operations mfleming@latinpcs.org or by mail/in person to Washington Latin. Questions? 202-223-1111 x 114

Parent Name _____

Parent E-mail/phone _____

Student Name(s) _____

My student(s) will participate in the After-Care Program full time (Mondays-Thursdays)

My student(s) will participate part-time, on the following day(s) every week:

Monday Tuesday Wednesday Thursday

Full-Time Rates for 2017-2018

Payment for	Costs	Due by	Add a \$10 late fee after
August & September (21 days)	\$252	August 23, 2017	September 12, 2017
October (17 days)	\$204	October 2, 2017	October 10, 2017
November (15 days)	\$180	November 1, 2017	November 10, 2017
December (10 days)	\$120	December 1, 2017	December 11, 2017
January (17 days)	\$204	January 2, 2018	January 10, 2018
February (15 days)	\$180	February 1, 2018	February 12, 2018
March (13 days)	\$156	March 1, 2018	March 12, 2018
April (15 days)	\$180	April 3, 2018	April 10, 2018
May & June (20 days)	\$240	May 1, 2018	May 10, 2018
Full Year Payment (5% discount)	\$1630	August 23, 2017	

Payments made through a 10-installment plan (monthly from August to May) also qualify for the 5% discount. Please contact Martita Fleming at the number/e-mail above if you are interested in this option.

Enclosed is my check or money order for \$_____ I have paid/will pay online



AFTER-CARE BEHAVIOR CONTRACT

My child(ren) and I have read the information below on appropriate behavior and understand and accept that continued participation in the After-Care Program is subject to demonstration of that behavior. We further understand that students can be barred from the program, if, in the view of the School authorities, their actions, behavior, attitude, and/or lack of compliance with expectations endanger or create problems for either the adults or the other students in the program. I further understand and accept that removal from the program will extend for the remainder of the season (Fall, Winter, or Spring – no exceptions) and that there will be no refund of payment should my child(ren) be removed from the program.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

The After-Care Program provided by WLPCS is considered an extension of the school and students are expected to behave in the same manner as is expected during the school day. The ability to participate in the After-Care Program may be rescinded at any time. Program staff are responsible for the safety and welfare of those students in the program, and students should adhere to their instructions at all times. The staff has the expectation that students will:

- Respect one another and the adults around them at all times and will not act in a manner that is disruptive, rude or disrespectful. They will act in compliance with the school's behavioral rules as set forth in the Family Handbook, including policies on technology use, bullying, etc.
- Talk using an "inside voice" and not shout, scream, or yell.
- Stay in the designated After-Care Program areas unless specifically allowed to leave by a member of the school staff. Students will not roam about the building or grounds unsupervised.
- Never use profanity, vulgar language or offensive gestures.
- Maintain the cleanliness and condition of the school by not writing on otherwise damaging furniture, walls or floors, throwing anything, or leaving litter.

Program staff will take action as they see fit regarding any infractions of the above, and may also report such infractions to the appropriate school authorities, who may follow up on the issue and take additional action.

Please note that not meeting the School's expectations may lead to the student being removed from the program for the remainder of that season with forfeit of payment.