



# LATIN'S MIDDLE SCHOOL AFTERSCHOOL PROGRAM

AUGUST 2018

## DEAR PARENTS/GUARDIANS OF STUDENTS IN GRADES 5 – 8,

We are excited to announce a revamped program that will offer opportunities for middle school students who stay with us after school. I am very pleased to announce that Ms. Caroline Ford Coleman, who has been a member of our faculty for three years and is also the mother of two Latin graduates, has been appointed Coordinator of Afterschool Programming. The middle-school program we have created reflects the values we model during the school day.

As in past years, we will offer an option for any middle-school student to stay after school in a supervised study hall, but this year they may also elect to participate in a range of other activities. Parents may register their children for between one and four days per week (Monday-Thursday). Students may participate for just one session or the entire school year. We also offer a drop-in option at a daily rate.

Under Ms. Coleman's direction, we plan to offer a variety of programs that include academic, artistic, and athletic activities each week. Students and their parents can elect to participate in only one or all of the programs offered each session. While we will begin with a few offerings, our hope is to provide expanded programming that appeals to a wide range of our middle school students. Faculty are looking forward to offering these enrichment opportunities, and we hope that students will be positively engaged and enjoy the chance to connect with teachers and fellow students in this new context. In other words, this will be fun!

Announcing the new program offerings gives us an opportunity to reiterate our rules and expectations for the afterschool period. It is important that all students and parents understand that, after 3:20 dismissal, there are exactly three options for our middle school students.

1. ***Leave campus for the day*** immediately after (walking, taking public transportation, or waiting for the Latin bus). Students are ***NOT*** allowed to leave and then return to campus.
2. ***Report to tutorial*** for academic support and then leave campus by 3:45.
3. ***Check in with the afterschool program***, if registered, and then go to tutorial or study hall, followed by programming. We will continue to run a late bus that departs Latin at 4:45.

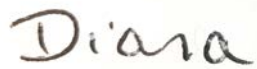
**Middle School students remaining at school after tutorial will be directed to the afterschool program until they are retrieved by a parent or begin their commute home, and their parents will be charged the daily rate (\$20).**

Students will be expected to meet the behavior expectations of our school community as outlined in the Family Handbook and our afterschool behavior contract. Students will need to be positive participants in afterschool activities or will be removed from the enrichment programming to a quiet study hall.

We continue to offer financial assistance for families unable to pay the full rate; please do not hesitate to contact Ms. Coleman or me if your family would like to participate and have any financial questions.

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

Best,

A handwritten signature in cursive script that reads "Diana". The signature is written in black ink on a light-colored background.

Diana E. Smith  
Principal



## WASHINGTON LATIN AFTERSCHOOL ENRICHMENT PROGRAM FOR MS

# MAGIS: [MÀH-GIS] LATIN ADV., MORE, BETTER

## MOVEMENT – ACADEMICS – GAMES – ARTS

Washington Latin’s **MAGIS** Afterschool Program is offered to **middle school students** and operates from 3:20 pm to 6:00 pm, Monday-Thursday. The program is not offered on Fridays, school holidays nor half-days. Students may enroll for 1 to 4 days per week per session or for the entire year. Drop-in is also possible, though we may not be able to accommodate students joining a particular program as it is offered on an as-is basis.

### DAILY SCHEDULE

- 3:15 – 3:20 ALL afterschool participants check in with the program manager for attendance
- 3:20 – 3:45 Tutorial/Study Hall – All students must attend one of these to participate in the day’s programming (teacher signature required to participate in programming)
- 3:40 – 3:50 Students not participating in **MAGIS** depart (via Latin bus, ride, Metro, etc.)
- 3:45 – 4:45 **MAGIS** students attend their chosen enrichment or academic programming
- 4:45 Students dismissed from programming; late bus departs
- 4:45 – 6:00 Students choose Quiet Study Hall or Games

**MAGIS** participants will have an opportunity to register for a variety of programs throughout the 2018-2019 school year. We have planned the first session with five offerings and will plan subsequent sessions as the year progresses, based on program demand and feedback from students, parents, and faculty.

### SESSION I (Six weeks: August 27 - October 4, 2018)

PROGRAM	PROGRAM DESCRIPTION
<b>Movie-Making</b> Mondays & Wednesdays	Students will work to write and produce their own movie. Latin will provide video devices and support with editing, adding sound, etc. This program is offered Mondays and Wednesdays, and students who sign up must participate in both days. 20 Students
<b>Dance ‘n’ Step</b> Tuesdays & Thursdays	Students will work to develop a dance or step routine. This program is offered Tuesdays and Thursdays, and students who sign up must participate in both days. 20 Students
<b>Sports &amp; Games</b> Monday-Thursday	Students will participate in organized sports activity, including, but not limited to, basketball, four-square, flag-football, ping-pong, etc. (6-Week Session) 20 Students
<b>Board Games</b> Monday-Thursday	Students will learn and compete in varying games including, but not limited to, Backgammon, Checkers, Chess, Uno and other card games. 20 Students

## MAGIS PROGRAM COSTS AND PAYMENT

- Whether your child or children are enrolled full-time, part-time, or for programming only as interested, you will be billed by session.
- The costs are similar to last year's rates for those families who commit to a session or more, and the daily rate is \$20 for those who are not signed up for either regular full- or part-time participation but occasionally need to stay at school.
- Families may elect to register their children for the entire for year at a 5% discount or register and pay per session.
- Parents may pay in monthly installments (either via PayPal or with a check).
- Students may be added to the **MAGIS** program at any time and will be charged a prorated amount and attend programming on a space-available basis.

Session	Dates	Session cost per child for 1 day/week	Session cost per child for 2 days/week	Session cost per child for 3 days/week	Session cost per child for 4 days/week	Payment due date
Session 1	August 27 – October 4 (6 weeks)	\$90	\$150	\$225	\$290	August 27
Session 2	October 9 – November 19 (6 weeks)	\$90	\$150	\$225	\$290	October 9
Session 3	November 26 – December 20 (4 weeks)	\$60	\$100	\$150	\$190	November 26
Session 4	January 7 – February 14 (6 weeks)	\$90	\$150	\$225	\$290	January 7
Session 5	February 19 – March 21 (5 weeks)	\$75	\$125	\$185	\$235	Feb 19
Session 6	April 1 – May 9 (6 weeks)	\$90	\$150	\$225	\$290	April 1
Session 7	May 13 – June 4 (4 weeks)	\$60	\$100	\$150	\$190	May 13
All Year (5% discount)	August 27 – June 4	\$525	\$780	\$1170	\$1680	August 27

- **Financial assistance is available.** Families who qualify for Free and Reduced Meals may participate at a reduced rate.
- Payment is due on or before the first day of each session.
- Families who register for the full year in advance (full or part-time care) receive a 5% discount.
- Drop-in pricing is \$20/day (payable on the date of service).
- Late payment of 10% applies if payment isn't remitted by the second week of each session.
- Please note that families with unpaid balances from last year's Aftercare Program may not register for the **MAGIS** Program this year until last year's bill has been addressed.
- There are no refunds for missed days (due to appointments, sickness, etc.) for regular attendees.
- **LATE PICK-UP FEES will be collected on the day from parents who arrive after 6:00 pm. Parents have 5 minutes grace, after which there is a \$5 for every 5 minutes or part thereof charge that must be paid at pick-up directly to affected staff.**

## **STUDENT CHECK-IN, ATTENDANCE, AND DEPARTURE**

- **All students must check in with the program by 3:20 to participate in any afterschool programming.**
- Students are required to attend either tutorial or study hall from dismissal until 3:45 in order to move on to the program of the day. Those who do not will be in quiet study hall until departure, even if registered for a program.
- Students who are not following our code of conduct will be removed from programming to a quiet study hall.
- Students will be allowed to depart campus only according to what parents have authorized on the registration form.
  - Parents of students who walk, ride metro or use an alternative method of transportation must provide written permission for their children to do so.
  - Only those adults listed as authorized to pick up your child (you, your caregiver, other relatives) may pick up your child and must do so in person.
  - Any one-time or ongoing change to how your child will get home from the program must be in writing from the parent (for example, if getting a ride with another family, etc.)

## **CONTACT INFORMATION**

Should you have any questions regarding the information above, please contact **Caroline Ford Coleman**, Coordinator of Afterschool Programs, 202-223-1111 or [cacoleman@latinpcs.org](mailto:cacoleman@latinpcs.org).



## WASHINGTON LATIN AFTERSCHOOL ENRICHMENT PROGRAM FOR MS

# MAGIS REGISTRATION

**ONLINE ENROLLMENT PREFERRED** – [latinpcs.org/parents](http://latinpcs.org/parents)  
 Registration and initial payment should be returned by August 21.

Student name and grade \_\_\_\_\_

Student name and grade \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Parent Email \_\_\_\_\_

Primary phone \_\_\_\_\_

Is this a cell phone that we can text?  Yes  No Preferred Communication Mode  Phone call  Text

Student(s) will participate in the Latin Program full-time (Monday-Thursday)

Student(s) will participate on a part-time basis on the following day(s) every week:

Monday

Tuesday

Wednesday

Thursday

My student(s) will enroll in certain programs according to interest as indicated below.

My student(s) will drop in on an as-needed basis. (Please complete this form in order to make use of this option during the school year.)

### Programs

Students may sign up for one to four programs during each session. Please indicate all the programs in which you would like to enroll your child.

Program	Monday	Tuesday	Wednesday	Thursday	
Dance 'n' Step					
Sports and Games					
Movie Making					
Board Games					

## Payment

- Enclosed is my check or money order for \$\_\_\_\_\_
  - I have paid/will pay online at [latinpcs.org/parents/make-payments](http://latinpcs.org/parents/make-payments) (access through Parent home page)
  - I am interested in learning more about financial aid for the program. Please email or call me at
- 

## Contact and commuting information

How my child(ren) will commute home from the afterschool program:

- Picked up (please list adults authorized to pick up your children, their relationship, and cell phone)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

- Public transportation \_\_\_ bus or \_\_\_ Metro

- Walk/ride bike

Other/Notes

## Emergency Contact Information

- Please use my emergency contact information on file (from enrollment documents).

- Please use the following emergency contact information.

1. Name and relationship to student:

Phone/Email:

2. Name and relationship to student:

Phone/Email:

More information is available on the parents home page at <http://latinpcs.org/parents/>

# AFTERSCHOOL BEHAVIOR CONTRACT

The **MAGIS** Afterschool Program provided by Washington Latin 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 Afterschool 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.
- **Report to and remain in** the designated Afterschool Program areas unless specifically directed by a member of the school staff.
- **Not roam about** the building or grounds unsupervised.
- **Respect the space and materials** used during the program.

Program staff will take appropriate action 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 session with forfeit of payment.

\*\*\*\*\*

We (both children and parents/guardians) have read the information above on appropriate behavior and understand and accept that participation in the **MAGIS** Afterschool 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 session – 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: \_\_\_\_\_