

ASAP 2019-2020 Guidelines for Parents

1. Three and four year olds (Beginners and PreKindergarteners) need a complete change of clothes (*including underwear and socks*) for ASAP as well as school. You may send two sets or you may ask the teacher to leave the one set in their bag so we have access to them. For Beginners who stay regularly, we do ask that you send two sets of clothing (one for the classroom and one for the ASAP room).
2. Students attending ASAP are **required** to wear tennis shoes every day. This is a safety issue on the playground as well as the days we use the gymnasium. If you should send your student in boots (rain or cold weather) please put tennis shoes in their tote bag.
3. Three and four year old students (Beginners and PreKindergarteners) attending ASAP must be completely potty-trained and independent in the restroom. However, we are always available to help in emergencies.
4. You must have all three ASAP Emergency Information forms (Parent Letter, Parental Agreement, and ASAP Emergency Information Form) completed and on file at school before your student can attend ASAP. **All** fields on the forms must have a response or an indication that it does not apply. Physical addresses for workplaces and for people allowed to pick your children up **must** be filled in. These forms can be found on the Stratford website at <https://www.stratford.org/aboutus/studentervices>. You will receive a paper copy of the forms at Orientation or on the first day of school, or you can download them and complete them prior to the first day of school.
5. This year we are requiring parents of students who will be using ASAP either on a regular basis or for drop-in to communicate with ASAP separately by email to Juanita Roberts at Juanita.Roberts@stratford.org. We need to know of any changes in schedule as far as staying, lunch requirements, pick-up time, and enrichment schedules for your student. If a student is brought to us without you having communicated with ASAP there will be a late drop-in fee (\$25) accessed plus the hourly rate. (For students who stay on a daily basis, this means that you must communicate with Ms. Roberts if there is a CHANGE to what your child regularly does.) The best thing to do when communicating about ASAP or a change to your child's daily schedule is to email your child's teacher **AND** Ms. Roberts in the same email.
6. If students are not picked up by the end of carpool they will be brought to ASAP and you will be charged a late pick-up fee (\$25) plus the hourly rate. If you see that you are going to be late for carpool pick-up, you may call Stratford at 477-8073 and ask for ext. 255 to let us know that you are running late. However, you will need to call before carpool begins at 3:00. Preschoolers who are not picked up by the end of Preschool carpool (3:10 p.m.) will be taken to ASAP and will be charged a late pick-up fee (\$25) plus the hourly rate. If you indicate that your Beginner or PreKindergartener will be picked up at 3:00 p.m. carpool and then you do not pick them up at that carpool time, they will be taken back to ASAP and you will be charged a late pick-up fee (\$25) plus the hourly rate. **Fees are \$6.50 per hour with a cap of \$525 per month for Beginners and PreKindergarten.**

Thank you so much for trusting us with your precious little ones. We will love them, hug them, and only send notes when absolutely necessary!

If you have any questions or concerns, please do not hesitate to contact me.

Betty Ann Jennings
Director, Stratford Extended Care Program
bettyann.jennings@stratford.org
477-8073 ext. 291