

St. Anne's-Belfield School

ASEP FALL 2020 PROCEDURES

INFORMATION FOR K – 8 FAMILIES

Questions or Concerns?

Contact ASEP Director **Elizabeth Lane** at elane@stab.org or call the ASEP mobile phone at (434) 981-1369.

General Overview

- The **Afterschool Enrichment Program (ASEP)** at St. Anne's-Belfield provides a supportive, engaging, and fun environment for K - 8 students, operating daily from dismissal to 5:30 p.m. ASEP has a terrific team of experienced teachers who are enthusiastic about working with children, and we look forward to getting to know your student. We provide supervised outdoor play, snack, indoor individual activities, and homework time for older students.
- ASEP will be operational the first day of school and each day thereafter on which regular classes meet, as well as the last day of school.
- Our groups separate into K - 4 and 5 - 8, with designated indoor and outdoor spaces for both. K - 4 will be using the 1 - 2 commons when inside, and 5 - 8 will be using the library. **This year, we will not be using the previously known ASEP space near the Tarring Gym, which is a change.**
- Daily drop ins are \$20 per day per child, and invoices are sent weekly through ProCare Connect (previously known as Kinderlime). If you wish to sign up for a yearly rate, contracts are available through the business office.

How to Sign Up

- If you are a family that is new to the school, reach out to Elane@stab.org to be set up with a Procure Connect (previously known as Kinderlime) account. Returning ASEP families already have this set up. ProCare Connect serves as our internal billing and attendance system.
- If you wish for your child to go to ASEP, please ensure that your child's homeroom teacher knows your dismissal plan for the day, and communicate with them if changes occur. Teachers will report in the attendance roster who will go to ASEP.

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Arrival	<ul style="list-style-type: none"> ▪ 2:45 p.m.: Middle School ASEP students (Grades 5 - 8) will be dismissed and directed from their class to the temperature gate entering the playground. ▪ 3:00 p.m.: Lower School ASEP students (Grades K - 4) will be dismissed and guided to the temperature scanner entering the 3 - 4 playground. ▪ An ASEP teacher will direct children to a temperature scanner, where they will be screened. If the child's temperature is normal, they will proceed to the 3 - 4 playground. If the temperature is elevated, they will be sent to the nurse where they can be cared for and isolated as needed. ▪ Students will sanitize their hands upon entering the 3 - 4 playground.
Dismissal	<ul style="list-style-type: none"> ▪ You may come to pick up your child anytime between 3:00 and 5:30 p.m. <ul style="list-style-type: none"> ○ Last call for dismissal is at 5:30 p.m.—past that, it is \$1/minute if late. ▪ We will be using PikmyKid for dismissal facilitation <ul style="list-style-type: none"> ○ This app is what the LV morning drop off uses as well. ○ Once you arrive to pick up your child, click that you have arrived in the app and we will guide your child to their designated dismissal location. ▪ Please wait at the following outdoor locations for dismissal: <ul style="list-style-type: none"> ○ Prior to 4:15 p.m.: wait at the gates by the playground. ○ After 4:15 p.m.: <ul style="list-style-type: none"> ▪ K - 4: Main Learning Village East Entrance ▪ 5 - 8: Legner Library Doors
Schedule:	<ul style="list-style-type: none"> ▪ Our general schedule is as follows: ▪ 2:45 -3:10 p.m.: Arrival of students and temperatures taken; students begin outdoor play. ▪ 3:10-4:15 p.m.: Outdoor play on the K-4 playground, sectioned off by age. We follow the same learning village procedures for safe, distanced outdoor play. ▪ 4:15-4:20 p.m.: Transition inside to rooms; wash hands for snack. ▪ 4:20-4:30 p.m.: Snack (provided by school) ▪ 4:30-5:30 p.m.: Student individual choice time <ul style="list-style-type: none"> ○ K - 4 examples: reading, crafting, building, painting, pretend play, Reflex ○ 5 - 8 examples: homework time, reading, crafting, individual games.
Safety Precautions	<ul style="list-style-type: none"> ▪ All students are expected to wear a face covering at all times, unless outside and given permission under physical distancing. They may remove face coverings outside if greater than 6' of distancing is maintained. Students may share play

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	<p>equipment that supports distancing of greater than 6' (frisbees, jump ropes, hula hoops, chalk) as long as students wash or sanitize hands before and after the break.</p> <ul style="list-style-type: none">▪ Students will remove face coverings to eat or drink, but will be distanced when doing so.▪ Indoor Distancing Plans:<ul style="list-style-type: none">○ K - 4: We will indicate which adequately distanced spaces are available by using movable dots on the floor and children will "pick a dot."○ 5 - 8: Desks will be spaced out for students to choose from.▪ We will encourage students to physically distance by giving them individualized materials and a pencil box for regular attendees to keep tools in.▪ While we will not be able to offer communal shared activities such as board games or cards, we will be offering individual materials students can safely engage with. These include paint, Legos, Lincoln Logs, blocks, crafting supplies, books, and puzzles.
Cleaning	<ul style="list-style-type: none">▪ Supplies will be made individualized as much as possible▪ Students will wash or sanitize hands before and after changing location, eating, and playing outside.▪ Any materials that are shared will be cleaned between uses and at the end of the day. Materials like books will be quarantined for 24 hours before being used by another child.▪ All spaces and surfaces will be thoroughly and professionally cleaned and sanitized at the end of the day.▪ Bathrooms:<ul style="list-style-type: none">○ All bathrooms will be one ASEP child at a time per bathroom○ K - 4 will use the bathrooms by the 3 - 4 playground○ 5 - 8 will use the bathrooms by the library and LV office
Contact during ASEP	<ul style="list-style-type: none">▪ If you need to reach the ASEP staff, such as for an early pickup or location check-in, please contact the ASEP phone at (434) 981-1369.