

Parents,

Thank you so much for your participation in Stratford's After-School Activities Program (ASAP)!

Included with this letter are two other forms pertaining to ASAP:

- the ASAP Parental Agreement
- the ASAP Emergency Information Form

Because we are state-licensed, EACH student in Preschool and Lower School must have this signed letter and the attached forms completed and on file before they can attend ASAP (*whether you plan to use the service or not*). Please make sure that all fields are completed with all information requested. *If the field is to be left blank, please either write N/A or put a line in that field so that we know the form is complete (this is a requirement of the state, we know it's a pain, Sorry! ☺)* This is very important if we should ever need to contact parents or other caregivers in an emergency situation.

When you arrive to pick up your student(s) from ASAP, we will have a sign-out sheet. All students must be signed out by an adult when they are picked up. (The only exception to this is Beginners and PreKindergarteners who stay for ASAP until only 3:00 and are picked up in Kindergarten carpool at 3:00.) Beginners or PreKindergarteners who are picked up before 3:00 and all other students in grades K-5 who stay for ASAP after school will have to be signed out by an adult listed on their Emergency Information Form.

In order keep students safe, the shoe dress code will be strictly enforced for ASAP. If a student comes to school in anything other than closed toe, closed heel dress-code shoes, you will be called to bring appropriate shoes. Please refer to the Student/Parent Handbook under shoes for complete information. Students who stay for ASAP must wear or bring tennis shoes! They are the best thing for the playground, and weather permitting, we will go out EVERY day!

Thank you in advance for your understanding and cooperation!

Please sign and return this letter along with the ASAP Emergency Information Form and the ASAP Parental Agreement to your child's homeroom teacher.

Parent Signature

Date

Student's Name: _____

Teacher _____ Grade _____