



After 3 Club Program Information

After 3 Club is our after school care program that is open to students in all grades. This program runs every day school is in session, with the exception of days where the school closes at noon.

Registration

Auxiliary Programs registration is run through our CampBrain website. Students may be registered for the full school year or for specific days for a single season (Fall, Winter, Spring). Registration for a single season does not automatically carry through to the next season; please re-register each season if you choose this option. Spaces are limited; should a program fill there will be an option to join a waitlist.

If you have already signed up for Early Birds or After 3 Club as a part of your tuition agreement, you are already registered for the full school year and you do not need to register again.

Drop In Options

For planning and staffing purposes, there are two methods by which students may “drop in” to After 3 Club:

- 1) **Weekly Drop In Reservations** – To drop in to After 3 Club, families should sign up for individual days the week prior to the desired drop in date by making use of the Weekly Drop In Reservation form. A link to this form will be made available on the NPS website and will reset weekly. All weekly reservations must be made by 6 p.m. on the Friday of the week preceding the day of the drop in. The fee for registering via Weekly Reservations is \$32 per child, per day.
- 2) **Last-Minute Drop Ins** – To accommodate last-minute needs, families who miss the cut-off time for the Weekly Drop In Reservations form may notify the school by 2 p.m. the day of the drop in by emailing frontdesk@nps-dc.org. The fee for a Last-Minute Drop In is \$45 per child, per day. Students who are picked up after the NPS carpool has ended at 3:30 p.m. will be automatically signed into After 3 Club and will incur the Last-Minute Drop In fee.

After 3 Club Groupings

Based on the number of registrants, students who stay for aftercare will be grouped by grade or into small grade bands (e.g. N-PK, K-1st, 2nd-3rd, 4th-6th). Each grade or grade band will be assigned to a specific room and participate in activities, snack, and recess together. Groups may interact or share spaces for certain activities.

Late Pick Up

After 3 Club closes at 6:00 pm. If a student has not been picked up by 6:00, a late charge of \$2.00 per minute per child is charged.

Every effort should be made to pick up students on time and as promised. In the case of an unpreventable delay, it is imperative to communicate with the school as soon as possible.

Dismissal Changes

Registered students or known drop-ins will be dismissed or escorted from their classrooms directly to After 3 Club at the start of carpool.

If you wish to pick up your student from carpool instead of After 3 Club, you must notify the Front Desk by 2 pm that day (11:00 am on Noon Dismissal Days). You may call (202) 537-7500 or email frontdesk@nps-dc.org. If you do not notify the Front Desk, please park in the lot and walk to the main entrance for pick up.

Schedules & Activities

The program operates from the close of school until 6:00 p.m. daily. Each group follows a separate schedule throughout the afternoon. Activities include a school snack, indoor free play, outdoor recess, and a structured activity such as a craft, organized games, or a project.

Students in grades 2-6 also have a supervised study hall period Monday-Thursday between 3:30-4:30 pm. Students are expected to arrive with all of their materials needed to complete their assignments. They may also bring a book to read or other independent quiet activity to do in the event that they finish their work early.

Pick Up

Children may only be released to the authorized persons listed on the Dismissal Arrangements Form turned in prior to the beginning of the school year. Any changes to that form must be put in writing and emailed to frontdesk@nps-dc.org.

After 3 Club children may be picked up anytime between 3:15 and 6:00 pm at the parents' convenience. There is no 6:00 pm carpool line. Caregivers must park and come to the Front Desk to sign their student out. A staff member will bring the student to the Front Desk at that time. Patience may be required; please wait on the patio area once you have signed out your child.

You may also give advance notice to the Front Desk of **at least 30 minutes** and staff can bring your child to the Front Desk to wait ahead of time.

Noon Dismissal Days

On Noon Dismissal days, After 3 Club runs 12:00 pm to 6:00 pm. Students in After 3 Club eat lunch with their groups on these days, and there are typically slight changes to the schedule. Students in grades K-6 watch a movie and may take part in a special activity. Students in grades N-PK have a story and rest period from 1:00-2:00 pm.

When the school closes at noon for holidays or before breaks, After 3 Club is not offered. Please see the school calendar for these dates.

Staff & Training

After 3 Club is overseen by Director of Auxiliary Programs Caitlin Webster and managed by Program Assistant Katie Kaschub.

Our staff is made up of warm and engaging counselors with experience working with groups of children. They come from a wide variety of backgrounds, including many who are aspiring or part time educators. We strive to keep the same staff members with the same age groups.

In addition to a comprehensive background check that is conducted for all NPS hires, staff members receive health and safety training as well as training in NPS policies and procedures. They also receive training in classroom management and information pertaining to specific student needs.

Conduct & Behavior

All Auxiliary Programs are an extension of the school day and thus uphold the same policies and standards of conduct expected during the school day. Should a student's behavior become repeatedly disruptive or unsafe for the student or others, the student may be dismissed from the program for the day or suspended from the program. No refunds are offered in such instances.

Contact Information

For questions regarding registration, please contact Caitlin Webster at cwebster@nps-dc.org. For questions regarding the program or logistics, you may also contact Katie Kaschub at kkaschub@nps-dc.org. During After 3 Club hours, please call the Front Desk at (202) 537-7500.