

**Princeton Charter School**  
**After School Program - ASP**  
**2022 – 2023**

Dear Parents/Guardians:

We are pleased to offer the After School Program again this year as a service to the PCS community. The enrollment forms necessary to participate are attached. Please take note of the updated information for this year. **If you will be using the program during the first week of school, completed forms must be submitted no later than Monday, August 29, 2022.**

Complete the forms and drop them off at the Marsee Center (575 Ewing Street entrance to the school), or mail to Princeton Charter School, Attn: Lindsey Donaldson, 100 Bunn Drive, Princeton, NJ, 08540.

**Fee Schedule:** Beginning in SY 17-18, we implemented a new fee schedule. Fees will be charged based on the number of times your child uses after school in a billing period. Each billing period ends on the last Friday of each month. The current fee schedule will simplify billing for those that do not use after school consistently on a weekly basis.

<b>Number of attendances in a billing period:</b>	<b>Fee 2022-2023:</b>
1	\$37.00
2	\$74.00
3	\$111.00
4-5	\$137.00
6-7	\$163.00
8-9	\$189.00
10-12	\$226.00
13-15	\$252.00
16-18	\$289.00
19-21	\$315.00
22-24	\$352.00
25	\$378.00

For your convenience, should an unexpected circumstance arise, the program will also offer a one day “drop in” fee at the cost of **\$48** per day. Please notify the K-4 Office (ext. 2400), or 5-8 office (ext. 2100) by 2:00 PM on the day your child will be a “drop-in.”

**Payment:**

You can view your balances and pay through **EZSchool Apps** (information to follow) or by **check**.

Checks can be mailed (*Princeton Charter School, Attn: Lindsey Donaldson, 100 Bunn Drive, Princeton, NJ, 08540*), or dropped off at the K-4 or 5-8 office. Failure to keep your account paid in full may result in a loss of service.

Payment is due within 10 days of the end of the month.

**Pick up:**

**All students must be picked up by 6:00 pm sharp.** A penalty of \$10 for the first 5 minutes (or any part thereof) and \$5 for every 5 minutes thereafter (or any part thereof) will be charged for students who are not picked up by 6:00 PM. Frequent late pick-ups will result in a warning from the ASP staff. Continued late pick-up may result in a loss of service.

**Sign In/Sign Out:**

All participating students will check in with the After School Program Coordinator. Parents must notify the Program Coordinator of any change in pick-up with written permission, for example, if someone not on the pick-up list is picking up their child. Students may be picked up at any time before 6:00 PM by a parent or designated adult. *Parents must sign the attendance form at pick-up*

Students in grades 6-8 may sign themselves out after 5:30 PM if the After School Program Coordinator has written permission.

Students may not leave the school campus and then return to campus to attend the After School Program.

**Schedule (Approximate times):**

The following schedule has been designed to allow your child time to relax after the school day, have a healthy snack, and work on homework assignments.

3:15 – 4:00 PM Social and snack time

4:00 – 5:00 PM Homework time

5:00 – 6:00 PM Activity and game time

Please note that, while we try our best, not all homework assignments may be completed. We are proud to offer program tutors that have college degrees and, in some cases, may even have their teaching certification.

**Conduct Expectations:**

Students are expected to behave in a manner consistent with the rules in the Princeton Charter School *Student-Parent Handbook*, which can be found on the school website. Positive reinforcement is the main form of discipline aside from the guidelines; however, time-outs will also be used as needed. Continued disruptive behavior will result in parental notification. While every effort will be made to correct any problems, in extreme cases the K-4 Division Head and/or the Head of School reserve the right to request that a child be removed from the program.

**Inclement Weather:**

Should school be dismissed early, the After School Program will be cancelled. You will be notified via your preferred contact method (which you can choose below). Please have a contingency plan in place should you not be able to pick up your child at short notice.

**Calendar Notes:**

The After School Program operates on days when Princeton Charter School is in session. There will be no program on school holidays. Please be sure to check the school calendar (found on the school website) to verify which half days the program is open. Note that there will be an early close (4:30 PM) on Friday, September 9, 2022. You will be notified of program times for the last week of school no later than May 31, 2023.

**Princeton Charter School**  
**After School Enrollment Form**  
**2022 – 2023**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parent/Guardian #1**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email(s): \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Preferred Method of Contact (please circle one): Call    Text    Email

**Parent/Guardian #2**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email(s): \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Preferred Method of Contact (please circle one): Call    Text    Email

**ATTENDING DAYS:** (Please *circle* the days your child will be attending.)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Occasionally (less than twice per month)
- In Case of Emergency
- Parent Conference Days

**PICK UP INFORMATION:**

The following individuals have permission to pick up my child from the PCS After School Program (other than guardians listed above). **Please note: In order to be enrolled in the program, all families must provide at least 2 emergency contacts who will be contacted in the order listed.** You may attach another sheet if needed.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

I understand that I must notify the **school office by 2:00 PM** of any change in plans for that day. In addition, I understand that if I do not pick up my child by 6:00PM, I will be charged a penalty of \$10 for the first 5 minutes (or any part thereof) and \$5 for every 5 minutes thereafter (or any part thereof). I understand that chronic late pick-up may result in the removal of my child from the program.

I acknowledge that it is my responsibility to check the school calendar regarding program availability on half days and to make note of early closings on Fridays as listed.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR PARENTS WITH STUDENTS IN 6TH, 7TH OR 8TH GRADE:

Students in grades 6, 7, and 8 have the option to sign themselves out and walk home after 5:30 PM. when participating in the After School Program. To keep your children safe, we need this page of the form on file *even if you do not give permission for your child to sign themselves out.*

Please complete the appropriate section according to your decision about your child's dismissal procedure and turn in as part of the enrollment form for this school year.

If we do not have this page on file, your child will be kept at PCS until an adult on the approved contact list is available to pick up your child.

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My child, \_\_\_\_\_, who will be in the \_\_\_\_\_ grade for the school year 2022-2023, **DOES** have permission to sign themselves out and walk home after 5:30 p.m.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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My child, \_\_\_\_\_, who will be in the \_\_\_\_\_ grade for the school year 2022-2023, **DOES NOT** have permission to sign themselves out and walk home after 5:30 PM.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Medical Information

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Known allergies (please list): \_\_\_\_\_

The After School Program staff cannot dispense medication. Should your child require medication, please make arrangements for it to be administered during regular school hours.

Is there any special health information we should know about your child? \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

### Emergency Contact Information

**Please note: All families must provide at least 2 emergency contacts, in the event both parents are unable to be reached, to be enrolled in the program.** While we do have your emergency contacts in PowerSchool, please repeat them here so the After-School staff can have immediate access in the case of an emergency situation. You may add additional contacts as necessary for the afternoon period from 3-6 p.m. If these people are the same as those on the previous page, please write that on the first line.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

### Emergency Medical Release

In case of emergency, I understand that every effort will be made to contact the parent(s)/guardian(s) of the child. In the event that I cannot be reached, I hereby authorize emergency medical care for my child during attendance of the Princeton Charter School After School Program if, in the judgement of the staff, treatment is required for an injury or illness.

I hereby give permission to the physician selected by the After School Program Coordinator to hospitalize and secure the proper treatment for my child, and I also authorize the administering of anesthesia and surgery, as well as recourse to other procedures as deemed necessary by the attending physician. I understand that I am financially responsible for any expense for medical care or transportation incurred on my child's behalf. I hereby release the Princeton Charter School and its employees from any responsibilities for injuries incurred during my child's participation in the After School Program.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_