

WHITE PINE MIDDLE SCHOOL

AFTER-SCHOOL CLUB

Activities- Student Choice

- **Utilize Computers**
- **Homework**
- **Hang out**
- **Attend or participate in other after school activities and extra- curricular events on White Pine Campus**

REGISTRATION AND PAYMENT INFORMATION

A Student Information Record must be completed by a parent/guardian and signed. A student will be released only to persons specified on the Student Information Record. All necessary forms are available at www.stcs.org/comed

A weekly schedule is required for each week of attendance. The completed schedule and full payment with check for the next week must be turned in on or **before each Thursday at 6 pm.** Please do not send the schedule to the school.

After the first week, a secure online scheduling and payment option is available using parent **Family Access** via the district's web site (www.stcs.org under the PARENT tab). This process will be used for ALL credit card payments and a convenience fee will be assessed for payments. An explanation of how this process works is available at the club upon request and can be found on our web site www.stcs.org/comed. Click on the White Pine After School Club link. The deadline for submitting the online schedule and payment is on Monday 8:00 am for the upcoming week.

Late schedules/payments will be assessed a fee of \$20. All returned checks are subject to a \$20 fee. Fees for the full amount of the check along with the \$20 fee must be paid at the Community Education Office with cash or a money order.

FEE STRUCTURE

The After School Club operates Monday through Friday from after school until 6 pm on each full-days of school. It is not open on half-days or no school days. Fees are charged based upon scheduled days. Cost is \$8 per scheduled day, per student. **There are no credits or refunds for non-attendance, nor when students leave to attend other activities.**

DOOR ACCESS

Door access to all the ASC will lock at 3:45 pm each regular school day. **A door will be designated for student pick-up.**

PICKUP POLICY

If someone other than the parent is to pick up the student, that person must be at least 16 years old, have picture identification and be listed on the Student Information Record. For your student's safety, we cannot accept any changes made over the telephone without providing the CODE WORD on the Student Information Record.

Late Pickup Policy

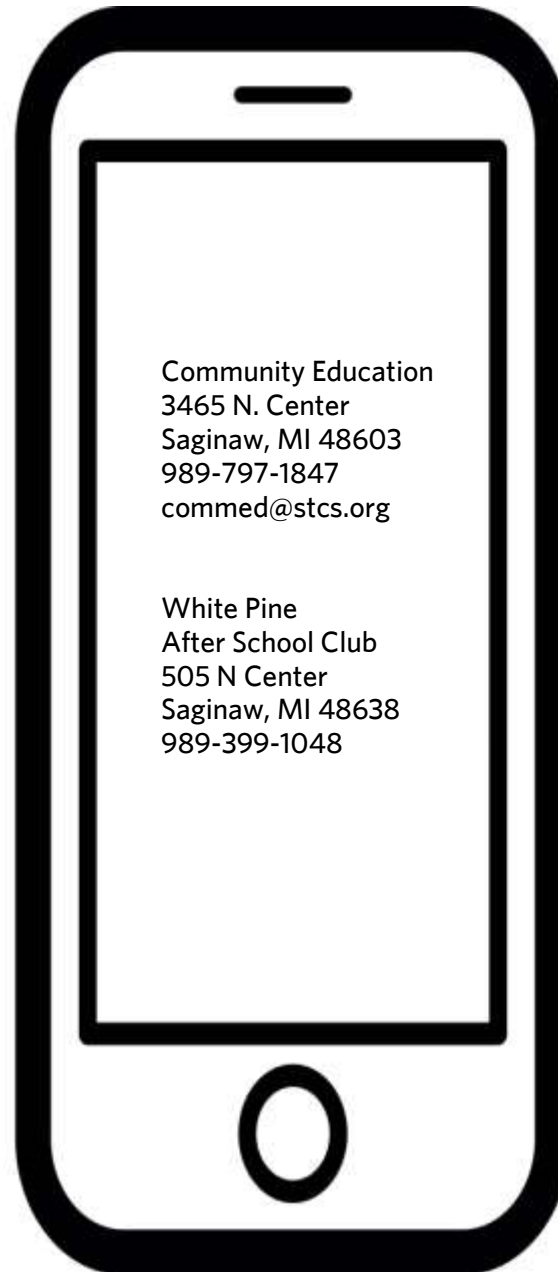
If a student is not picked up by 6 pm, the person listed on the Student Information Record will be called after 10 minutes and a late fee of \$15 per 10 minutes will be assessed. A call from parents that they are going to be late is appreciated, but it will not eliminate the \$20 late fee. If we are unable to reach the student's parents/guardians, we will call others on the record.

After 6:30 pm, if we are unable to contact anyone for pickup, police will be contacted. The police will be asked for assistance and a decision about calling Protective Services. If a student is picked up late more than twice, the parent/ guardian will lose the privilege of using the program.

Absences and Notifications

Please notify the center when your student will not be attending on a scheduled day. A \$10 Finder's Fee will be assessed for each occurrence that requires additional time for staff to locate a student. This may include a call to a parent or person on the Student Information Record.

CONTACT Us



SAGINAW TOWNSHIP COMMUNITY SCHOOLS

Grades 6-8

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PINE

AFTER

SCHOOL

CLUB

