



## 2023-2024 After School Activity Clubs (ASAC) Enrollment

Welcome! Once again, a new school year is just around the corner! Enclosed you will find our ASAC Enrollment packet. Following MDHHS Licensing rules, all students must be enrolled prior to attending the programs. All of the required forms are available online and can be printed out. They can be found at: [www.stcs.org/comed](http://www.stcs.org/comed). (The link is on the left column). The packet is also available at the Community Education office.

Completed packets can be returned using the following options: Please do NOT return forms to school offices.

- **In Person:** at the Community Education department, located in the Board of Education office inside Heritage High School. Office hours are 8:00 am – 4:30 pm. The easiest access is through the North Entrance to the school. Please use Entrance “C.” Payment can be by check, cash, or credit card.
- **At the various schools’ Back-to-School Open Houses:** turn in/fill out Enrollment forms. Enrollment forms can be found online and printed out at [www.stcs.org/comed](http://www.stcs.org/comed). (Link is on the left).

School	Date	Grade(s) and Time(s)	
Arrowwood	August 17	All Grades	5:30 - 7:00 pm
Hemmeter	August 17	Kindergarten	4:30 - 5:00 pm
Hemmeter	August 17	1st - 5th Grades	5:00 - 6:30 pm
Sherwood	August 16	ECSE, 1st, 2nd Grades	5:30 - 6:30 pm
Sherwood	August 21	DK & Kindergarten	5:30 - 6:30 pm
Weiss	August 17	All Grades	5:00 - 6:00 pm
Westdale	August 16	1st Grade	5:00 - 5:45 pm
Westdale	August 16	2nd Grade	5:45 - 6:30 pm
Westdale	August 21	DK & Kindergarten	6:00 - 7:00 pm

If using the ASAC starting **the first week of school and not registering at the above listed Open Houses**, the Enrollment packet must include the first week’s schedule with full payment and returned to the Community Education Office no later than **Thurs., Aug. 17, by 4:30 pm**. If not already paid, the Registration fee must be included.

- No later than August 11, the Registration fee is: \$15 for one child or \$20 for two or more children
- No later than August 17, the Registration fee is: \$20 for one child or \$25 for two or more children
- After August 17, the Registration fee is: \$25 for one child or \$30 for two or more children

If the Enrollment Packet with schedule/payment is turned in after August 21, students will be able to start attending beginning Thursday, August 24. Please allow 2 days for processing the enrollment packet.

**Once registered, submitting schedules and payments using Skyward Family Access online** will be available starting the 2<sup>nd</sup> week of the ASAC programs (August 28 - August 31). Please see the Director for detailed directions (also available on the Community Education web site).

If applying for childcare payments through the MDHHS, please begin this process as soon as possible so it is complete before the first day of the program (August 23). Full payment is required until the eligibility letter is received from the MDHHS. We do not back-bill. If already eligible, please see the center Director for a weekly schedule.

If you have any questions or need more information, call the Community Education Department at 989-797-1847.

### 2023-2024 After School Activity Club Forms

PLEASE KEEP FOR YOUR RECORDS:

- Welcome Letter
- ASAC Handbook

PLEASE RETURN:

- Registration Form with Payment
- Child Information Record/Consent & Agreement
- Handbook Notification Form
- First Week Schedule and Payment

Thank you for completing these forms to ensure your child's safety!