



Aloha Elementary and Junior High Families,

First off I am so grateful for such a dedicated after school care staff. They are willing to extend their workday to help provide quality care for our students in the after school hours. We have new families and new workers for our after school care program this year so I wanted to go over our policies and procedures so that everyone knows what to expect.

Our After School Care (ASC) Program is an extension of the school day and if your child is not picked up by 3:00pm, they will be signed into ASC. The cost for ASC is \$10.00 a day which will be billed monthly from the financial office. When you come to pick up your child from after school care please sign them out with the time you pick them up and initial. The clipboards can be found on the table at the opening of the Rosie O.

Students that are in after school care will be provided with a snack and juice. You have the option of allowing your child to purchase an additional snack at the Canefire Kitchen that is open 3:00-3:15.

Our ASC Program is not a tutoring program. The staff will help students with homework as needed, but at the same time keeping an eye on the other students. The staff will make sure your child's homework is completed, but it may not always be correct. Parents should check their child's homework daily.

Our policy for ASC is that the students are to finish all their homework and have it checked by an ASC staff member before they can go out to play.

Here is the After School Care Schedule

3:00 Students are signed into after school care and then they can purchase snacks at the Canefire Kitchen.

3:15 An ASC staff will take students up to use the restroom and refill water bottles while the other ASC staff assist with homework and get snack ready.

3:30 The students will be offered a snack and juice, once all the students are done with snacks they clean up and if their homework is completed they may go outside and play.

4:15 Bathroom Break: One staff member takes the students up, while the other watches the students.

5:00 Bathroom Break

5:30 All students should be picked up.

Please make sure that your Emergency Contact Information sheet is filled out and we have up to date numbers to reach you. If you need to contact your child from 3p-5:30p please email ashrinski@clahawaii.org with your name, number and message and I will contact the ASC staff. If you have any questions, suggestions or concerns. Please email Mrs. Shrinski at ashrinski@clahawaii.org or call the lower campus at 808-966-8866. I appreciate your partnership and prayers.

In His Grace,

Andrea Shrinski

Elementary Administrator and Afterschool Care Coordinator