

2020-2021 Welcome A-STEP Parents!

We welcome all new families and want to ensure a smooth “after school” transition for all children, especially our new preschool and kindergarten children.

A-STEP begins the first day of school for children in grades PreK-6. All classroom teachers are familiar with the program and will direct them to the A-STEP area at the end of the school day. This is where attendance will be recorded and children can use the restroom. A typical day will be as follows:

3:10-4:00 Outside play or free play in the gym

4:00-4:20 Snack

4:20-4:30 Clean up and restroom break

4:30-5:30 Homework or play time according to age

When you pick up your child, please go to the side gym doors and sign him/her out in the attendance book. A teacher on duty will call your child to meet you there. Please send your monthly payments to the school office in an envelope marked “ASTEP”.

A few details:

1. Please fill out a Family Information paper to ensure that we have all updated information and phone numbers. All parents are also required to read the ASTEP handbook and return the signature page.
2. There is a \$20.00 registration fee for all new families to the program.
3. Please refer to the A-STEP tuition chart for monthly fees. Payments are due the first weekday of the month. **PAYMENTS RECEIVED AFTER THE SECOND DUE DAY OF THE MONTH WILL INCUR A \$5.00 LATE FEE PER DAY.** Students who are enrolled in the program on a full time basis will have the option to pay bi-monthly. In this case, the payments are due on the 1st and 15th of each month. If the 1st or 15th falls on a holiday or weekend, the payment is due the following Monday or the next day that A-STEP is in session. Please put the check or money order in an envelope and send to the school office.
4. Students should be picked up on or before 5:30 p.m. After 5:30, a \$1.00 per minute late fee will be added to your next payment. Any combination of 3 late payments or 3 late pick-ups may result in removal from the program.
5. If you need to contact us during A-STEP hours (especially if you are going to be late), please call our cell phone, 717-329-6491. Remember that you may not be able to get in touch with us by the school number.
6. Please direct any financial questions or program concerns to Ms. Emily Oliphant “Ms. O” in Pre-K. You can also contact Ms. O at ms.oliphant@stmmparish.org.

Thank you!

A-STEP teachers