



## 2013-2014 - Welcome New A-STEP Parents!!

Our new school year will be starting soon, so we are gearing up for our A-STEP program, too! We welcome all new families and want to ensure a smooth “after school” transition for all children, especially our new kindergarten children.

A-STEP starts the first day of school for children in grades 1 to 6 and for kindergarten students on their first full day of school. All classroom teachers are familiar with the program and will direct them to the A-STEP transition rooms (children will wait in these rooms until all A-STEP is called to the cafeteria) at dismissal time. Attendance and bathroom will take place in these rooms. When all buses, car riders and walkers are gone, A-STEP children will go to the cafeteria. Attendance will be finalized in the attendance book and children will be in the charge of the A-STEP staff teachers at approximately 3:10 pm. A typical day will be as follows:

3:10–4:00	Outside play, gym or free play in the classrooms
4:00-4:20	Snack usually in the cafeteria
4:20-4:30	Clean-up and bathroom
4:30 –5:30	Homework or playtime according to age (normally <b>K and 1<sup>st</sup></b> and <b>2<sup>nd</sup>-6<sup>th</sup></b> are together)

Friday is Movie and Popcorn Mix day!!!



When you pick up your child, please go to the cafeteria and sign him/her out in the attendance book. There will be a note directing you to the location of your child according to grade. The payment box will always be by the sign out book. Please put your notes to Mrs. Zeiders and monthly payments in an envelope and deposit in the box. ***If you are paying in cash, please give the payment directly to an A-STEP teacher and get a receipt.*** You will be receiving a payment book and a handbook the first week of school. A few details:

1. Please fill out a “**Family Information**” paper to ensure that we have all updated information and phone numbers.
2. ***There is a \$20.00 registration fee for all new students.***
3. A-Step tuition is \$160.00 a month per child. Tuition paid on the due day *or the next day* will be \$160.00. PAYMENTS RECEIVED AFTER THE SECOND DUE DAY OF THE MONTH WILL INCUR A \$5.00 LATE FEE PER DAY. Payments can be made on a monthly or semi-monthly basis (full time only). If paying semi monthly, the payments are due on the 1<sup>st</sup> and the 15<sup>th</sup> of each month. If paying monthly, the payments are due the 1<sup>st</sup> of each month. If the 1<sup>st</sup> or the 15<sup>th</sup> 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 payment coupon and your check **in an envelope**.
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, 805-1247. 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 Mrs. Diane Zeiders 8-1. Also....you can contact Mrs. Zeiders at [mrs.zeiders@stmmparish.org](mailto:mrs.zeiders@stmmparish.org)

**Thank you and see you soon!!!**

**Diane Zeiders and A-STEP Teachers**

