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## AFTER SCHOOL PROGRAM (ASP)

### GENERAL CARE & ENRICH

The GENERAL CARE program runs from 2:35 - 6:00 p.m. (For 20-21, ASP closes at 5:30 p.m. on Fridays) and consists of a snack, free play, and homework time. This time is run by the after school staff. Students will be grouped by Grade level cohorts and have the opportunity to join an enrichment class during their inside time.

The ENRICH program offers enrichment classes in the areas of sports, arts, and STEM. Classes will be taught by outside consultants. Since most classes will be virtual, students will have the option to register to join classes from home.

### MUSIC

The MUSIC program will offer virtual private lessons. Private lessons are offered for all levels and range from 30 minutes to 60 minutes. This offers students the opportunity to express themselves through music and to grow their abilities through an individualized curriculum. Private lessons are scheduled by the music instructors and the music co-ordinator. Private lesson students may participate in one mini recital and the yearly music recital.

## TABLE OF CONTENTS

<b>Spring Fee Structure</b>	<b>Page 2</b>
<b>Program Schedule</b>	<b>Page 2</b>
<b>ASP Policies and Procedures</b>	<b>Page 3-4</b>
<b>MUSIC Program Summary</b>	<b>Page 5</b>
<b>ENRICH Schedule (by day and time)</b>	<b>Page 6</b>
<b>ENRICH (by grade)</b>	<b>Page 6</b>
<b>ENRICH Program - Class Descriptions</b>	<b>Page 7</b>
<b>Calendar - ASP Spring Trimester</b>	<b>Page 8</b>

## ASP SPRING TRIMESTER FEES: APRIL 6 - JUNE 9, 2021

The following rates do not include fees pertaining to the Music Program. For Music Program fees, please see page 5.

Type <i>*Supplies and equipment are included in all fees</i>	Fee	General Care (until 5:05)	General Care (5:05-6:00)	Enrich Classes
<b>Full Year—General Care</b> Students plan to be in ASP most days and only needs General Care.	\$4200 <i>General Care Only Classes are a separate fee</i>	✓	✓	Class fees apply for each virtual class.
<b>Full Year—General Care &amp; Classes</b> Student plans to be in ASP most days and needs General Care and classes.	\$5250 <i>General care AND 5 classes per trimester</i>	✓	✓	5 classes per semester are included.
<b>Trimester—General Care</b> Student plans to be in ASP most days and only needs General Care for a given trimester.	\$2350 per trimester <i>General Care Only Classes are a separate fee</i>	✓	✓	Class fees apply for each virtual class.
<b>Trimester—General Care &amp; Classes</b> Student plans to be in ASP most days and needs General Care and classes for a given trimester.	\$3200 per trimester <i>General care AND 5 classes per trimester</i>	✓	✓	5 classes per trimester are included.
<b>Class (virtual from home)</b> Student plans to be in a specific class only. This option is for students who plan to take a class from home, this is not available on site.	Varies depending on class			Only virtual class selected. Class fees apply for additional classes.

## ASP PROGRAM SAMPLE SCHEDULE\*

\*On Fridays, students will be dismissed at 1:00 p.m. Classes will follow a similar schedule with classes offered at 1:30 p.m. and 2:30 p.m. and extended outdoor play.

	JK/K	Grade 1	Grade 2	Grade 3	Grade 4
2:30-3:00	Set Up	Set Up	Set Up	Set Up	Set Up
3:00-3:30	Check In/Snack	Check In/Snack	Check In/Snack	Check In/Snack	Check In/Snack
3:30-4:15	Class/ Independent	Class/ Independent	South Garden or Playground	South Garden or Playground	South Garden or Playground
4:30-5:15	South Garden or Playground	South Garden or Playground	Class/ Independent	Class/ Independent	Class/ Independent
5:30-6:00	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal



# ASP POLICIES AND PROCEDURES



## How to Register

Program details are emailed to parents prior to the start of each trimester. Parents may register their child via the online registration form.

## Payment and Enrollment Policies

A student is considered registered once an online registration form is completed. Fees for the ASP will be billed via each family's TADS account. All classes are filled on a first-come, first-served basis. Classes are offered contingent on enrollment. A \$25 late registration fee will be charged after the trial week. Families whose accounts are in arrears may *not* use the services of the After School Program or register for a new trimester until the Business Office clears their account.

## Trial Week

The ASP offers a trial week for all students interested in the ASP program. This is a great way for students to try a class. Trial week is the first in-person week of the trimester (April 12-16). If a child remains in the program after the trial week, the parent will be responsible for the class fee and no refunds will be given. If a child decides not to continue after the trial week, the parent must inform the Director of After School in writing. The parent will only be charged for the trial week class(es).

## ASP Hours

The After School Program runs each full school day from 2:35 - 6:00 p.m. On Fridays, the ASP will run from 1:00 - 5:30 p.m.

## Sign-in and Sign-out Procedures

### **Registered Students Sign-in**

Students who are registered for a class will be signed in to their class in the following way:

JK - Grade 4: Each Lower School teacher is given a roster indicating the after school enrollment for each student in their class. Students who have an after school class will be signed into the ASP by their teacher or ASP staff. If a child is absent or will miss the class, the teacher will inform the ASP staff. Parents are encouraged to daily review class schedules with their child(ren). Students will be in grade cohorts, stationed in a classroom and social distancing/mask rules will apply. Each cohort will be supervised by a member of the after school staff. Each cohort will be assigned a designated outdoor play time.

Grade 5 - 8: Upper School students may opt into intramural sports or virtual Homework Help; otherwise, it is recommended that students depart campus at dismissal.

### **Sign-out**

Because we care deeply about the safety of each child, we ask for your cooperation in complying with the sign-out policy.

- Children may only be signed out by a parent or another adult on the child's approved pick-up list. If there are any changes to the list (i.e. caregivers), please inform the school office as soon as possible.
- Dismissal will be from the playground between 5:30 - 6:00 p.m. For students who need to be picked up before 5:30 p.m., parents/adults may go to the Security Station to make the request. Once a child has connected with their approved adult, he/she needs to be signed out on the sign-out sheet. The after school staff will indicate the time of sign-out.
- Upper School students may sign themselves out.

## ASP POLICIES AND PROCEDURES (CONTINUED)

### Drop In

Children may join the ASP on an hourly basis. Drop ins will apply to students who are picked up late from regular dismissal. It is important that we know about drop ins in advance. Please send an email to the office (office@stlukeschool.org), your child's homeroom teacher, and the After School Program staff (afterschool@stlukeschool.org). Drop-in charges will be billed monthly to each family's TADS account.

**20-21 NOTE: Drop-ins will be limited during the spring trimester. Advance notice appreciated.**

Lower School students who are picked up late and Upper School students who remain after school unsupervised will be sent to the ASP. A fee of \$15 per hour will be charged, up to a maximum of \$45 per child.

Students may drop in to the ASP at no cost for the reasons below. Please alert your child's homeroom teacher and the After School Director in advance:

- Siblings waiting for dismissal of an older child. Drop-in fees will apply after the older siblings' dismissal time.

### Rates

**Drop-in Rate:** A fee of \$15.00 per hour per student will be charged, up to a maximum of \$45.00.

**Late Pick-up Rate:** The ASP ends at 6:00 p.m. (5:30 p.m. on Fridays). There is an additional charge of \$1.00 per minute for any pick-ups after 6:00 p.m.

### Class Availability

Each class needs a minimum of 5 students in order to continue after the trial week. Some classes have a limited number of space and will be filled on a first-come, first-serve basis.

### ASP Study Hall

Supervised independent work time will be offered for Lower School students in their grade level cohorts. Group work is not permitted during this time. Please discuss your family's needs and your child's homework routine with the After School staff so that we can assist you in developing a clear, predictable, and effective homework routine for your child.

**Upper School Note: Study Hall will not be available for Upper School students during the Spring 2021 trimester.** Students will have an option to join Homework Help virtually from home. Links will be posted in student schedules. It is best if students commit to a schedule so the supervising tutor knows who to expect each day.

### ASP Playground

**For the health and safety of our community, the playground will be unavailable for students and families not registered for the after school program or athletics.** Each grade cohort will be assigned a designated outdoor play time and dismissal will take place from the playground from 5:30 - 6:00 p.m. Once picked up from dismissal or after school, students should leave campus with their adult.

### ASP Dining Room

During the Spring 2021 trimester, the Dining Room will be closed during after school hours.

# ST. LUKE'S SCHOOL - AFTER SCHOOL PROGRAM

## MUSIC Program

The MUSIC program will offer virtual private lessons. Enrollment in the Music Program is for the full year and will be prorated for those joining during the Spring trimester.

### Private Lessons

Private lesson fees include books, 25 private lessons, participation in one mini recital and the yearly recital (both virtual), and administrative fees. Please note that financial aid is not available for private lessons.

- \* 30 Minute Lessons: \$1800
- \* 60 Minute Lessons: \$2700

Please complete the registration form with instrument, teacher preference, and availability. Once your form is completed, the ASP Music Coordinator, Courtney Runft will assign a music instructor. Different from previous years, the Music Instructor will communicate with parents to schedule lessons. Once lessons are scheduled, any changes to your schedule and all cancellations MUST be communicated with both the music instructor and music coordinator. Music instructors will confirm lessons and communicate any cancellations or rescheduling.

### Enrollment Refunds and Lesson Cancellation Policy

Students are enrolled for *one year of lessons, prorated for students joining in Spring trimester.* The parent must be responsible for all lessons. Refunds will not be given for enrollment cancellations during the Spring trimester.

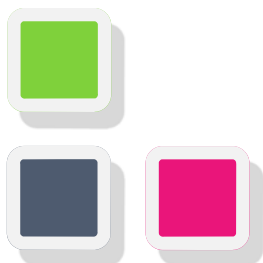
- The parent must give notice of cancellation to the music instructor and music coordinator ([aspmusic@stlukeschool.org](mailto:aspmusic@stlukeschool.org)) with at least 24 hours of notice.
- Missed lessons with less than 24 hours notice are considered unexcused and are therefore counted against the 25 lesson package.

### Private lessons are available for the following instruments:

- \*Bass Guitar
- \*Cello
- \*Drums
- \*French Horn
- \*Guitar
- \*Mandolin
- \*Piano
- \*Recorder

- \*Saxophone
- \*Trombone
- \*Trumpet
- \*Tuba
- \*Ukulele
- \*Viola
- \*Violin
- \*Voice

- \*Classical Percussion
  - Bass Drum
  - Snare Drum
  - Xylophone
- \*World Percussion
  - Tabla (India)
  - Bongos/Congas (Cuba)
  - Djembe (Africa)



# ENRICH SCHEDULE

(by day and time) See page 7 for class descriptions

\*Supplies and equipment are included in all fees.

	3:15 - 4:00 p.m.	3:30 - 4:15 p.m.	4:15 - 5:00 p.m.	4:30 - 5:15 p.m.
M	Little Coders Grades: JK - K 8 Sessions, \$400	<b>NEW!</b> Art & Engineering Grades: 1 - 2 8 Sessions, \$400		<b>NEW!</b> Computer Animation/ Filmmaking Grades: 3 - 4 8 Sessions, \$400
Tu	Imagination Station 1 Grades: JK - 1 10 Sessions, \$500		Imagination Station 2 Grades: 2 - 4 10 Sessions, \$500	
W	<b>NEW!</b> STEM: Junior Legos Grades: JK - 1 9 Sessions, \$450		Harry Potter Club Grades: 2 - 4 9 Sessions, \$450	
Th	Imagination Station 1 Grades: JK - 1 9 Sessions, \$450		Imagination Station 2 Grades: 2 - 4 9 Sessions, \$450	
F	Chess 1 Grades: JK - 1 9 Sessions, \$450 (1:30 - 2:15)		Chess 2 Grades: 2 - 4 9 Sessions, \$450 (2:30 - 3:15)	

	JK	K	Gr. 1	Gr. 2	Gr. 3	Gr. 4
Mon: 3:15-4:00, Little Coders: 8 Sessions, \$400	✓	✓				
Mon: 3:30-4:30, Art & Engineering: 8 Sessions, \$400			✓	✓		
Mon: 4:30-5:30, Computer Animation/Filmmaking: 8 Sessions, \$400					✓	✓
Tues: 3:15-4:00, Imagination Station 1, 10 Sessions, \$500	✓	✓	✓			
Tues: 4:15-5:00, Imagination Station 2, 10 Sessions, \$500				✓	✓	✓
Wed: 3:15-4:00, STEM: Junior Legos, 9 Sessions, \$450	✓	✓	✓			
Wed: 4:15-5:00, Harry Potter Club, 9 Sessions, \$450				✓	✓	✓
Thurs: 3:15-4:00, Imagination Station 1, 9 Sessions, \$450	✓	✓	✓			
Thurs: 4:15-5:00, Imagination Station 2, 9 Sessions, \$450				✓	✓	✓
Fri: 1:30-2:30, Chess 1: 9 Sessions, \$450	✓	✓	✓			
Fri: 2:30-3:30, Chess 2: 9 Sessions, \$450				✓	✓	✓

Upper School Homework Help, 3:30-5:00 - Mon - Thurs, 1:00-3:00 - Fridays

ASP SPRING TRIMESTER FEES: APRIL 6 - JUNE 9, 2021

# ENRICH Program - Class Descriptions *\*Supplies are included in all fees.*

Tuesday and Thursday Classes will be taught in person. All other classes will be virtual and can be taken from home.

M O N D A Y	<p><b>LITTLE CODERS</b> (JK - K): 3:15 - 4:00 p.m. [\$400] 8 Sessions <b>Teacher: Robofun</b></p>	<p>In our coding and game design program, students learn the basics of programming logic through hands-on activities and programming language called Scratch Jr. Students learn to design, edit, and modify characters while solving problems and developing foundational math and literacy skills. <i>Each student will need a tablet, and a parent present if the class is being conducted at home.</i></p>
	<p><b>NEW! ART &amp; ENGINEERING</b> (Gr.1 - 2): 3:30 - 4:15 p.m. [\$400] 8 Sessions <b>Teacher: iCamp</b></p>	<p>This course uses arts and craft activities to reinforce scientific and engineering principles. Students will follow along as instructors guide them through each activity. Activities are designed to be used with commonly found materials at home. Students will need a computer to view the lessons and access to materials for the session.</p>
	<p><b>NEW! COMPUTER ANIMATION &amp; FILMMAKING</b> (Gr.3 - 4): 4:30 - 5:15 p.m. [\$400] 8 Sessions <b>Teacher: iCamp</b></p>	<p>This is a two part course. <b>Computer Animation</b> will explore animation and storytelling skills. Students will learn how to create stop motion animations using Google Slides and explore making animated movies through using <i>Powtoon</i>. Students will be able to choose one of these animation types to create a project of their choice. <b>Filmmaking</b> is a 5-session video creation class. It is designed for students who are interested in learning how to create, edit, and share video content. Students will learn the ins and outs of video production. They will learn how to layer video clips, images, and audio into their videos, as well as learn the basics of how to create gifs.</p>
T U - T H	<p><b>IMAGINATION STATION</b> (JK - Gr.1): 3:15 - 4:00 p.m. (Gr.2 - 4): 4:15 - 5:00 p.m. [\$500] 10 Sessions (Tues only) [\$450] 9 Sessions (Thurs only) [\$950] 10 Weeks (both Tues and Thurs) <b>Teacher: ASP staff</b></p>	<p>Join our ASP faculty team for a carousel of creative crafts and activities two times a week! Each class will focus on a different specialized activity curated by our team, from photography to recycled crafts to drama, music, and dance games to gardening. The ASP Imagination Station will have something for every type of dreamer, thinker, and learner! <i>These classes will be offered in person only; there is no weekly remote option. Remote classes will be available only when SLS is fully remote.</i></p>
W E D	<p><b>NEW! STEM: JUNIOR LEGOS</b> (JK - Gr.1): 3:15 - 4:00 p.m. [\$450] 9 Sessions <b>Teacher: Curated Care</b></p>	<p>With a focus on engineering, we'll help students explore science &amp; math fundamentals through Legos! Whether we're constructing skyscrapers and testing weight bearing properties, exploring city planning, or creating helicopters and wheel based vehicles, students will have a blast creating, testing and exploring the world with Legos!</p>
	<p><b>HARRY POTTER CLUB</b> (Gr.2 - 4): 4:15 - 5:00 p.m. [\$450] 9 Sessions <b>Teacher: Curated Care</b></p>	<p>Calling all aspiring witches and wizards! Join us for this immersive class inspired by J.K. Rowling's wonderful wizarding world. Each week, students study a different Hogwarts subject and complete a magical project like learning spells, owl making, and more! Weaving improv and theatre games together with arts and crafts, students use their imaginations and creativity to bring the magical series to life. By the end of the session, students will band together to solve a mystery and defeat a dark wizard using all that Harry Potter has taught them!</p>
F R I	<p><b>CHESS</b> (JK - Gr.1): 1:30 - 2:15 p.m. (Gr.2 - 4): 2:30 - 3:15 p.m. [\$450] 9 Sessions <b>Teacher: Ms. Sari Glickstein</b></p>	<p>Chess is the ultimate thinking game, and it is also incredibly fun. Students will work on tactics, checkmate puzzles, and games played by Grandmasters and World Champions. This class is great for beginners or more advanced students who want to continue honing their skills, and learning how to use different forms of analysis to study theory. We will use chesskids.com to structure our virtual class.</p>

# St. Luke's School ASP Calendar - Spring 2021

(dates are subject to change)

Mar 5 - Apr 5	ASP Spring Registration Period	Students may register online. Families will be billed after the trial week via their TADS account.
Fri, Mar 19	Last Day of ASP Winter trimester	
Mar 20 - Apr 5	Spring Break	School Closed
Mon, Apr 5	Easter Monday	School Closed
Apr 6 - 9	ASP Spring 2021 begins	Virtual classes offered during remote week
Apr 12 - 16	ASP Spring 2021 Trial Week	Registration period ends on Friday, April 16.
Wed, Apr 28	Parent Teacher Conferences	ASP classes offered remotely
May 31	Memorial Day	School Closed
Jun 1 - 4	Music Showcase	Music Coordinator will email details to parents
Jun 2 - 8	ASP Spring Performance Week	Dates and Times TBD (virtual)
Wed, June 9	Last Day of School for Lower School Last Day of After School Program	
Thurs, Jun 10	Grade 8 Commencement	

