



## -AFTER CARE FACT SHEET-

Please review the following policies and procedures

The ASP phone number 518-438-0066 ext. 405

- Please send a healthy **SNACK AND DRINK DAILY!!!**
- Hours are 3:00-5:30pm. \$1.00 per minute fine for students picked-up after 5:30pm.
- The pick-up door is located in the courtyard area. RING BELL. The ASP staff will have student sign-out sheets. Please indicate time out (*missing pick-up times are defaulted to \$14 per day*)
- Daily rates for attending
  - 3:00 – 4:00pm - \$6
  - Past 4pm - \$14
- Billing is posted to family FACTS accounts as an incidental expense. Monthly payments are due with-in 14 days of billing.
- Outstanding balances over 30 days may result in the loss of child care.
- Homework, free and structured play is provided under the direction of certified teachers and staff.
- Electronics are only allowed on First Fridays. Wifi is not provided.
- Lost or miss placed home toys, uniforms, or personal items are not the responsibility of ASCA or the staff.