

ST. LUKE AM/PM CARE PROGRAM

EMERGENCY/PERMISSION SLIP

(PLEASE COMPLETE AND SEND TO OFFICE IF YOUR CHILD IS ATTENDING)

Thank you for registering _____ (Student Name – Please Print)

The Program provides a safe, enjoyable and educational environment for your child.

The afterschool room is located in the North Wing. In order to pick up your child, you must go to the entrance door. (The entrance is as follows: facing the front of the school – left side of the school – along the driveway – side entrance.) Call the afterschool phone **718-352-1876**. The driveway is used throughout the afternoon by the parish staff. **DO NOT block or park in the driveway when picking up your child.**

During afterschool your child will have snack and homework time. We suggest that you provide a snack and drink. We suggest discussing your homework procedure with your child. The supervisor will assist the children, but are not responsible for checking or enduring the completion of homework. The students are not permitted to use their cell phones while attending the program. If you need to contact your child while attending the program, you must call the cell phone listed above.

Your child may also bring in an electronic hand held game, board game, book, movie, etc. for which he/she is responsible. Therefore, we strongly suggest all items be labeled.

During afterschool your child is expected to follow all school rules and procedures. If a behavioral problem occurs, you will be notified by the supervisor of the day. A conduct referral slip will be issued. If your child receives more than two – they may not longer be permitted to attend. Please feel free to contact the supervisor during afterschool hours with any questions or concerns.

Attendance is taken daily, therefore, if your child is absent or leaving earlier than your scheduled time, call the school office 718-746-3833 before 2pm or send written permission.

For additional safety of your child complete, sign and return bottom portion to the office. We look forward to making your child's extended stay in afterschool a pleasant experience.

Thank you for your full cooperation.

Mrs. Jan Brunswick – Principal

AFTERSCHOOL EMERGENCY SLIP – PLEASE RETURN TO SCHOOL OFFICE

Student Name _____ Grade _____

*Emergency Contact Person _____ Phone # _____

*Important Note: I understand that my child is responsible for following all school rules and procedures and for all items brought in to the program. I have discussed Homework and Conduct procedures with my child.

Name of Person picking up my child _____

Parent Signature: _____

ANY ALLERGIES PLEASE LET US KNOW