

# 23-24 ASK (After School Kids) Family Info Sheet

## A Message From The ASK Director:

*"To all of our fantastic Parents, Guardians, and Caregivers, thank you for entrusting me with this portion of your student's learning and growth. I am delighted to meet each of you in the coming days of our new school year. It is my goal to always ensure open lines of communication, no matter what the concern may be. Please feel free to begin our dialogue as soon as you are able, and know that I am available to you best via email as I learn the needs of each of our individual students. Thank you in advance for all of your patience and support, as you are a vital part of our learning community at Salisbury Academy and I look forward to knowing you and your learner better."*

*-Dakota Raney*

## Dakota's Contact Information:

[ask@salisburyacademy.org](mailto:ask@salisburyacademy.org)

(704) 636-3002 ext. 2000

Daily Office Hours from 11am until Dismissal

- **23-24 Staff Members-** We have many returning Staff as well as some new faces this year!

- Liz Ibarra
- Harrison Parrott
- Felicia Perez-Magrans
- Georgie Deaton
- Kim Moses
- Kiya Braggs
- Kevin Leichman

- **ASK Phones-** Main Campus (K-8): (704) 433-0613      Early Ed Building (3K & 4K): (704) 314-6992

- These phones are monitored by ASK Staff 2:30pm to 5:30pm Monday-Thursday and from 12:30pm to 5:30pm on Fridays.
- Calls or texts in advance of your arrival are much appreciated by Staff.
- When calling or texting, please be sure to include the following information:

■ Your Child's Name & Grade

■ Your Name & Relationship to the Student

- **Pickup Process**

- Please ensure that those listed on your student's approved pick-up list are accurate. ASK staff will only release students to those on this list or when direct communication about a change is made.
- Please ensure that you or your designated pickup person arrives with photo identification. ASK Staff will ask for identification from all pickup persons as we all familiarize ourselves with one another. All unfamiliar pickup persons will be asked for photo identification throughout the school year.
- Additionally, please ensure any persons who may also pick up your child are familiar with our pickup processes.
- Pickup will only take place at the front of the school building unless otherwise indicated by staff.
- As a courtesy, please call or text the ASK phone when you are on the way and we will do our best to have your child packed up and ready to go.
- We are happy to announce that in addition to other safety elements added to our school this year, we are in the process of testing a new ASK registration and pick-up software platform. If you would like to participate in testing prior to our official adoption of the program, feel free to email Dakota. More information forthcoming!

- **ASK Rates and Payments**

- Families will be invoiced at the end of each month for the days used. Paper invoices will be sent home with students and posted electronically to your FACTS tuition management account. Payments can be made through your FACTS account or by check.
- Daily Rates:
  - The daily rate for ASK participation is \$13 per day Monday-Thursday from dismissal until 5:30 p.m..
  - SA offers Extended Day ASK on Fridays. Extended Day will offer various enrichment activities for 3K-K, lower school, and middle school from early release dismissal until 3:30 p.m. each Friday that ASK is in session. There will be a \$7 fee for Extended Day participation. Students remaining in ASK after 3:30 p.m. on Fridays will be charged the \$13 daily rate in addition to the Friday Extended Day rate of \$7.
  - If the child is picked up later than 5:30 p.m., the ASK director has permission to charge a late pick-up fee of \$25 in addition to the cost of ASK.

- Monthly ASK Contract:
  - Salisbury Academy is excited to offer a monthly After School Kids (ASK) option to our families! If your student generally participates in daily ASK, then this contracted rate of \$220 per month offers a significant annual savings compared to the daily rate. All days that ASK is offered are included in the monthly rate. You may choose to participate in one or both of the contract sessions – September 1, 2023-January 31, 2024 and/or February 1, 2024-May 28, 2024. Students may begin participating at any time within the term, however, cancellations mid-term will be permitted only at the discretion of the Head of School. Additional information can be found on the Salisbury Academy website under Campus Life, After School Kids (ASK).
- **ASK Registration**
  - Before the school year begins, please be sure to register your child for ASK care using the QR code below. Even if the student only uses the program occasionally, this step will expedite scheduling in future.
  - Please ensure that any last minute scheduling or pickup person related updates are completed by sending an email to Dakota prior to 11 am on the day the change is to occur. This enables us to be adequately prepared to provide the best care for your student.
  - After 11am, only emergency additions to the ASK roster can be made. This must be done by calling or emailing Dakota as soon as possible to ensure there is space available.
- **Student Supplies-** Students will require the following items while in the care of the ASK Program.
  - All Students Will Need a Snack
    - At our Main Campus, students will have the option to purchase a snack for one dollar per snack.
    - Students in 3K through 1st Grades will be offered a snack on an emergency basis if it is found that the student does not have one from home. However, this is a courtesy that should only be utilized when there is a genuine need.
  - Weather Appropriate Clothes
    - Students will be participating in outdoor play and activities unless the weather creates unsafe conditions. Please help your student be prepared for whatever weather conditions are anticipated that day.
  - A Book to Read
    - Students in Grades 2 and up will be provided with time to complete any reading or other homework assignments at ASK. Please ensure your student brings an additional book to read in the event that they are finished with assigned work early.
  - Toys From Home
    - Please remind students that toys and other personal play items from home should not be brought to ASK, and all personal items should be kept in the student's bookbag for the duration of their time with us. We happily provide toys and supplies that students will need while they are in our care.
- **Student Homework**
  - All students in grades 2 and up are given the opportunity to complete schoolwork at ASK, however each student is still responsible for the completion of their assignments. If parents have concerns about holding their student accountable for work completed at ASK, please reach out to Dakota who will work with parents and teachers to plan an effective solution.
- **Student Behavior**
  - Please remind your student that ASK is still school, meaning that all rules for behavior and safe play during the school day still apply to time spent at ASK.
  - All ASK Staff should be treated by students as adults in a position of authority and addressed as Mr. or Miss prior to their first names. Treating Staff with respect is asked of all students.
  - Any behavior concerns noted by staff will be reported to Dakota, and parents will be informed about these concerns at pickup unless a student's actions constitute a serious safety risk or violation of school regulations. In the event such behavior occurs, parents will then be informed immediately by Dakota and further follow up with teachers, administration, and parents may be necessary the following school day.
  - Consequences will be administered following SA's School Disciplinary Policy. **Additional Info on Pages 16-19 of The SA Family Handbook.**

**Please use this QR code to register your student for ASK!**

