

St. Michael Catholic School After-School Program (ASP)

Date: _____

Dear Parent:

It is important for a student to understand the seriousness of behaving appropriately during after school care. Following ASP expectations is essential for all students. Attendance in this program is a privilege, not a right.

Your child, _____ has committed a 2nd offense, warranting a 2nd verbal warning and letter to parent/guardian for inappropriate behavior. Please note that a 3rd offense warrants temporary suspension from the program. However, the administration has the right to issue a lesser or greater consequence including permanent suspension from the program.

The following rule was broken on (date of offense) _____

- Failure to show respect at all times. Did not refrain from insubordination/defiance.
- Failure to move appropriately throughout campus during program hours.
- Failure to follow instructions set forth by ASP/School staff.
- Damaging school property: _____
- Failure to refrain from disruptive behavior, fighting, violence of any kind, and inappropriate language.
- Non-compliant with regulations set forth by the ASP director/school administrator.

Explanation of offense/inappropriate behavior:

AFTER-SCHOOL PROGRAM (ASP) DAILY SCHEDULE

3:30 - 4:00	Snack and drink
4:00 - 4:30	Rest or homework with opportunity for tutoring*
4:30 - 5:30	Outdoor recreation, weather permitting

* The ASP employee will monitor homework time and offer assistance. Students in grades 1-4 may be sent to the homeroom teacher for tutoring during that teacher's scheduled day for tutorials, 3:45 — 4:15 p.m. Arrangements must be made in advance with the homeroom teacher. The teacher or parent may initiate the request for tutoring.