

Welcome to the After School Program for the 2022/2023 school year. There are some basic rules that we need to cover before we get started.

- Packets are available online at <http://cityofbridgeport.net/youthpacket2022>
  - If you do not have a RecDesk account, then you will need to create one. No child will be admitted without an account created and a completed packet.
    - Go to [bridgeport.recdesk.com](http://bridgeport.recdesk.com) and create an account for yourself as the head of the household. Then click “add household member” to create profiles for your child(ren).
1. After School Program is for children in Kindergarten through 5<sup>th</sup> grade.
  2. Once you have turned in your Youth Program Packet, we will need 1-3 days to arrange with the schools for your child to start with the program.
  3. 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> graders will ride bus #5 to the elementary school each day. They will also need a bus permission form on file (form in the packet).
  4. **The After School Program cell phone number is 940-394-6000.** This phone will be turned on at 3:00pm and stay on until 6 pm. If you call, please leave a message, sometimes we have patchy service in the gym & cafeteria, so please leave us a message and we will get back with you ASAP. When leaving a voicemail, please include your name, you child’s name and which day they will not be attending.
  5. **Texting:** We can make and receive text messages but it will be a separate number than the one listed above. You can text (940) 240-2141. This is a separate number due to having to archive all text messages for Open Records Laws.
  6. If your child will not be attending the program that day, please call the After School cell phone and let us know. If your child does not come to the program and we have not heard from you, we will call to see where the child is. Whether it is that they stayed home for the day, went home sick, or you decided last minute to pick them up, please call and let us know. Due to privacy issues, the schools cannot tell us if your child was absent for the day. We reserve the right to charge you the normal fee if you do not inform us your child will not be attending the program.
  7. Regardless of how long your child is at the program for the day, if your child is checked in with us, we will have to count that as your child being here and will charge you accordingly.
  8. When you call or text us to tell us your child will not be attending that day, please put the child’s name and what day of the week it is in your message or voicemail.
  9. We do not prorate our fees, but we do offer both weekly and daily fees depending on what is best for you.
  10. Payments are due no later than Wednesday of the following week of attendance. Failure to pay fees on time may result in your child being taken out of program. Payments can be made online through Recdesk or in person. We accept credit card payments, checks, or cash.
  11. There will be a \$1.00 per minute per child late fee for any child picked up after 6:00pm. This time will be determined by the clock on the program’s cell phone and will include all time up until you sign your child out. This fee must be paid when you pick up your child. If you are going to be late, please call the cell phone (940-394-6000) and let us know. Any child still at the program after 6:30pm will be taken to Bridgeport Police Department to wait for parents.
  12. Children are responsible for keeping up with their own belongings. We are not responsible for lost items.
  13. Since we are a recreation program and not a child care facility, we follow the Bridgeport Independent School District calendar. If the district does not have

school, there will be no program that day. If school closes any day before 2:30pm, there will not be a program that day. At the bottom of this letter are the current dates that we know there will be no After School Program. As the school district informs us of additional dates, we will let you know.

14. Please make sure to bring picture ID with you when you pick up your child. We will be asking for it until the staff becomes familiar with the parents and children. If someone else will be picking up your child, please make sure we have their information and they know to bring their ID also.
15. Due to the active activities we have planned, we recommend that **tennis shoes** be worn. It is difficult to play the games with boots or flip flops. Children will be playing the activities as planned regardless of the shoes that they have on. Also, electronic devices and other toys will not be permitted at the program. The children will not be able to get them out at any time during the program.
16. Monday through Thursday we will have homework time. If your child does not have homework, they will need to bring a book or we will provide a book or something for them to do quietly. This way those that do have homework can get it done. The After School Program is not responsible for accuracy or completeness of homework. If your child tells us that they have no home work, we will not check their bag to make sure.
17. In order for us to keep you informed on how things are going with your child(ren), we ask that everyone finishes all phone calls prior to signing your child out of the program.

Please remember that the After School Program follows the school schedule and holidays. Any day the school releases before 2:30pm we will not have the program. Here are the days that there will be no After School Program:

- September 5<sup>th</sup>: Labor Day
- October 10<sup>th</sup> & 11<sup>th</sup>: No School
- November 21<sup>st</sup> – 25<sup>th</sup>: Thanksgiving Break
- December 16<sup>th</sup>: Early Release
- December 19<sup>th</sup>- January 3<sup>rd</sup>: Holiday Break & Student Holiday
- January 16<sup>th</sup>: Holiday
- February 17<sup>th</sup>: Bad Weather Day
- February 20<sup>th</sup>: Student Holiday
- March 13<sup>th</sup>-17<sup>th</sup>: Spring Break
- April 7<sup>th</sup>: Holiday
- April 10<sup>th</sup>: Bad Weather Day
- May 25<sup>th</sup>: Early Release/Last Day of School

These are the days the school has informed us of right now; if anything changes we will let you know. Also, if the school releases early or is canceled due to bad weather, we will not have the program.

### 2022– 2023 After School Program Fees

Regular Weekly Fee	Reduced Weekly Fee*
Per Child Fee: \$60.00	Per Child Fee: \$40.00
Daily Fee: \$30.00 per day	Daily Fee: \$20.00 per day

\*Students who qualify for Free or Reduced Lunch with any school district. Please turn in copy of approved letter to the program.