



# White Pine Middle School AFTER-SCHOOL CLUB 2023-2024 What You Need To Know

*A Community Education program developed in the interest of the Saginaw Township Community Schools*

The Community Education Department is located in the Board of Education Office, 3465 N. Center Road. Office phone number is 989-797-1847. E-mail [commed@stcs.org](mailto:commed@stcs.org).

## ACTIVITIES – STUDENT CHOICE

Students report to Room 120 and will be able to do their homework or just hang out. Students will also be able to attend and participate in other after-school activities, clubs, and extra-curricular events on the White Pine campus. The ASC is NOT open on half-days or full-days of no school.

## ENROLLMENT

A Student Information Record must be completed by a parent/guardian and signed. A student will be released only to persons specified on the Student Information Record. All necessary forms are available at [www.stcs.org/comed](http://www.stcs.org/comed). The White Pine ASC link is on the left. (White Pine After School Club)

## SCHEDULING & PAYMENT

A weekly schedule is required for each week of attendance. The completed schedule and full payment for the next week must be turned in on or **before each Thursday at 6 pm**. Please do not send the schedule to the school office or teachers.

Please make checks or money orders payable to STCS. Cash payments may also be made. Credit card payments are only available for online scheduling (see next column).

Late schedules/payments will be assessed a fee of \$20. All returned checks are subject to a \$20 fee. Fees for the full amount of the check along with the \$20 fee must be paid at the Community Education Office with cash or a money order.

After the first week, a secure online scheduling and payment option is available using **Skyward Family Access** via the district's web site ([www.stcs.org](http://www.stcs.org) under the PARENTS tab). Users will need to log in to Skyward Family Access. If you do not know your login and password, contact White Pine Middle School (989-797-1814.)

This process will be used for ALL credit card payments and a convenience fee will be assessed for payments. An explanation of how this process works is available at the club upon request and can be found on our web site [www.stcs.org](http://www.stcs.org). Once you are on our main web-page, under the heading "Departments" go to "Community Education", then to White Pine After School Club. The deadline for submitting the online schedule and payment is Monday by 8:00 am for the scheduled week.

## SCHEDULING & PAYMENT - ONLINE

If a registered student is **not scheduled to attend and arrives at the program**, a parent/guardian or other person(s) listed on the Student Information Record emergency card will be notified to come pick the student up from the center. The student cannot attend that day, but can attend other days that week if a schedule with payment is received, including a \$20 late fee. If the student is not picked up within a half-hour, a fee of \$15 per 10 minutes will be charged. If this happens more than twice, the parent/guardian will lose the privilege of using the program.

## **OPERATION AND RATES**

The After School Club operates Monday through Friday from school dismissal until 6 pm on each full-day of school. It is not open on half-days or no school days. Fees are charged based upon scheduled days. Cost is \$8 per scheduled day, per student. **There are no credits or refunds for non-attendance, nor when students leave to attend other activities.**

### **Credits/Refunds/Balances**

All of the Community Education programs are required to be self-sufficient. Fees are charged based upon scheduling, not attendance. There are no credits or refunds for non-attendance. Credits are given for inclement weather or emergency school closing days.

### **Arrival and/or Pick-up Procedure**

Doors will lock at 3:45 pm each regular school day.

**A door will be designated for student pick-up.**

If someone other than the parent is to pick up the student, that person must be at least 16 years old, have picture identification, and be listed on the Student Information Record. For your student's safety, we cannot accept any changes made over the telephone without providing the CODE WORD on the Student Information Record.

Provided it is acceptable to the student's parent/guardian, a release form can be signed giving the student permission to walk home from White Pine at a time designated by the parent/guardian. Students will not be allowed to leave the club without this written permission.

### **Late Pickup Policy**

If a student is not picked up by 6 pm, the parent/guardian(s) listed on the Student Information Record will be called after 10 minutes and a late fee of \$15 per 10 minutes will be assessed. A call from parents that they are going to be late is appreciated, but it will not eliminate the late fee. If we are unable to reach the student's parents/guardians, we will call others on the record. After 6:30 pm, if we are unable to contact anyone for pickup, police will be contacted. The police will be asked for assistance and a decision about calling Protective Services. If a student is picked up late more than twice, the parent/guardian will lose the privilege of using the program.

### **Absences and Notifications**

Please notify the center when your student will not be attending on a scheduled day. A \$10 Finder's Fee will be assessed for each occurrence that requires additional time for staff to locate a student. This may include a call to a parent or person on the Student Information Record.

### **Phone Numbers:**

Community Education                      989-797-1847  
White Pine After School Club    989-399-0780