

Summer, 2020

Dear BJAMS Families,

We hope you're all enjoying summer! While we aren't wishing these sunny days away, we would like to take this opportunity to introduce ourselves as the staff of the After School Program.

Mrs. Casey Dewey has worked for the past two years as the director of the program; prior to that, she has been working in After School for the last twelve years as a volunteer, staff member and co-director. Her older two daughters graduated BJAMS in 2017, and 2020, as well as a daughter entering seventh grade.

We would like to welcome Michelle Hines-Tomlinson to the After School Program as the Co-Director. Michelle is a current parent of Avery (6th), Riley (3rd), and Emme. Her family has been part of the school since 2014 and she is not a stranger to the workings of BJAMS. She has also held the positions of PTO President, secretary of the BJAMS Board of Trustees, and she is the current Development Coordinator. You might recognize her name at the end of your Annual Fund letter or the ever-favorite Spring gala - BASH. Her other life includes running a cake business specializing in gluten free baby Bundt cakes. She has an AAS in Baking and Pastry Arts and a BAS in Food Service Management.

We are very excited for another year at BJAMS and are even more excited to continue using our new space as Casey and Michelle have some exciting plans in the works for new activities and groups within ASP. So, stay tuned!!

The After School Program will be available to all children in grades K through 8. (*After care will be available for our pre-kindergarten students. Please talk to your child's pre-k teacher regarding sign up and details.*) The ASP will operate Monday through Friday while school is in session from 3:15 p.m. to 5:15 p.m. The goal is to provide care after school and to allow your children to choose and participate in safe, structured activities that they will enjoy. Please note: the program ends promptly at 5:15 p.m. – no exceptions! Parents retrieving their child(ren) after 5:15 p.m. will be charged \$25 in fifteen-minute increments, meaning that for every 15 minutes you are late, \$25 will be added to your ASP bill.

The plans for the ASP for this new school year are to keep the existing routine (homework club, outdoor recreation, arts and crafts) as well as mixing in a few new ideas. **ASP will begin on the first day of school, August 24, 2020**

Regardless of anticipated ASP use, we ask that all parents/guardians complete and submit the "permission-to-attend" ASP section of the Online Enrollment process in FACTS/Renweb.

We ask that all families who will have children attending the After School Program register in advance. Not only is this part of the state regulations as our program is state licensed, it will also assist the ASP staff in planning activities. To register your child for ASP, please fill our [After School Program Registration form](#) located on the BJAMS website. This form must be filled out for all families who will utilize ASP during the school year. If you plan on needing consistent after school care throughout the year, please indicate this on the form. If you will need after school care on an inconsistent basis, the After School Program Registration form must be filled out once and then for every week you will require care, you may simply fill out the "[short form](#)" at least one week in advance to indicate which days you will be in need of care.

Drop-ins will still be allowed but only if space, staffing, and student capacity has not been maximized. We ask that anyone in need of drop-in care contact the school at their earliest convenience to let us know that you will be unable to pick up your child by 3:15. Drop-ins will still be charged the hourly rate regardless of pick up time.

The cost of the After School Program is \$5.00/hour per child. Please note that there is no multi-child discount for After School Program attendees. Snacks will be available at an additional cost. Snack options will be similar to the healthy snacks offered during the school's morning snack. Students are welcome to bring their own snacks to the program, but we ask that these snacks be **peanut and tree-nut safe**.

To retrieve your child from the After School Program, please use the red side door labeled "After School Program" at the end of the new addition to the building.

The ASP will continue utilizing the electronic billing system. Attendance will be tracked manually and electronically as this has been an effective way to keep track of daily enrollment, billing, and the planning of activities.

If you have any comments, questions or concerns about the After School Program, please contact Casey Dewey at celticdewey@yahoo.com or Michelle Hines-Tomlinson at mtomlinson@bjams.org. If you need to reach your child or a member of the ASP staff during ASP hours, please call the school at 802-888-4758 and follow the prompts.

For more information about the After School Program please review the information on the [BJAMS website](#) or refer to the [After School Program Parent Handbook](#).

We look forward to seeing you all very soon!

Casey Dewey and Michelle Hines-Tomlinson

After School Program Team