

St. Patrick's After School Ministry 2026-2027
ASM@stpathunt.org ASM cell (631) 897-2128
Registration

The St. Patrick's After School Ministry (ASM) is a child-care service offered to our students and their families. The program provides after-school supervision for children in grades Pre-K through 8th. It focuses on creative play, homework-time, physical activity, and social interaction.

ASM begins the first full week of school in September and ends the last full week in June. It is offered daily from 2:00 p.m. to 6:00 p.m. Hours may vary on days before a holiday or on early dismissal days. School personnel supervise the after-school students. The children bring their own nut-free snacks (we do not supply snacks or drinks) and do their homework independently.

Pick-up Information

Initials Your child can not be released to any other person unless we have an email. You must get out of the car and come into the **building**. Please be aware of your stated pickup time and be prompt as possible. This does affect staffing and the safety of all children. Once you have signed them out, they can not stay and play in the cafeteria or playground. All children must be picked up by 6:00 pm. Any parent picking up later than 6 p.m. when ASM closes will be charged a late fee of \$30 of which increases by \$15 every 15 minutes after 6 p.m. In cases of **emergency**, call the ASM phone: 631-897-2128.

Registration

Initials There is a \$30 registration fee per family yearly to be submitted at the time of registration.

Registration forms MUST be on file before your child can attend ASM. The forms can be found on the school's website, under PARENT INFORMATION. (Click on 2026-2027 ASM Registration Packet.) Enrollment forms will be sent out every month.

Enrollment Forms

Each month, the ASM enrollment form will be posted on the school's website. You need to fill out the enrollment form and specify the dates and times your child will attend.

Tuition

1 Child\$17.00 per hour
2 Children (siblings).....\$20.00 per hour
3 Children (3 or more siblings).....\$25.00 per hour

ASM tuition payment is made on a monthly basis. If you have any questions, please contact the ASM staff at (631) 897-2128 or email asm@stpathunt.org. Late enrollment fee is \$30 per month.
ASM@stpathunt.org 1- 631-897-2128 ASM Cell

_____ Parent Signature

St. Patrick's After School Ministry 2026-2027
ASM@stpatshunt.org ASM cell (631) 897-2128

Enrollment / Guidelines

Please read the following guidelines carefully, and sign below. (Form must be on file)
Registration (There is a \$30 one time registration fee per family per year

Initials

The Family Registration Packet can be found on the school website under PARENT INFORMATION, then click on AFTER SCHOOL MINISTRY. All of the forms have to be signed and returned to ASM in order for your child to attend, along with the **Monthly Enrollment Form**. The completed forms must be emailed to asm@stpatshunt.org and your child's teacher.

Initials

Each month, you will fill out an enrollment form specifying the dates and times your child will attend. The number of students attending directly affects the staff schedule. Therefore, we need to know the exact number of students each day. If the form is late, a \$30.00 late fee will be applied to your bill.

Initials

If your child/children will NOT attend on a specific day that he/she signed up for, you must call or email ASM and the child's teacher. If we do not know by 6:00 p.m. the day before, you will be charged. For your child's safety and assurance of adequate supervision, we must know the night before.

Parent Signature

St. Patrick's After School Ministry 2026-2027
ASM@stpathunt.org ASM cell (631) 897-2128

Info-Procedures

Billing

Initials ☐ Payment for ASM will be paid by credit card. At the end of each month, you will receive an invoice and the amount charged to your account. Charges will be accrued in 30-minute increments. For example, if you pick up your child at 3:10, you will be charged as if your child was picked up at 3:30. If you have any questions regarding billing, contact Terri Riley at (631) 385-3322 X 289 or send an email to tuition@stpatshunt.org.

Communication / How Things Work

Initials ☐ It is the parent's responsibility to inform their child's classroom teacher, in an email, as to what their ASM schedule is. If there are ANY last-minute (day-of) changes to your schedule, you must email ASM and your child's teacher with an updated enrollment form. In an emergency, you can call the office. Keep a copy of your child's schedule handy to avoid confusion at dismissal time.

Homework

Initials ☐ We have teachers to oversee the students as they do their homework. It is the parent's responsibility to check their child's homework each night. It is the student's responsibility to come prepared, get their homework done neatly and independently. ASM does not tutor the students. If your child needs extra assistance with their school work, consider making arrangements with teachers who tutor after school in the building.

Attendance Policy

Initials ☐ If your child will NOT attend on a specific day that he/she is signed up for, you need to email ASM and the child's teacher. If we do not know by 6:00 p.m. the night before, you will be charged for the full day. Except for illness/ family emergencies.

Closed Roster and Day- of Add On

Initials ☐ To provide students with adequate supervision, the **roster will be LOCKED at 6 p.m.** the night before and changes after 6 p.m. will incur a \$10.00 fee. **"Day-Of" add-on requests are for emergencies and exceptional circumstances only.** You will also be charged an additional \$10.00. **We do not do same day add-on for Early Dismissal days or shortened hour days.**

Parent Signature

St. Patrick's After School Ministry 2026-2027
ASM@stpathunt.org ASM Cell (631) 897-2128

Code of Conduct Form

Initials

ASM follows the discipline policy that is found in the Schools Parent/Student Handbook continued participation in the program will be determined at our discretion. ASM may need to ask you to pull your child for ongoing misbehavior problems.

Parent Signature