Convent & Stuart Hall

Schools of the Sacred Heart San Francisco

After School Program Handbook

After School Program

Frequently Asked Questions

What is the After School Program?
The After School Program (ASP) is a unique coed opportunity for K-8 Convent and Stuart Hall families who are in need of care and supervision beyond the normal school hours. It is a place where students can hang out with friends, get homework done, and most importantly, a place where students can explore interests that fall outside of the normal school curriculum.

What are the hours of ASP?
ASP is open everyday that school is open until 6:00pm. On early dismissal days, ASP is open from the time of the early dismissal until 6:00pm. Please note that pick-ups after 6:00pm will result in a late fee of $1 per minute for every minute after 6:00pm. Repeated failure to pick up by 6:00pm may result in dismissal from the program. Should this happen, no refunds will be issued.

Are snacks provided at ASP?
A light, healthy snack is provided to all Lower Form students who are in ASP at 4:00pm. If your child has any specific food allergies, please contact the ASP office to make special arrangements. Please note that ASP will never serve any products that contain nuts or nut-related ingredients.

How does pickup work?
When you arrive for pick-up, please proceed to the Broadway pick-up line just as you would for normal school pick-up. Please seek out the ASP staff member and let them know that you are here for your child. Keep in mind that ASP is a very dynamic program and it may take several minutes for students to grab their bags, get up the stairs, and get into the car.

*For all ASP/Music Conservatory pick-ups that take place before 4:00pm, parents/guardians are asked to park in the neighborhood and pick up in person. Absolutely NO ASP/Music Conservatory Pick-ups can take place using the Broadway pick-up line before 4:00pm.

How do students get to ASP?
At dismissal, students are escorted to the designated ASP meeting place by their CES or SHB classroom teacher. At that point, all ASP students check in with their ASP staff member and begin their daily activities.

If my child is not enrolled in the Everything Plan, do I need to indicate what day(s) of the week they are coming to ASP?
YES! If your child is enrolled in any plan other than the Everything Plan, it is your responsibility to inform your child's school teacher which days your children will attend ASP.

ASP Pricing & Plans

Each annual plan is priced based on a $28/day fee. ASP involvement covers all student transitions, supervision, snack, homework help, daily activities, games, and much more. Students may be picked up anytime after dismissal but before 6:00pm. Monthly installment payment plans are available if needed. Parents are responsible for informing teachers which day(s) of the week that their student(s) will be attending ASP.

Everything Plan - $4725 Annual Fee ($525 per month) <---BEST VALUE
***Includes unlimited specialty classes (does not include Music Conservatory lessons)**
Families who participate in the ASP Everything Plan are welcome to utilize the ASP service as much or as little as they please. Everything Plan members also have unlimited access to full days, including: all in-service days, parent-teacher conference days, break camps (new this year), and early dismissal days (note: break camps are subject to cancellation if minimum enrollment #'s are not met).

*When it comes time to register for Specialty Classes- you will be required to register as normal. When it comes time to pay, please enter "Everything" in the field that reads "Enter Discount Code." This will allow you to register properly, without having to pay for the class.

4 Day Plan- $3780 Annual Fee ($420 per month)
Families are welcome to utilize the ASP service up to 4 days a week.

3 Day Plan - $2835 Annual Fee ($315 per month)
Families are welcome to utilize the ASP service up to 3 days a week.

2 Day Plan - $1890 Annual Fee ($210 per month)
Families are welcome to utilize the ASP service up to 2 days a week.

1 Day Plan - $945 Annual Fee ($105 per month)
Families are welcome to utilize the ASP service for 1 day a week.

A La Carte/Drop-In - $28 per day (students can stay until 6:00pm)
Students are welcome to utilize ASP services as needed through the ASP drop-in program. This service is great for families who have last minute conflicts arise and need to ensure their children are taken care of.

PLEASE NOTE:
1) Parents are responsible for informing teachers which day(s) of the week that their student(s) will be attending ASP.

2) ASP Days are not "banked"- meaning, if you do not use your ASP day(s) on a given week, you can not roll that day(s) over to the next week. Plans are based on weekly attendance and therefore, it is more of a "use it or lose it" system (per week).

3) Specialty Class & Music Conservatory fees also include the price of ASP before and after class meeting/lesson times. Thus, there will be no free classes associated with the annual/monthly plans (except for the Everything Plan)

ASP Full Days

ASP Full Days & Camps
ASP Full Days are typically held on holidays, parent-teacher conference days, and teacher in-service days. Full Days are open to all K-8 SHB & CES students. Students, staff members, and parents often describe these days as one of the best services that ASP has to offer. Cost: $75 per day.

Example Full day schedule
8:00-9:00- Students arrive to campus
9:00-9:30- Capture the Flag- Gym
9:30-10:00- Self-portraits- Art Room
10:00-10:20- Morning snack- Cafeteria
10:20-10:30- Prep for Field Trip
10:30-11:00- SF Muni to Exploratorium
11:00-11:45- Lunch on site
11:45-3:00- Explore!!!
3:00-3:30- SF Muni back to Campus
3:30-4:00- Afternoon snack- Cafeteria
4:00-4:30- Afternoon art activity- Art Room
4:30-5:00- Scavenger Hunt- Whole Campus
5:00-6:00- Movie/games- Unkefer Studio
*Pick up anytime before 6pm

Full Day Hot Spots!
Children's Creativity Museum, Presidio Bowling Center, Academy of Sciences, Exploratorium, Angel Island, Aquarium of the Bay, Pier 39, Hyde Street Pier, Alta Plaza Park, Yerba Buena-Ice Skating, Metreon, Movie Theater.

Middle Form ASP

Frequently Asked Questions

How do we sign up for Middle Form ASP & what does it cost?
Middle Form students are asked to fill out the MF Agreement Form found online. This form will indicate that students have read and agreed to the Middle Form ASP expectations and guidelines. Once this form has been submitted, MF students are free to utilize ASP as much or as little as needed. At this time, there is no additional cost for MF ASP.

Do we need to inform the ASP office when my MF student will attend ASP?

No, you will not need to contact the ASP office each time that your MF student needs to utilize ASP. All CES and SHB Middle Form students are welcome to utilize ASP as often as they'd like and are not required to give advance notice.

Can Middle Form students leave campus at dismissal and then return to campus for extracurricular activities?

NEW THIS YEAR: It is the responsibility of each family to determine whether or not students have permission to leave campus. ASP is only responsible for students who are on campus and thus, we are not responsible for students who leave campus at dismissal. Once a student returns to campus, s/he must check in to ASP and inform our staff where s/he will be going (ASP, sports, theater, music lessons, etc). *Please remember that all MF students must enter/exit through the ASP door, near the Unkefer Spark Studio. Failure to do so will result in a check-mark and 3 check marks will result in a detention with the dean. All subsequent checks will result in immediate detention, then a phone call from the ASP Director/school dean.

What options do Middle Form students have at ASP?

At dismissal, students are asked to sign in to the designated ASP locations. These locations are: 1) Syufy Court and 2) MF Homework Club. Students at both schools will have access to a Homework Club, led by current CES and SHB Faculty. This Homework Club will operate M-Th from dismissal until 5:00pm, and Friday from dismissal until 4:30pm.

*** General school rules for behavior apply after school! Students may not hang out in the locker rooms, gym, or other unsupervised areas without signing in to ASP.**

ASP Specialty Classes

ASP Specialty Classes are a wonderful opportunity for students to engage in activities and programs that they are not typically exposed to during the normal school day. New and exciting classes are offered over the course of two sessions per year. Each session is comprised of 12 week courses, which typically meet 1 hour per day, 1 day per week.

Popular classes in the past have included: Theater, Chess, Golf, Cooking, Pottery & Ceramics, Rhythm and Dance, Lego Architecture, Yoga, Coding & Robotics, Crochet, & many more!

If any family would like to see a new class added to our course offerings, please contact the ASP office and we'll do our best to make to make it happen. Many of our best classes and teachers come from family referrals and student suggestions!

Specialty Classes FAQs

How much do they cost, and how to register?
All specialty class information can be found on the ASP website. Classes are scheduled over the course of two sessions- Fall & Spring. Classes are filled on a first-come, first-serve basis.

How do students get to their classes?
Just like regular ASP, specialty class students are escorted to designated ASP meeting places where they begin to work on daily homework assignments, play board games, read, or prepare for their class. All specialty class teachers then greet the students, take attendance, and escort them to the classroom.

Do I need to pay an additional fee for the time between normal dismissal and the specialty class time? What happens if I'm late to pick up a student after class- am I charged for drop-in ASP?
No! The cost of the class covers the supervision of your child before and after their scheduled class time (should you decide to have your student stay in ASP after class is dismissed).

How are students grouped? Are Specialty Classes Coed?
ASP is a coed environment and Specialty Classes are no different. Classes are typically grouped either by grade or by grade range (ie: K-1st & 2nd-4th). Classes will run with a minimum of 5 students and are capped at a maximum of 20 students.

Music Conservatory

Convent & Stuart Hall Music Conservatory offers students the opportunity for in-depth study of a musical instrument after school. Professional musicians offer instruction in piano, guitar, violin, and voice (new this year) working with students in private or partner lessons. The culmination and highpoint of the year is a celebratory recital for parents and friends.

As a convenience to parents (and for the safety of the children), ASP supervision is included in the cost of lessons. Basic instructional materials are also included.

Annual registration begins in early August. Parents must complete the online registration **before** students can be assigned a teacher and lesson time.

Important Dates

August

30: First day of school/first day of ASP (open at K Midday dismissal-until 6pm)

September

5: ASP Closed (Labor Day)
9: ASP Fall Specialty Class, Registration closes
12: Fall Specialty and Music Conservatory, lessons begin

October

7: ASP Open Full-Day (Employee Inservice)
10: ASP Closed (Fall Holiday)

November

10: ASP Open Full-Day (Parent-teacher conferences)
11: ASP Open Full-Day (Parent-teacher conferences)
21-25: ASP Closed (Thanksgiving Break)

December

20: Last day for make-up Fall Specialty classes
21: ASP Open (mid-day dismissal for Christmas Break- until 6pm)
21-31: ASP Closed (Christmas Break)

January

2: ASP Closed (Christmas Break)
3: ASP Open Full Day (Employee Inservice)
4: Spring Specialty Class registration opens
16: ASP Closed (Martin Luther King Holiday)
22: Music Conservatory Fall recital
27: Spring Specialty Class registration closes
30: Spring Specialty Classes begin

**Please remember that if school is in session, ASP will be open until 6pm. ASP will also be open for all mid-day dismissals and special event schedules.*

Important Dates

February
20-24: ASP Closed (President's Week Break)

March
23: ASP Open Full-Day (Parent-teacher conferences)
24: ASP Open Full-Day (Parent-teacher conferences)
27-31: ASP Closed (Spring Break)

April
13: ASP Open Full-Day (Employee Inservice)
14: ASP Closed
17: ASP Closed (Holy Monday)
18: ASP and Music Conservatory resumes activities

May
11: Last day of make-up Spring Specialty classes
26: ASP Open Full Day (Employee Inservice)
29: ASP Closed (Memorial Day Holiday)

June
14: Last Day of ASP

**Please remember that if school is in session, ASP will be open until 6pm. ASP will also be open for all mid-day dismissals and special event schedules.*

Fall Session
Specialty Classes

Registration Opens: 8/24
Registration Closes: 9/9
Classes Run: 9/12- 12/20

Spring Session
Specialty Classes

Registration Opens: 1/4
Registration Closes: 1/27
Classes Run: 1/30- 5/11

Registration

To register,
go to: www.sacredsf.org
Click- “The Experience”
Click- “After School Program”
Click- “Register Now”

Once you have created a username and password, please log in to view all program offerings.
Please direct all questions to:

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