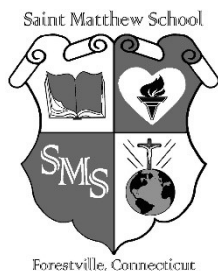


Saint Matthew School
School Phone: 860-583-5214

Guardian Angel Program (GAP)
GAP phone: 860-216-7578
Email: ebaldino@stmatthewct.eduk12.net



33 Welch Drive
Forestville, CT 06010



Dear Parents,

Welcome to the 2019-2020 GAP year! GAP can be accessed on www.stmatthewschool.com, click on the Parents tab then on the After-School Care (GAP) tab. Information will be posted on this site, as well as the white board in the gym area when picking up. Please check them frequently.

GAP hours are as follows:

- Monday, Tuesday, Thursday and Friday (with the exception of the occasional 12:30 dismissal on the 1st Friday of the month) 2:30 – 5:30 pm
- Wednesday 2:05 – 5:30 pm
- 1st Friday of the month or any early dismissal days 12:30 – 5:30 pm
- If GAP should be cancelled, a note will be sent home in advance, as well as a posting on the After-School Care tab on the school website and the white board, so arrangements can be made.
- Should school be closed early due to snow or any other reason, GAP hours will be announced on the **School Messenger** alert system. Children must be picked up within the allotted time frame.

Rates for GAP are as follows:

- **Registration fee per family is \$25.00**...all families must pay this to take part in the program.
- **ALL PRIOR YEAR BALANCES NEED TO BE PAID IN FULL BEFORE REGISTRATION FOR THE NEW SCHOOL YEAR WILL BE ACCEPTED.**
- Full time rate...attending GAP on a daily basis is **\$75.00** per child per week. (\$5.00/hour; \$15.00/day)
- Part time rate or drop-ins are **\$18.00/day** except for **Wednesday which is \$20.00**
- If a child is absent from GAP, you do not need to pay for that day.
- Payments may be sent in either on Monday or Friday of each week. **IN THE MEMO SECTION OF YOUR CHECK PLEASE WRITE THE DATES THE PAYMENT COVERS.** Please send payments in an envelope marked GAP or hand to the GAP teacher when picking up your child/children.

All families must complete the attached **Registration** form and an **Authorization for Medical Treatment** form for **each child** to participate in the GAP program. This information is used by the GAP staff only, as the school office is not always available to the program.

These forms need to be returned to school before the start of the new school year.

Please fill out the "Anticipated Usage" chart on the GAP registration form to the best of your knowledge.

GAP location/Pickup/Attendance:

- GAP is held in the Gym/classroom/playscape and parking lot behind the school. These areas give the children a larger area to do homework and play.
- Snack is given upon arrival at GAP followed by homework and play time outside and in the gym. When the weather does not allow for us to go outside, we stay in the gym. We are a firm believer in sending the children outside whenever possible, so we ask that as the seasons change you send your child/children in with proper outdoor clothing. We do not go outside if the temperature drops below 32 degrees.
- Pick up of the GAP children is at the gym doors. Always look for the sign marked "GAP" facing Welch Drive. This alerts those who are picking up as to where GAP is located.
- Children must be signed out by only those indicted as "Authorized Pick-Up" adults. You may modify this list at any time by sending a signed note to the GAP Director.
- Children **MUST** be picked up by 5:30pm or there will be a **late fee of \$20.00 for every 10 minutes** a parent is late in picking up. If there are circumstances that arise, please call the GAP phone (860-216-7578) to inform the staff.
- **INFORM YOUR CHILD'S TEACHER BY SENDING A NOTE INDICATING THAT YOUR CHILD WILL BE ATTENDING GAP, ESPECIALLY IF YOU DO NOT USE THE PROGRAM ON A REGULAR BASIS.**
- Call the school office (860-583-5214) prior to dismissal to indicate a change of dismissal directive for the safety of your child.

If you have any questions or concerns, feel free to contact me by calling the school office and leaving a message/ the GAP cell phone (860-216-7578) or emailing me at ebaldino@stmatthewct.eduk12.net

The staff and I thank you for entrusting us with your precious gifts from God. They truly are special!

Sincere Blessings,

Emmy T. Baldino

Emmy T. Baldino
GAP Director

