ST MATTHEW AFTERSCHOOL CARE (ASC)

St. Matthew School offers an after school care program from 2:45-5:30.

The cost is $10.00 per day, per child who attends.

Please contact cshockley@evdio.org with any questions regarding the cost of this program.

ASC activities include: quiet homework time, snacks, movies, playground/gym, & games.

The ASC is open only on days that school is in session. If school is dismissed early due to weather conditions, after school care hours may be adjusted or canceled.

Your child's emergency contact information & allergies/medical concerns will be shared with ASC staff, and students will only be released to those listed on the Emergency Information sheet as authorized to pick-up. Photo ID must be provided when asked to ensure the safety of our students.

Please, make sure this information is up to date and notify the school office of any changes immediately.

Our ASC utilizes a program called BrightWheel to check students in+out, invoice, and collect payments. All parents/guardians are required to create a BrightWheel account when their child attends ASC for the first time.

SEE OTHER SIDE OF PAGE FOR MORE INFORMATION

STUDENT NAME(S): _____

DAYS USING AFTER SCHOOL CARE (Please check all that apply):

- ☐ **Monday**
- ☐ **Tuesday**
- ☐ **Wednesday**
- ☐ **Thursday**
- ☐ **Friday**

- ☐ **This is a set weekly schedule**
- ☐ **This schedule changes weekly**

brightwheel

Easy steps to follow:

1. **Create a free brightwheel account.** When you receive an invitation via email or text, please create a free parent account using either the web or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.
2. **Confirm your child's profile.** You will see your child's profile after you create an account - you can confirm information such as birthday, allergies, and additional contacts. If you do not see your child's profile, please contact jbourne@evdio.org with the email address or phone number you used to sign up.
3. **Set your account preferences.** You can adjust your notification preferences within your profile settings on the app.
4. **Add your payment information.** Brightwheel offers secure, automated online payments that saves time for us and gives you advanced tools and reporting. Please add your payment information.

Your child's account will be charged on Mondays for any days they attended ASC the previous week.

Your payment is required by the following Friday.

Email jbourne@evdio.org with any questions or for assistance in setting up your account.