August 2015

Dear Middle School Families,

Catlin Gabel provides after school supervision for students in the Middle School as a service to families. MSASP (Middle School After-School Program) ensures student safety and provides a comfortable, supervised space in which to do homework, play games and be with friends. Tiffany Kenaley (and other staff) coordinate after school supervision in the MS.

Here is general information about MSASP, as well as an agreement to be printed out, signed by all students and parents, and returned to the Middle School Office before students may participate in the MSASP. This document explains expectations and boundaries for participation in Middle School After-School Program.

All Middle School students may use MSASP, even on an occasional or temporary basis, once their Student Agreements are on file. The first day of MSASP this school year is Tuesday, September 1.

FAQ about MSASP:

At what time does after school supervision begin?  
All MS students remaining on campus must sign into MSASP at the podium in the Middle School Commons by 3:45 pm at the latest, unless they are in an organized, supervised MS after school activity such as athletics or robotics or study hall, at a tutoring appointment, or working with a teacher. Students at the curb who have not been picked-up by 3:45 pm must return to the Middle School at that time and sign into MSASP. Students who finish an organized/supervised after school activity (such as robotics, a team sport, or study hall) but are not picked up within 15 minutes must sign into MSASP.

At what time does MSASP end? 
MSASP ends promptly at 6:00 pm daily, by which time all MS students must be picked up. In case of occasional, emergency need for a student to stay on campus later than 6pm, that student will wait in the ASP Village office with After-School Program staff (lower level of the Barn). There is a fee for student pick-ups after 6:00pm.

How does pick-up of Middle School students from MSASP work?
Students leaving MSASP to meet rides must sign out with MSASP staff. Once students leave campus, they should not return to MSASP. To contact staff or students in MSASP, (in order to communicate changes in pick-up time or to request students to come to the curb for pick-up) please call 503-297-1894 X 353. Do not call the Middle School to reach MSASP.

Can students get food after school? 
Students may purchase snacks for a limited time after school at the Barn. The Barn is the only place for students to buy food, other than bringing it on their own. Students may not leave campus for food and then return.

What can students do after school? 
At MSASP, students socialize, play games (inside and out) and often do their homework. School computers are available for homework only. They must be signed out and checked in. Personal computers and cell phones may be used until 4:00pm daily for entertainment. After that time, computers may be used only for schoolwork and phones only for transportation communication. Personal listening devices (with ear buds) may
be used as long as others are not disturbed.

Most students combine Middle School after school activities and MSASP. A detailed description and schedule of specific MS after school activities will be publicized once school begins. Once school activities (such as robotics or sports practices) dismiss, students who remain on campus for longer than 15 minutes must check into MSASP.

Is there a charge for MSASP?
The school absorbs the costs of Middle School supervision until 6:00 pm. Some MS after school activities are “fee for service”. There is a fee if students remain on campus after 6 pm.

MSASP staff, MS teachers, and administrators communicate on a regular basis about students. After school behavior issues are Middle School issues and are addressed.

Who should I contact or find if I have questions or concerns about MSASP?
Len Carr’s office is located in the Middle School and Chenoa Ohlson’s office is located within “The Village” in the lower level of the Barn. Both of us, and Tiffany Kenaley MSASP Supervisor, are interested in discussing your questions, comments and ideas. Please stop by, call, or use email to keep in touch. You can catch Tiffany in the commons during MSASP hours or email her at kenaleyt@catlin.edu. We encourage you to be proactive with concerns, comments, or suggestions. We look forward to a great year!

We ask that all MS students sign and return the Middle School After-School Program Agreement below. Please print, sign, and return the attached form to the MS office ASAP.

Sincerely,

Chenoa Ohlson, ohlsonc@catlin.edu
Director of Before and After-School Programs
asp@catlin.edu 503-297-1894 x353

Len Carr, Carrl@catlin.edu
Assistant Middle School Head 503-297-1894 x406
CATLIN CABEL SCHOOL

MS AFTER-SCHOOL PROGRAM AGREEMENT FOR MIDDLE SCHOOL STUDENTS 2015-2016

Regardless of how often you plan to use Middle School After-School Program, please have a conversation with your student about responsibilities and obligations while attending MSASP.

All Middle School students and their parents must sign the following agreement and return it to the MS Office before students attend MSASP. Signing this agreement indicates understanding and support of Middle School After School Program expectations.

Expectations for MSASP:

• Students must sign into MSASP by 3:45 pm, unless they are involved in another supervised school activity.
• The MSASP headquarters is the MS Commons. Students must communicate with MSASP staff when they leave the MS Commons or change locations.
• Students must sign-out of MSASP and indicate their destination when they leave the building.
• Students are expected to behave in a courteous and respectful manner with other students and MSASP staff.
• Agreed-upon school guidelines (such as for tech use) apply.

Boundaries for MSASP:

Students may be in the MS Commons, within sight of MSASP Staff. This means downstairs or at the quiet study tables upstairs.
After getting the OK from MSASP Staff, students may be:
  At the hoop at Schauff Circle
  At athletic fields or the gym WITH STAFF SUPERVISION only
  At the Paddock or the LS playground WITH STAFF SUPERVISION only
  At other pre-arranged locations with staff.

Violations of this agreement are taken seriously. They will be addressed as disciplinary issues through the Middle School. Consequences may include exclusion from the MSASP, requiring students to be picked up at 3:15 pm.

Student Name______________________________ Grade_______
Student Signature ________________________ Date ________

Parent Name__________________________________________
Parent Signature ________________________ Date ________