Dear Parents and/or Guardians,

Welcome to Concilio’s Out of School Time (OST) Program! We are thrilled to introduce this program for the 2019-20 school year! Program will begin Monday, October 7, 2019 for grades 9th, 10th, 11th, and 12th. OST program will run Monday, Tuesday, Thursday, and Fridays from 3:00pm-6:00pm, Wednesday from 1pm to 5pm. The program location will be 141 East Hunting Park Avenue Philadelphia Pa, 19124.

OST provides ***free*** after-school programming during the school year for Elementary, Middle, and High School students. We are an ***educational*** based after-school program ensuring students will learn through play as well as formal learning techniques. We are staffed with facilitators, mentors, role models, advisors and tutors. Children will be supervised during all activities and provided with a safe environment to learn and grow. We collaborate with multiple programs throughout the school year to provide positive youth development.

If interested in enrolling your child please complete and return the attached application directly to Ms. Taalen Traub at 141 East Hunting Park Avenue Philadelphia Pa, 19124 or to Mr. Richichi at Community Academy of Philadelphia no later than Monday, September 30, 2019 or

Below are the program expectations families ***must*** adhere to:

* Program concludes promptly at the times noted above. Students must be picked up on time daily. Parents will receive a 5 minute grace period after dismissal times. After the grace period, a late fee of $2/minute per child will be implemented.
* Students must be signed out by an authorized pick up person. Students will not be allowed to exit the building until they are signed out.
* If your child is authorized to walk home alone, a walker’s dismissal sheet must be on file. Please note, walker dismissal will occur at 5:00pm.
* The program requires an attendance commitment of 75% of program hours. Students must be present 2 hours, 3 days out of each week program is in session
* The OST program offers daily homework *help* for 20 minutes per day. Students will have assistance throughout the homework block. Unfortunately, we cannot guarantee all homework assignments will be completed during this time period. Parents should check with their child to ensure homework is completed.
* Please indicate on the application if your child has a current IEP, involved in any capacity with DHS, or is in need of specific supports.

There are still a limited amount of seats available for the OST program. Enrollment will occur on a first come, first served basis for all grades. Applicants who submit an application and are not enrolled will be placed on a waitlist. Please note, incomplete applications will not be accepted. By completing and submitting an application, you are agreeing to all program expectations noted above.

Should you have any questions regarding please feel free to contact Ms. Taalen Traub at (215)627-3100 ext. 221 or [taalen.traub@elconcilio.net](mailto:taalen.traub@elconcilio.net).

We look forward to working with you!