



Lopez Studios Inc.

AFTERSCHOOL PROGRAM INFORMATION GUIDE

We are excited you will be joining us this year for our **Afterschool Program!** We have some great activities planned that are sure to keep your child coming back year after year! The following information is designed to be a guide in preparation for our afterschool program this year. Please review the general policies of our Afterschool Program. We are excited to have you this year!

General Information for *Afterschool Programs*

Hours: School Dismissal – 6:30 pm Monday - Friday

HOW TO REACH US DURING AFTERSCHOOL HOURS

Afterschool Program Site Cell **202-409-4164** *-you may also text us at this number-*
Admissions Office **703-787-0071 ext.100**

To reach the ASP Director directly via email, please use asp@lopezstudiosinc.com

WHAT SHOULD STUDENTS BRING TO THE STUDIO?

Students should bring a snack for each day. The studio does have a traveling snack bar that carries a variety of delicious snacks and drinks. Each item in our **snack bar** is available at a cost of **\$1.00 per item**. Bring cash if you're interested in this convenience center.

CASH FREE ACCOUNTS-SNACK BAR

If you would like to create a Snack Account for your student you may do so by informing the ASP Director. He/She will create an account for the student based on the funds you provide. As students request snacks from the snack bar a staff member will deduct that amount from the student's account. Payment for Snack Bar Accounts may be made via cash or check. When the student's account is at a \$0 balance you will need to replenish the account if you desire. That Easy! This will prevent students from having to bring cash every day for snacks.

DISMISSAL

Parents may pick up their child at any time. After School hours end at 6:30 pm every day. Any student not picked-up by this time will be charged **\$1.00** for every minute thereafter.

** We will not under any circumstances, release students to anyone other than the designated pick-up person(s). If alternate pick-up arrangements have been made, the afterschool director must receive the change request in writing or be called prior to the time of pick-up.*

ABSENCES

If for any reason your child will be absent on their scheduled day, please notify the admissions office or The Afterschool Program Director so that we may update our daily records. **See contact numbers above. You may also now text us at 202-409-4164**

ABSENCES FROM SCHOOL

If your child is absent from school and will not need to be picked up (if scheduled to be picked-up), please contact the office or the Company Cell phone to inform us by **2PM Monday – Friday**. This will greatly assist us in knowing who should be picked-up and prevent us from waiting. **You may also now text us at 202-409-4164**

AFTER SCHOOL STUDIO ETIQUETTE

In an effort to accommodate the studio members and other businesses in the building, we have a few etiquette policies that are necessary for each student and family to follow. Thank you in advance for your assistance.

- **Building/Lobby** – please use indoor voices and no running in the facility. The elevators should not be used.
- **Waiting Room** – Students should not be in this area unless accompanied by an adult or during transition times. We have families that do not have after school care and should not be disrupted.
- **Study/Homework area** – is reserved for “quiet study” only.
- **Security Phone** – After 6:00 PM **all families** will need to use the security phone to be buzzed into the building. The outside doors lock at 6:00 PM. Parents/students should call for clearance to enter the building by using the outside phone. **Follow the instructions on the intercom to reach us.**
- **Food** – Food/Eating and drinks in the studio is limited to afternoon snacks.

INCLEMENT WEATHER POLICY

Lopez Studios, Inc. does not follow FCPS “After School Program” for inclement weather. We will contact all families via email for closing information or this information will be posted on our website.

REFUND POLICY

No refunds will be given for any reason (missed days, illness, etc.) and all deposits and registration fees paid are non-refundable. Please refer to the After School Program Tuition Payment Option Form on our website for further policies.

YOU ARE IN FOR A GREAT TIME! SEE YOU SOON!

OVER