Falk School
University of Pittsburgh
Allequippa Street
Pittsburgh, PA 15261

AFTER SCHOOL CHILD CARE PROGRAM

We are pleased to tell you that Falk’s After School Program continues to grow and be a success. The following points of information will be useful for those parents who plan to use the service:

- The After School Child Care Program is managed by our Director, Mr. Cesar Canizares. Staff includes an Assistant Director and Work-Study students from the University of Pittsburgh. The hours of operation are from 3:00-6:00pm, Monday through Friday (when school is in session).

- The charge to parents is $4.00 per hour. This fee is subject to change, if the income generated by the service does not cover the costs of the program. Participants of the program will be notified in advance of any changes in fees. Billing statements are sent out on a monthly basis and payment is due withing two weeks after receipt.

- The “LateFeePolicy” for Child Care after 6:00pm will be $4.00 for each 5-minute period or part of a 5-minute period past 6:00pm. The purpose for this policy is twofold. First, it is necessary to offset the increased cost of late Child Care. Second, it is an effort to encourage timely pick-ups!!

- If you need to call the After School Program, use extension 624-6823 between the hours of 2:30-6:00pm. You may call the After School Office at 624-8195 between the hours of 10:00am-2:30pm. An alternative way of reaching us is to call the school main phone line which is staffed until 4:00pm at 624-8020.

- It is important to remember to sign your child(ren) out at pick up time!! This is essential because it helps us keep track of your children and allows us to have the correct information when calculating your bill. Unfortunately, if you do not sign out, we will have to charge you until 6:00pm.

- It is imperative that we have the name of everyone who is permitted to pick your child(ren) up at After School. If your child is to be released to someone whose name does not appear on our list, please send a signed, dated note giving permission for that person to be responsible for your child(ren). You need to address the note to the homeroom teacher and Mrs. Metcalf. You will need a note even if the person designated to get your child(ren) is another Falk Parent!! If you forget to send a note, or if an emergency arises, you may call the After School office, the school office, or your child’s homeroom teacher (classroom phone lists are sent home each year) to inform us. Our top priority is the safety of your child(ren). Also be sure that the person picking up your child(ren) is aware of the sign-out policy and the location of the sign out so that your billing statement will be correct.

- A rough outline schedule of activities for the children is as follows:
  3:00-4:20 Primary activities (crafts, cartoons, movies, computer, physical activities, games, etc)
  3:30-4:30 Intermediate and Middle School options: physical activity or games, computer use, homework room, cafeteria (Intermediate and Middle School stay in classroom until 3:20)
  4:20-4:30 Primary snack only
  4:30-4:40 Intermediate and Middle School snack
  4:30-6:00 Primary options: computer use, physical activities, story time
  4:40-6:00 Intermediate and Middle School options: computer use, physical activities, etc.

There are many circumstances that affect the type of activities we can run in a day. We try to vary the games and types of activities that we organize in order to satisfy everyone. For the most part, children are separated by grade level for organization reasons and safety. Arrangements can always be made so that children can work on their homework, even if we do not have a designated homework room for that day.

If you have any questions about our program, please feel free to call Cesar Canizares at 624-8195.