

## **A BIG Hello from the WINGS Staff members!**

Can you believe that we are getting things ready for the start of the 2024/2025 school year?

As we gear up for the coming 2024/2025 School Year, we will continue to send out updates and reminders for the WINGS Program. Some of these will come directly from WINGS and others may be in the St. Joan School Blaster. If you are not yet signed up to receive these, I highly recommend that you do! A TON of information is communicated through the blaster, and you don't want to miss out!!

Please see the attached directions to register for the after-school WINGS program through the Five Star Registration System. **ALL new and returning families are required to complete these forms in their entirety for each child enrolled in the program.** Please do not leave any blank spaces and ALWAYS have complete addresses. If any of the forms are missing important information this could cause your child/children's start day to be delayed.

\*\* If you are new to WINGS and have not received an invitation email, please reach out to me at 717-533-2854 ext. 117 or by email [jkupstas@stjoanhershey.org](mailto:jkupstas@stjoanhershey.org).

\*\*If you are a returning family, please log into your Five Start Account and update each form with the current information. If you have any questions, please feel free to reach out.

These forms are reviewed twice per year (August & February) each year! You will receive reminders via email from the Five Star Registration System to log in and review all information provided and make any changes necessary. I know that this can be frustrating for some of you with busy schedules, and this is one of the reasons we are trying to make this process paperless and as painless as possible. Please keep in mind that the WINGS program is a separate entity from the school and the forms that you submit to SJA DO NOT CARRY OVER to WINGS.

**ALL COMPLETED FORMS ARE DUE BACK NO LATER THAN AUGUST 23<sup>rd</sup>!**  
**(Forms are posted in the Five Star Registration System)**

**If you have not completed your registration by the first day of school your child WILL NOT BE ABLE TO ATTEND WINGS until we have received the required forms.**

**NO EXCEPTIONS!**

**Each Child MUST Be Registered in The Five Star Registration System!**

\*\*\* Under DHS requirements we will not be able to have a child start if these forms are not complete. Please contact me if you have any questions or concerns!

717-533-2854 ext. 117 or by email: [jkupstas@stjoanhershey.org](mailto:jkupstas@stjoanhershey.org)

## **WINGS Tuition:**

Some of you may know that we are working on a new payment system for WINGS. This will help to ensure that you are able to track your payments as well as have this documentation for tax purposes. You will be able to access this through your Five Star Accounts, making it more convenient with everything all in one place.

You will still be able to submit payments via check made payable to “SJA WINGS”. We will then post payment and provide a receipt of payment.

You will be billed on the 1<sup>st</sup> of each month, as a reminder WINGS tuition payments are due on the 15<sup>th</sup> of each month starting September 15, 2024. The cost of Tuition is as followed:

Registration Fee: \$30.00 PER FAMILY

Per Day Rate: \$25.00 (Part time Students)

Per Month Rate: \$240.00 (Full time Students)

Per Year Rate: \$2400.00 (There is not a discount if paid in full.)

Late Fee: \$50.00 (If you have not made your current payment prior to the next invoice cycle you will be charged a late fee.)

If you have not yet submitted your registration fee, please submit it as soon as possible so that we are able to hold your child’s/children’s spot as we are limited to the child/staffing ratios for the program.

## **Early Dismissals:**

I have attached a SJA School Calendar for your convenience! Please mark your calendars for the days that we have early dismissals. WINGS will be on a first come first serve basis for these days due to staffing/ratios. We will post this in the blaster as well as communicate this through your Five Star account via email notifications.

## **Dismissal Dates & Times:**

**October 11<sup>th</sup> @ 1pm**

**May 7<sup>th</sup> @ 12:30 pm**

**May 23<sup>rd</sup> @ 1pm**

\*WINGS is NOT offered during holiday breaks, inclement weather closings, last days of school.

## **Pick Up Procedures:**

Parent Pick Up Procedure is as follows: Please pull through the circle driveway located at the side of the building. Text your Childs Name to the following number. (223)-278-3172.

A staff member will bring your child out and obtain a signature from you. If you or an approved adult would not be picking up your child due to an emergency etc.. you will need to call the WINGS office and let the Director know. Each Adult picking up **MUST** be listed on your forms!

717-533-2854 ext. 117 or by email: [jkupstas@stjoanhershey.org](mailto:jkupstas@stjoanhershey.org)

During nice weather we do plan to have the children outside during pick up time. Your child will have a designated color-coded sign for their class. If this sign is posted on the sidewalk sign, this means that your child's classroom is outside on the playground. Proceed to parking areas.

As a reminder our program operates from 3:15pm – 6pm Monday-Friday, if you arrive at any time after 6:00 pm, you will be charged a late fee of \$10.00 per minute until pick up.

## **Absences From WINGS:**

If your child is out sick and or leaves early and is not attending WINGS for that day please call:

717-533-2854 ext. 117 or by email: [jkupstas@stjoanhershey.org](mailto:jkupstas@stjoanhershey.org)

\*We are a separate entity from the school and are required by the state to track this.

## **Extra Curriculars:**

If your child attends WINGS and participates in an after-school activity, please remind your student that he/she is required to check in with their WINGS teacher **FIRST**, then go to their activity. They will then return to WINGS afterwards to be signed out for the day. (We do not have the staff coverage or time to run around the school looking for 140 children. This is for the safety of ALL of the children.)

\*If your child attends Soccer Shots they **DO NOT** need to check in first at WINGS. We are in constant communication with the Soccer Shots staff and have a great system in place with them to manage this.

We look forward to seeing all our SJA Families at the start of the new school year!  
Hope that you enjoy the rest of your summer!

Thank you,

***Jacqueline Kupstas***

Director of WINGS

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Hummelstown, PA. 17036

P: 717-533-2854 Ext. 117

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