

## Beforecare and Aftercare Information

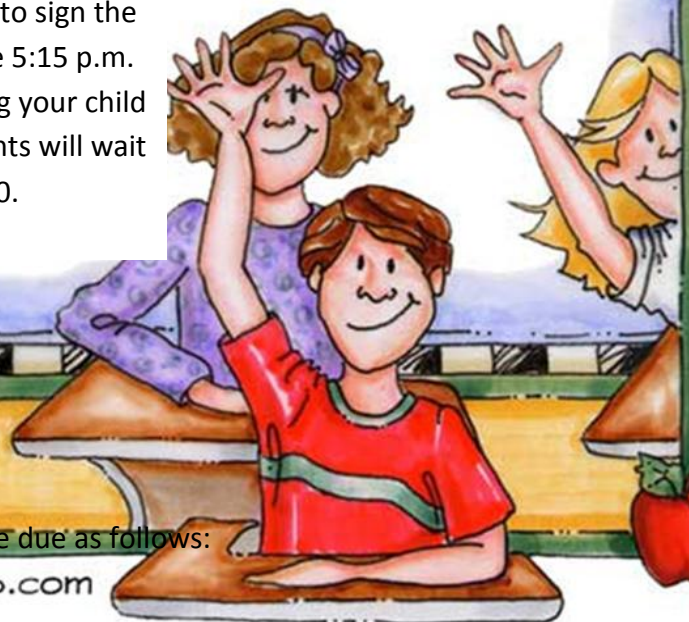
**Overview:** Benefits of the Aftercare Program include not only a safe supervised environment, but also a chance for the children to receive homework assistance from teachers and to participate in various activities, including outdoor play, arts/crafts, science experiments, computer time, games, snack time, and unstructured play.

**Attendance:** Students in Pre-K – Grade 8 may attend **Beforecare** each morning from **7:30 a.m. – 7:55 a.m.** **The cost of Beforecare is \$8.00 per day for each student.** **Payment for this service is due on the day that it is used.** If your child is enrolled in Aftercare as a “Full School Year” user, the cost of Beforecare is included in that price.

The **Aftercare Program** is offered to students in grades Pre-K – 8. The program is held from dismissal until 5:30 p.m. on days when school is in session for a full day and on select 12:10 p.m. dismissal days. A snack will be provided each day or you may send a snack from home. On 12:10 p.m. dismissal days, where Aftercare is provided you must send a lunch from home with your child, as lunch service is not available on half days. Your child may attend Beforecare/Aftercare on the days and times of your choice. For the safety of the children, Aftercare will not be held in case of early dismissal from school due to inclement weather or other “emergency” situations.

**Pre-K Students:** Students in Pre-K may attend the Beforecare and Aftercare programs. He/she would attend his/her regular class, followed by the Poppins/Kindergarten Readiness program and at 2:30 p.m. he/she would attend Aftercare. This would enable your child to attend school from 7:30 a.m. – 5:30 p.m. **Aftercare is NOT available on days if/when Poppins/Kindergarten Readiness are not in session, except on selected 12:10 p.m. dismissal days.**

**Sign-Out Policy:** With the child’s well-being and safety in mind we have a Sign-Out Sheet. You will be required to notify a staff member that you are picking up your child. We will not release your child to anyone whose name does not appear on the emergency form. Legally, children are not permitted to sign the Sign-Out sheet. If you are picking up your child before 5:15 p.m. please call **973-908-5590** and a staff member will bring your child to the front office for dismissal. At 5:15 p.m. all students will wait for pick-up at the front office. Aftercare is over at 5:30.



**Payment Options:** Beforecare and Aftercare payments are due as follows:

**Program Fees: Students with unpaid balances will not be eligible to attend Before/Aftercare**

**Yearly use of Aftercare (Beforecare and early Dismissal fees included)**

**Payment due the 1<sup>st</sup> of each month starting September 1<sup>st</sup> for 10 months if not pre-paid for the year**

\$3,500	\$4,900	\$5,600
One child	Two children in family	Three children in family

**Daily Use After Care - Payment due the date of service.**

\$25	\$35	\$40
One child	2 children in family	3 children in family

**Late School Pick-up - 3:45pm (Full daily fee at 2:46pm) - Payment due the date of service.**

\$10 per child

**BeforeCare - Daily Use (students entering at 7:45am will be charged) - Payment due the date of service.**

\$8 per child

**Late AfterCare Pick-up (5:31pm) - Payment due the date of service.**

\$20 per child per \$10 minutes

**12:10 p.m. Early Dismissal for Daily AC Users - Payment due the date of service.**

\$25 until 3pm	\$35 until 3pm	\$40 until 3pm
\$10/hr or partial	\$15/hr or partial	\$20/hr or partial
One child	2 children in family	3 children in family

**Returned Checks**

\$25 and future payments made in cash, money order or bank check

**Parent/Teacher Conferences November – Per 15 minutes Payment due the date of service.**

\$5	\$10	\$15
One child	2 children in family	3 children in family

**Additional Policies:** Our Aftercare program ends promptly at 5:30 p.m. **Children must be picked up by 5:25 p.m. so that we are able to close the building by 5:30 p.m.** Please call the Aftercare phone at 973-908-5590 to be let into the building. If you have an extreme and rare emergency and know that you are going to be late, please call the Aftercare program at 973-908-5590. This number may only be used between 2:45 and 5:30 p.m. Staff members are employed until 5:30 p.m. **Out of respect for our staff we ask that you respect our closing time, as they too have family obligations.**

A penalty fee of \$20.00 per child for every 10 minutes will be charged for tardiness. The penalty period begins at 5:31 p.m. Excessive pick up tardiness and delinquent payments will result in termination from the Beforecare/Aftercare programs. The Aftercare program coordinator and administration reserve the right to define the term “excessive.” Students with unpaid balances will not be eligible to attend Beforecare/Aftercare.

Returned checks – A fee of \$25.00 will be charged for any check that does not clear the bank. Should this occur, we will ask that future payments be made in cash, money order, or bank check.

**Atmosphere:** The Aftercare program is a calm and friendly place where the children of our school can relax, have fun, and even get homework completed. We expect all children to be kind and respectful to one another at all times. Bullying and inappropriate language/behavior are not acceptable at any time. At Aftercare we have many games, toys, and crafts for the children to enjoy; therefore, we do not allow any toys from home to be used at Aftercare. All children are expected to be respectful and cooperative with all staff members. For purposes of the safety and well-being of all, children must listen and follow staff directions.

St. Rose of Lima Academy Aftercare

**Must Be Completed**

Please Print

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ email Address: \_\_\_\_\_

Persons responsible for picking up your child: (Please include your name, coaches names etc. If more space is needed continue on the back of this form) We will not release your child to anyone who is no on this form.

Name	Relationship	Cell Phone #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Mother's Cell # \_\_\_\_\_ Father's Cell # \_\_\_\_\_

If there is an emergency and we are unable to contact you please list two people that you would want us to contact

Name	Relationship	Cell Phone #
1. _____	_____	_____
2. _____	_____	_____

Does your child have any allergies? If so, please list; if there are no allergies write the word "none."

\_\_\_\_\_  
\_\_\_\_\_

I have read and agree to abide by the Beforecare and Aftercare policies outlined in this document: Including, yearly use – payable in full in September or in monthly installments, due the 1<sup>st</sup> of each month for 10 months, starting on the first of September, **ALL OTHER PAYMENTS ARE DUE ON THE DAY THAT THE SERVICE IS PROVIDED**, the Aftercare program ends promptly at 5:30 p.m. Children must be picked up by 5:25 p.m. so that we are able to close the building by 5:30 p.m. and students with balances for either Beforecare or Aftercare will not be eligible to attend Beforecare or Aftercare.

Parent/Guardian Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

Please check one:

\_\_\_\_ Yearly Plan    \_\_\_\_ Daily Plan    \_\_\_\_ I plan to use this service in an "emergency"

For planning purposes please list the days you plan to have your child attend \_\_\_\_\_

These days may be changed at any time.