

# 2015-2016 Before & After Care

## BEFORE AND AFTER CARE (9-Month Program, 6:45 – 7:30am, 3:20-5:45pm)

*Please read the accompanying information carefully*

### Weekly Plan:

	<i>1 Student</i>	<i>2 Students</i>	<i>3+ Students</i>
<i>Before and After Care</i>	\$35.00/Week	\$45.00/Week	\$50.00/Week
<i>Before Only</i>	\$20.00/Week	\$25.00/Week	\$30.00/Week
<i>After Only</i>	\$25.00/Week	\$30.00/Week	\$35.00/Week

### Daily Drop-in Plan:

	<i>1 Student</i>	<i>2 Students</i>	<i>3+ Students</i>
<i>Before and After Care</i>	\$15.00/Day	\$18.00/Day	\$20.00/Day
<i>Before Only</i>	\$7.00/Day	\$9.00/Day	\$11.00/Day
<i>After Only</i>	\$10.00/Day	\$12.00/Day	\$14.00/Day
<i>Early dismissals and half days</i>	+\$5.00/Day	+\$8.00/Day	+\$10.00/Day

**Payment Schedule:** All payments are to be made in the Before & After Care envelope and turned in to the Parish Office. Statements will be sent out at the end of each month.

**The Weekly Plan** involves payments made in advance of the week preceding the care selected. Under this plan there will be no extra charge for early dismissal or half-days, nor will the weekly rate be prorated for short weeks (less than 5 day school weeks). No refunds will be made for absences. Since the rates are low, payment needs to be made in advance for services. If payments are not made monthly, the Daily Drop-in rate will apply.

**The Daily Drop-in Plan** is available for occasional users and those not paying for care in advance. Charges for Daily Care will be billed monthly. Payments must be made each month in order for children to remain in the program.

**For registration:** Parents can choose from the Weekly Care Plan or the Daily Drop-in Plan. Note the payment schedule above.

**Who, What, When and Where:** St. Mary's Parish School offers Before and After Care for students in all grades. Before Care is available from 6:45 - 7:30 a.m. After Care is available from 3:20 - 5:45 p.m. The Care Program is offered only on days when school is in session. Be sure to secure a School Calendar. Care will not be available when school is canceled in advance (e.g. due to inclement weather). St. Mary of Kickapoo reserves the right to discontinue offering Before and After Care at any time, by advance notification to participating families.

**Drop-off and Pick-up:** For security reasons, a parent or authorized adult must accompany the child into and out of the School. There will be a check in/out sheet with the Care Director that must be signed. Only a parent or authorized adult may drop-off or pick-up a student. Authorized parents and other authorized persons' names must appear on the St. Mary's Student Record Emergency Information and Pick-Up Authorization also on this Form. If someone not listed on the form is to pick up the child the parent must call the School Office and send a written note with the person that is to pick up the child. Students will not be released unless this procedure is followed. Please note that a late pick-up fee will be assessed if the Care Program Staff is held over 5:45 p.m. (\$5.00 for the first five minutes and \$1.00 for each additional five minute period).

**Discipline:** Students are naturally expected to respect each other, the staff and the materials and environment they are in. Failure to comply with the rules will result in discipline (time out, and a warning and notification procedure). If the discipline used is not effective the child will be suspended from the Care Program.

**Homework:** A 30-minute quiet time/study period is scheduled each afternoon to allow the student the time to do homework. It is the student's responsibility to bring his or her assignment notebook and needed materials. Books will be available for quiet reading.

**Illness/Accident:** The Care Program will follow the procedure followed during regular school hours.

**Medicine:** No medication will be given to any student unless written permission and instruction in writing are provided to the Care Program Director by the parent/guardian. The medication must be in the original container and picked-up and delivered daily to the Care Program Director.

**Personal Property:** St. Mary's Parish School will not accept responsibility for loss or breakage of personal items (e.g., pencils, books, clothing or recreational materials brought from home).