

2018-2019 Before & After Care

BEFORE AND AFTER CARE (9-Month Program, 7:00-7:30am, 3:15-5:30pm)

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>	\$40.00/Week	\$50.00/Week	\$55.00/Week
<i>Before Only</i>	\$25.00/Week	\$30.00/Week	\$35.00/Week
<i>After Only</i>	\$30.00/Week	\$35.00/Week	\$40.00/Week

Late pick-up after 5:30PM +\$5.00 first 5 minutes and \$1.00 ea additional 5 min

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	\$20.00/Day	\$25.00/Day
<i>Before Only</i>	\$8.00/Day	\$10.00/Day	\$12.00/Day
<i>After Only</i>	\$12.00/Day	\$14.00/Day	\$16.00/Day

Late pick-up after 5:30PM + \$5.00 first 5 minutes and \$1.00 ea additional 5 min.

Payment Schedule: Fees charged are which is the cheapest rate for the week, daily drop-in rate or weekly rate (see rates above). There is no extra charge for early dismissal or half days when care services are available. Statements are be emailed weekly, via FACTS, with payments being due on the 15th and 30th of each month. Payments made through FACTS or Parish Office. St. Mary's reserves the right to withdraw any student(s) from the program for failure to have payments in full each month.

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 7:00 - 7:30 a.m. After Care is available from 3:15 - 5:30 p.m. The Care Programs only offered on days when school is in session. Be sure to secure a School Calendar. Care Program will not be available when schools 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. All parents or authorized person **must initial** the sign in/out sheet with the Care Director. 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 Form. If someone not listed on the form is to pick up the student(s), the parent must call the School Office and send a written note with the person that is to pick up the student(s) in order to allow the student(s) to leave. Please note a late pick-up fee assessed when the Care Program Staff has to stay past 5:30 p.m. (\$5.00 for the first five minutes and \$1.00 for each additional five-minute period).

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Discipline: Staff expect every student to respect each other, staff and the materials and environment they are in at all times. Failure to comply with the rules will result in discipline (time out, and a warning and notification procedure, and not limited to suspension if needed).

Homework: Each afternoon, there is a 30-minute quiet time/study period scheduled to allow students 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 student will receive any medication without written permission and instructions from the parent/guardian provided to the Care Program Director. All medication must be in its original container along with picked-up and delivered daily to the Care Program Director.

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