

SAINT CATHERINE LABOURE CATHOLIC SCHOOL

Teaching minds. Forming hearts. Growing disciples.



Saint Catherine Labouré After School Program

General Information:

Saint Catherine Labouré School will be offering an After School Program for the 2017-2018 school year. Saint Catherine Labouré teachers will staff the program. The program will begin Tuesday, August 29, 2017.

The program will be held in the cafeteria Mondays through Fridays from 3:30 p.m. – 5:30 p.m.

Daily Schedule:

Students will be called from their homerooms and will report to the cafeteria. This will occur each day of the Program (Monday – Friday). The students will have time to work on homework, have down time (inside or outside weather permitting) and a snack, if parent has provided it.

Snacks:

Snacks are to be brought from home. NO snacks or drinks will be provided by Saint Catherine Labouré School. Parents, please notify staff of any allergies.

Days of Services Provided/Not Provided:

The After School Program provides services only on days when Saint Catherine Labouré School is open and operating on a FULL DAY Schedule. Services are not provided on holidays or early dismissal days.

Fees and Payments:

The fee for this program will be determined each year prior to the start of school. The fee for the 2017-2018 school year will be \$12.00/day per child.

Payments may be made either monthly **by the first of each month** or weekly **by the first day of each week attended by the child**. Payments can be made by either check or cash. All checks should be made out to **Saint Catherine Labouré School**.

Payment is considered past due after three school days of the payment due date. The After School Program reserves the right to terminate services after 15 days of nonpayment or repeated late payments for services rendered.

Repeated lateness (picking up child after closing time) will result in an additional late fee based on the amount of time the child has been waiting since 5:30pm. There

will be no fee assessed for the first instance of a “late pick-up”. A parent with an instance of a second or more “late pick-up” will be assessed the following fees:

0 – 10 minutes late	\$5.00 late fee
11 minutes – 20 minutes late	\$10.00 late fee
21 minutes - 30 minutes late	\$15.00 late fee

For every additional 10 minutes late, an additional \$5.00 will be added to the late fee. The late fee is payable with the next Aftercare payment.

Child Pickup / Dismissal:

Dismissal from the After School Program will be no later than 5:30 p.m. Parents will need to come into school via the front gym door. Please ring the door bell attached to the steel door and one of our Aftercare teachers will unlock the door. You will need to sign your child out each day.

No child will be allowed to go home with any adult other than the Parent unless indicated on the Student Information Sheet. That person will be asked to provide identification upon pick-up.

Illness/Medication:

If a child becomes ill during After School hours, parents and/or emergency contacts will be called and the child must be picked up immediately.

Teachers of the After School Program are NOT permitted to administer medication to a child. Children are NOT permitted to carry medication with them unless very serious circumstances warrant otherwise by the School Administration. If a child is injured, the teacher will notify the parent/emergency contact as soon as possible.

After School Program Registration Information:

Parents/Guardians of all students participating in After School Program must complete the After School Program Registration Sheet and return to office. If there are any changes to initial information given on registration, please inform school office **in writing**, so changes can be made and kept up-to-date. This would include changes in telephone numbers, changes in person (s) allowed to pick-up child, changes in schedule, etc.

Also, if your child will not be attending After School Program on a scheduled day, please send a written note to school with your child that morning or call the school office and alert them of change.