

# SAINT CATHERINE LABOURE CATHOLIC SCHOOL

Teaching minds. Forming hearts. Growing disciples.

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**Parents/Guardians of ALL students must complete the After School Program Registration Sheet and return to the school office.**

## **Saint Catherine Labouré After School Program**

### **General Information:**

Saint Catherine Labouré School will be offering an After School Program for the 2019-2020 school year. Saint Catherine Labouré teachers will staff the program. The program will begin Tuesday, August 27, 2019.

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

*Students not picked up from school by 3:30pm will be sent to the After School Program and parents will be responsible for paying the fee incurred.*

### **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, scheduled early dismissal days, or weather related early dismissal days. In case of any unforeseen event which would prevent the After School Program from operating that day, a two week notice in advance will be sent home to families.

### **Fees and Payments:**

The fee for this program will be determined each year prior to the start of school. The fee for the 2019-2020 school year will be \$12.00/day per child.

Payments must be made in advance of Aftercare use. 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.**

Parents are asked to keep track of their account balances. Balances are calculated at the beginning of every week and are recorded on the “Aftercare Payment” sheet which is available during Aftercare hours. Please ask an Aftercare teacher for your balance. No refunds are given at the end of the year. Balances will carry over for students returning to SCLS the following year. A refund will be issued for families who are not returning 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 charge delinquent payments to your FACTS account and/or 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 after 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. Please enter the school via the front gym door. Ring the door bell attached to the steel door and one of our Aftercare teachers will unlock the door for you. You will need to sign your child out each day. There is a “Parent Sign-Out Name and Time” sheet for you to record this information.

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.

**Emergency Phone:**

If a parent has an **emergency** and needs to contact the teachers during the Aftercare time (3:30 – 5:30pm), they can be reached at this phone number (717) 564-1760 extension 126. **This number is for emergencies only.** If you need to change the status of your child’s Aftercare (for example, if they were supposed to stay for Aftercare but you need to pick them up to take to the doctor) that call should go to the school office before 1:00PM.

**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 must complete the After School Program Registration Sheet and return to the school office. This form must be received by the office before a student can attend the After School Program. If there are any changes to initial information given on the registration form, please inform the 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 by **1:00pm** and alert them of any changes.