



After School Program Registration Form

Please return ASAP

Family Name: _____

Cell Phone #1: _____ Cell Phone #2: _____

Contact Email: _____

Child(ren) utilizing After School Program: _____

Options (please select): *For rates, please see the last page*

- Monthly Rate
- Drop-In Option

Please list those authorized to pick up your child(ren) other than yourself. Please ensure these names are also entered on your RenWeb account.

Name: _____ Phone _____

Name: _____ Phone _____

By signing below, I agree to the Rules and Rates (see next pages)

Parent's Signature: _____ Date: _____

Description:

The After School Program (ASP) will be available Monday through Friday from 3:45 until 5:30 P.M. Only children enrolled in St. Mary's Catholic School (SMS) are eligible to participate in the program. We will not offer ASP when school is closed or on early release days. Pick up will be through the west entrance of the McCullough Center or east entrance of the school building depending on the time frame. Parents should enter the school grounds through the front gate and follow the sidewalk around to the McCullough Center. **ALL CHILDREN MUST BE PICKED UP BY 5:30 P.M.**

Rules:

1. Children must be a registered student of St. Mary's Catholic School.
2. Children will not be released to anyone not authorized to pick your child up. In case of an emergency, please contact the school office.
3. Children must be picked up by 5:30 P.M.
4. A late fee of \$1.00 for each minute will be assessed beginning at 5:30 P.M. The police department will be contacted after 5:35 P.M. unless you have contacted the ASP onsite worker or ASP Director, Tanya Mallinson.
5. All normal rules and regulations of the St. Mary's Catholic School will be in effect during the After School Program.
6. Students will abide by the curriculum and schedule of the After School Program.
7. Parents will be billed monthly for After School Program.
8. No snack is provided. Students may bring a snack from home. The only permissible liquid is bottled water. A water fountain is accessible at all times indoors.
9. For the monthly option, cancellation of the After School Program Agreement must be in writing to the Principal prior to the beginning of the month or the monthly fee will be charged to your account.
10. **Please refer to the Family Handbook for complete information about the After School Program.**

Schedule:

The After School Program schedule will be as follows:

3:40 - 3:45 P.M. Students report to Library after "all call" from dismissal.

3:45 – 4:00 P.M. Sign-in, Take-home folders or student planner will be checked for homework. It will also be snack time.

4:05 P.M. Prayer - After School Prayer

4:05 - 4:35 P.M. (minimum 30 minutes) Homework, reading, or quiet time.

All students are expected to utilize this time to complete as much of their homework as possible. If all homework is complete, the student may read quietly. Students in Kindergarten or Pre-K may use this time to color, draw, or work on projects provided by ASP workers. ASP will offer assistance to students. Computer usage is only available if the student has internet homework listed in his/her student planner. Students may be placed on a computer rotation schedule if not enough are available.

4:35 – 4:40 P.M. Clean up any messes, pack belongings and prepare for transition.

4:40 – 5:20 P.M. Activity Time.

This may include soccer or other games on the playground for the older students and play time on playground equipment. Indoor activities will occur for days when weather does not permit outside play. This may include crafts, games, or other activities chosen by ASP workers.

5:20 – 5:30 P.M. Clean-up and prepare for picking up and departure.

Parents and authorized persons who pick up their child(ren) may be asked to show identification prior to the release of their child(ren). For legal reasons, no one other than those on your authorized list may pick up your children. Please be sure your authorized pick-up list is updated on RenWeb.

Rates:

Charges will be billed on the 1st of each month and are due by the 10th. Please make payment to St. Mary’s Catholic School.

Monthly:

Families must pay the full rate per month regardless of the child(ren) being present or not.

	Sept - May	Aug & Dec (Prorate)
1 Child	\$175	\$105
2 Children	\$225	\$135
3 Children	\$265	\$160

Drop-In:

Annual Fee of \$75 per family.

Drop In Hourly Rate of \$6.00 per hour (\$10 per hour for two or more children). First hour is from 3:30 – 4:30 P.M. The second hour is from 4:31 – 5:30 P.M.

Miscellaneous

There is a charge of \$5 per minute past 5:30 P.M. (Note – Police will be called after 5:35 P.M.)