

# **ST. LAWRENCE AFTER SCHOOL CARE PROGRAM**

## **GUIDELINES AND PROCEDURES for 2009-2010**

### **Description of Program**

St. Lawrence After School Care Program provides a safe environment for children until 6:00 pm. Children are given a snack, time to complete homework, outdoor or gym playtime, and time for games, puzzles, and movies.

### **Eligibility**

Children who attend St. Lawrence School in preschool through grade 5 are eligible to attend. Older siblings will be considered on an individual basis.

### **Registration**

Parents/Guardians are to complete the following forms and turn them in to the program director:

- Registration Form

- Financial Agreement Form

- Emergency Medical Authorization Form – shared form with school

- Authorized Persons List

### **Fees**

The monthly fee for everyday care is \$120 for a single child and \$220 for a family.

Occasional care is available for \$7 per day per child.

There are no deductions for absences, holidays, or vacations. Refunds will not be given.

A billing statement will be sent home on the 15<sup>th</sup> of each month.

Payment should be sent back in the envelope provided.

Monthly payments are due on the 20<sup>th</sup> day of the preceding month to guarantee a spot for your child.

Payments will be accepted after the 20<sup>th</sup> of the month if space allows.

If the fee is not paid by the first day of the new month, the child will not be allowed to attend.

No charges are allowed.

\$1.00 per minute will be charged for children who are picked up after 6:00 pm. This late fee must be paid when the child is picked up or before he attends the program again.

There will be a \$25 charge for any check not honored by the bank. After one bad check, payment must be made with cash or money order.

### **Calendar**

The After School Care Program will follow the St. Lawrence School calendar and will operate only when students are in attendance. If school is closed due to bad weather, the After School Care Program will be closed also.

### **Arrival Procedures**

Children will come directly to the program at dismissal from school at 2:45. If a child has an after school activity such as scouts or sports, he/she may come after that as long as the director has been informed.

### **Pick-up Procedures**

Children must be signed out by an authorized person.

Each child or family must have a list of authorized persons on file in the director's office. No child will be released to a person not on that list. Any persons not known by the staff must show identification before a child is released to them.

Parents are advised to pick up their children no later than 5:55 pm. The late pick-up fee goes into effect at 6:01 pm.

If a parent/guardian knows he/she will be late, a telephone call to the director is required. If no call is received and the parent is more than 15 minutes late, the emergency contact person will be notified to pick up the child.