

August 2011

Dear After School Care Parents,

Saint Francis de Sales Catholic School is blessed to offer our families an opportunity to make use of our After School Care Program. Our program is overseen by the State of Maryland Office of Childcare. As such, the program is required to conform to various guidelines set down by this state agency. Due to staffing requirements, our program is only able to service a maximum of 30 children. Priority for enrollment registration will consist of those children who attend on a regular basis and who have completed the necessary paper work and payment requirements.

The cost of the program is \$7.00 per day for registered participants and \$15.00 per day for any “drop-in” students. Payment is due each week by the last scheduled day of attendance. Parents should expect to be charged for the number of days they have indicated their children will attend. This total also includes any day(s) of absence. Although, there is no charge for days on which school is not in session. Adjustments to the billing procedure and amounts can only be made by the principal.

The hours of the program are from 3:10 until 5:30 pm. On days of early dismissal, the hours are from 12:10 until 5:30 pm. The program will provide a nutritious snack for the children each day. On an additional note, children will need to bring their lunch on days of early dismissal. For your reference, Ms. Jane Whitaker will serve as coordinator for the program.

Parents who wish to participate in the after school program are asked to please complete the application and to return the form to the school office by August 19th. The program will begin on August 24, 2011.

Should you have any specific questions regarding the After School Care Program, please feel free to contact the school office. Enjoy the beauty of the remaining days of summer.

With PENGUIN PRIDE!

Rob Costante
Principal

Saint Francis de Sales Catholic School
After School Program Registration and Contract

Parent's Name: _____

Home Address: _____

_____ Home Phone: _____

Names of Children attending:

_____ Grade: _____

_____ Grade: _____

Please check one:

____ My child(ren) will attend two days a week on

____ My child(ren) will attend three days a weeks on

____ My child(ren) will attend four days a week on

____ My child(ren) will attend five days a week

____ Please place my child(ren) on the "Drop-In" List

Please circle:

Mon. Tue. Wed. Thu. Fri.

Mon. Tue. Wed. Thu. Fri.

Mon. Tue. Wed. Thu. Fri.

Mon. Tue. Wed. Thu. Fri.

After there are 30 students enrolled, considerations will be made to allow additional students to be enrolled for one day a week.

DROP-INS: An emergency that requires drop-in service to be used is \$15.00 PAYABLE AT TIME OF PICK-UP.

Payment is due each week by the last scheduled day of attendance. You will be charged for all days (including ½ days) that you request on this contract. **If your child is scheduled, you will be charged regardless of attendance.** However you will not be charged for days on which school is closed. Balances owed will not be carried over and all balances must be current and paid up-to-date.

Parents who pick up children after 5:30 pm will be assessed a fee of **\$5.00 per 5 minutes of tardiness.** This will not be prorated. This will be a separate billing by the coordinator and paid separately to that individual within one week.

To keep cost down, we do not give end of the year statements of your payments. Please keep your bills for this purpose.

EMERGENCY CONTACTS

Father's Work Phone: _____ Cell: _____

Mother's Work Phone: _____ Cell: _____

OTHER PERSONS AUTHORIZED TO PICK UP CHILD(REN)

Name: _____ Relationship to child: _____

Name: _____ Relationship to child: _____

Forms that are required by Maryland Department of Human Resources will be sent home after you have registered. It is **IMPERATIVE** that the forms are updated and signed by Parents or Guardian and the Doctor. The coordinator of the program needs to have a copy on file before any children may attend. **Thank you in advance for your prompt attention to this request!**

Principal: Rob Costante

Coordinator: Jane Whittaker

Parent or Guardian: _____