



ST. JOHN THE BAPTIST

AFTER SCHOOL PROGRAM

HANDBOOK

2017-2018

Dear Parents,

Welcome to St. John's Catholic School After School Program! We are looking forward to serving you and your child (children) throughout the 2017-2018 year.

Attached you will find a registration form, registration agreement, and fee schedule as well as other information regarding the After School Program. Please return the completed registration form and agreement along with your \$10.00 registration fee as soon as possible to the School office. Please register your child (children) and pay fees before the first day of the After School Program if possible.

If you have any questions, please feel free to contact the School After School Program at 937-2017.

Sincerely,

Mr. Spiller

GENERAL FEE INFORMATION

REGISTRATION FEE

Enrollments will be charged a yearly registration fee: \$10.00 for one child: \$5.00 for each additional child in a family. There will be a \$5.00 fee for “Drop-Ins”. Children who attend the After School Program 2 days per week or less are considered “Drop-Ins”. Fees should be paid at registration or by the first day of School After School Program. Send registration fees to St. John’s School office.

PAYMENTS

Payment is due on the last day your child attends of each week unless other arrangements are made. Separate checks are to be written to St. John’s School and turned in to the director. **Fees for “DROP-INS” are expected to be paid on the same day.** If your family is having financial difficulties and you cannot make a payment on time, please contact the director or the principal.

CLOSING TIME

Closing time is 5:30 P.M. Failure to pick up children by 5:30 P.M. will result in a \$1.00 per minute fine, which is to be paid upon pick up of your child/children.

IF PARENTS NEED TO CHANGE DAYS OR HOURS OF ATTENDANCE, PLEASE DISCUSS WITH DIRECTOR.

DAILY SCHEDULE AND PROGRAM

AFTER SCHOOL AFTER SCHOOL PROGRAM

3:00-3:30	Attendance and Snack
3:30-4:30	Homework, Quiet time, Activity, Crafts, Movies, or Games
4:30-5:30	Play period – outdoors or gym

Times are very approximate!

SCHOOL AFTER SCHOOL PROGRAM SCHEDULE

The After School Program hours for School After School Program are 3:00 to 5:30 P.M. on regular days and on early dismissal days from 1:15-5:30.

FEES AND OPTIONS

OPTION

FEE

#1	After School After School Program (3:00-5:30) (When picked up after 4:00 P.M.)	\$7.00/1 st Child per day \$6.00/2 nd Child per day \$5.00/3 rd Child per day
#2	After School After School Program (3:00-4:00)	\$5.00 Per Child per day
#3	Early Dismissal Days (1:15-3:00)	\$7.00/1 st Child per day \$6.00/2 nd Child per day \$5.00/3 rd Child per day
#4	Early Dismissal Days (1:15-5:30)	\$10.00/1 st Child per day \$9.00/2 nd Child per day \$8.00/3 rd Child per day

DROP INS --- Fees are as stated above as \$5.00 per day per child. Please call the After School Program director to give notice as soon possible on days that your child/children will attend.

**REGISTRATION AGREEMENT
2017-2018 AFTER SCHOOL PROGRAM**

I UNDERSTAND THAT I AM COMMITTING MYSELF TO PARTICIPATION IN THE ST. JOHN'S SCHOOL AFTER SCHOOL PROGRAM FOR THE DURATION OF THE SCHOOL YEAR UNLESS UNFORSEEN EVENTS MAKE WITHDRAWAL FROM THE PROGRAM NECESSARY. IF WITHDRAWAL FROM THE PROGRAM IS NECESSARY, I WILL GIVE TWO WEEKS NOTICE IN WRITING TO THE ST. JOHN'S SCHOOL AFTER SCHOOL PROGRAM.

I UNDERSTAND THAT I AM RESPONSIBLE FOR TIMELY PAYMENT OF CONTRACTED FEES. CHECKS ARE TO BE MADE PAYABLE TO ST. JOHN'S SCHOOL AND GIVEN TO THE SCHOOL OFFICE OR AFTER SCHOOL PROGRAM DIRECTOR.

IF MY CHILD IS HAVING PROBLEMS IN THE PROGRAM, A CONFERENCE WILL BE ARRANGED BETWEEN THE PARENT/GUARDIAN, PRINCIPAL, AND THE ST. JOHN'S AFTER SCHOOL PROGRAM DIRECTOR.

THE ST. JOHN'S AFTER SCHOOL PROGRAM RESERVES THE RIGHT TO TERMINATE CHILD CARE SERVICES IF IT IS DETERMINED THAT PLACEMENT IS UNSATISFACTORY.

I UNDERSTAND THAT IF BAD WEATHER FORCES THE CANCELLATION OF REGULAR SCHOOL, ST. JOHN'S AFTER SCHOOL PROGRAM WILL ALSO BE CLOSED.

THE AFTER SCHOOL PROGRAM WILL BE AVAILABLE ON EARLY DISMISSAL DAYS.

I HAVE READ AND AGREED TO ALL THE POLICIES AND FEE PROCEDURES OUTLINED IN THE PARENT HANDBOOK.

PARENT/GUARDIAN SIGNATURE

DATE

THE AFTER SCHOOL PROGRAM REGISTRATION FORM
2017-2018 After School Program Year

NAME OF CHILD _____ SEX _____

ADDRESS _____ ZIP _____

HOME PHONE _____ AGE _____ DATE OF BIRTH _____

GRADE _____

PARENT (S) OR GUARDIAN (S) WITH WHOM THE CHILD RESIDES:

NAME _____

PLACE OF EMPLOYMENT _____ PHONE _____

PLACE OF EMPLOYMENT _____ PHONE _____

CHILD'S DOCTOR _____ ADDRESS _____

DOCTOR'S PHONE _____ EMERGENCY _____

ALLERGIES OR CHRONIC CONDITIONS _____

PERSONS TO BE NOTIFIED IN CASE OF AN EMERGENCY WHEN PARENTS OR GUARDIAN ARE NOT AVAILABLE

NAME _____ ADDRESS _____

RELATIONSHIP TO CHILD _____ PHONE _____

ATTENDANCE AND INFORMATION:

WEEKLY FEES _____ (See Fees and Options)

MY CHILD WILL ATTEND THE AFTER SCHOOL PROGRAM WEEKLY ON: (Please check fee and option)

_____ Monday	Time _____
_____ Tuesday	Time _____
_____ Wednesday	Time _____
_____ Thursday	Time _____
_____ Friday	Time _____

PERSON (S) AUTHORIZED TO PICK UP MY CHILD:

NAME _____ PHONE _____

NAME _____ PHONE _____